

**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
June 18, 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. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH

3. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of May 21, 2019
- (2) Take such additional, related, action that may be desirable.

4. 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.

5. CITY LIBRARIAN'S REPORT

6. PRESIDENT'S REPORT

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



Library Board of Trustees Staff Report

DATE: June 18, 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 May 21, 2019; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. May 21, 2019 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

May 21, 2019

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

May 21, 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, May 21, 2019 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:03 P.M.

FLAG SALUTE:

Trustee Yam led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Andrew Yam, David M. Barron (late 7:08 p.m.), Larry Sullivan and Lisa Duong

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary; Theresa Amador, Monterey Park Library Foundation Vice President

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

It was agreed to table agenda item #6 Library Foundation Gala to another meeting in the future.

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS:

Theresa Amador, Vice President of the Monterey Park Library Foundation, invited the Library Board to attend the annual fundraising Gala to be held on September 13, 2019 at Almansor Court. Last year the Library Foundation honored former Library Board Trustee Janet Yu for her community service. This year the Foundation will honor two individuals: Ed Chen of Athens Disposal for his volunteer service with the Sheriff's Department, as a former school board member and a long-time supporter of the library and Larry Sullivan for his dedication to the community as a member of the Library Board and Lions Club and many other commitments including involvement with cancer walks. The Gala will feature dinner, raffle and silent auction, a live band and photo booth. Mrs. Amador encouraged the Library Board to support the library by attending and by soliciting sponsors for the event.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meetings of March 19, 2019 and April 16, 2019

Trustee Dhing noted that on page 2 of the minutes of March 19, in the section about the Library Foundation Tea Party Fundraiser, it should state that 100 tickets have been sold and only ten are left available.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of March 19, 2019 as revised and the minutes of the regular meeting of April 16, 2019 as presented.

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

3. CONSENT AGENDA:

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

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

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Garcia announced that she had officially been selected as City Librarian and was introduced as such at the City Council meeting on May 15. City Librarian Garcia noted that she has been with the library for ten years and was humbled and excited by this opportunity. She stated that there were quality candidates interviewing for the position but she surmised that it was her background at this library and familiarity with the community that influenced the final decision.

City Librarian Garcia reported on recent developments not included in the written report which covered the month of April 2019:

Staff Recruitment

City Librarian Garcia described the recruitment/hiring process for the City of Monterey Park which includes Open Recruitment, Narrowing the field of Qualified Candidates, Interviews by an Outside Oral Panel, In-House Interviews and Offering the Position/Pre-Employment Screening. She also updated the status of current recruitment efforts:

- ❑ Adult Literacy Coordinator FT (LAMP 6005): The extended deadline for open recruitment closes May 24. Interviews with an outside oral panel will be set up for early June.
- ❑ Senior Librarian FT (Adult/Reference 6002): The outside oral panel interviewed candidates on May 14. In-house interviews will take place on May 23.
- ❑ Senior Librarian FT (Children's 6006): To fill the now-vacated position (City Librarian Garcia's previous position), recruitment will open in early June.
- ❑ Janitor PT (Administration 6001): The position was offered but neither candidate passed pre-employment screening. New recruitment will open in early June.
- ❑ Library Clerk PT (Adult/Reference 6002): The new employee started on May 14.

Trustee Duong asked if job openings could be posted in the library. Trustee Sullivan stated that, according to the City Attorney, if library job openings are posted, all City job openings must be posted as well. City Librarian Garcia noted that all positions are posted on the City website.

City Librarian Garcia reported that she has the authority to appoint a qualified staff member as the Acting Senior Librarian in Children's for the short-term and plans to do so.

Play Days Parade

Members of the library staff, Friends of the Library and Junior Friends participated in the City's Birthday Celebration: Play Days Parade. This was the first time that the library had a presence in the parade since 2007. A Children's staff member and a friend marched in Elephant and Piggie (characters from a series of children's books) costumes and later appeared in Barnes Park to take photos with festival-goers. City Librarian Garcia stated that the costumed characters were intended to market the library and increase its visibility in the community. For further branding opportunities, the Library Foundation sponsored the purchase of a backdrop for photo-taking which features the logos of the library, Library Foundation and Friends of the Library. This backdrop will be used for future events and even programs in the Friends Room. Trustee Sullivan suggested using sand bags to weigh down the backdrop framework when used outside in the future.

Teen Room Updates

A ribbon-cutting ceremony was held on May 14 to unveil the new furnishings for the Teen Room provided by a \$15,000 gift from the Library Foundation. Dignitaries present included from the Library Board President Jason Dhing and Trustees David Barron, Larry Sullivan and Lisa Duong; from the Library Foundation President Bob Gin, Vice President Theresa Amador and members Carol Sullivan and Dolores Rillos; Friends of the Library President Nancy Ishino-Gilmore and a representative from State Senator Susan Rubio's office. Trustee Barron suggested sending a thank you letter to the State Senator's representative. Trustee Dhing said that he has a contact who works for Disney and would ask if movie posters could be donated to the library.

Meetings and Professional Development

City Librarian Garcia reported that she attended the Public Library Directors Forum on April 23 and 24 in Sacramento. Library directors met to learn, share, reflect and engage with colleagues on issues affecting California public libraries and the communities they serve. The PLDF allows the State Library to gather views and suggestions from the field and to consult with directors and communicate about upcoming projects and program initiatives.

City Librarian Garcia also participated in the Leadership Challenge on May 8 and 9 in Sacramento. This partnership between the California State Library and the California Library Association brings together librarians from across the state to develop solutions to the issues important to their communities and help empower the residents. Topics included Census 2020, Diversity in the Profession, New Service Models and Early Childhood Education.

Budget Hearings

The City has scheduled budget hearings for fiscal year 2019-20 for Tuesday, May 28 and Wednesday, May 29 with Thursday, May 30 reserved if needed. Budget hearings will run from 5:00 to 10:00 p.m. each night. The library is scheduled to be the last group presenting to the City Council on May 28.

FY 2019-20 Budget

City Librarian Garcia noted that the library's proposed budget for fiscal year 2019-20 includes:

- ☐ An additional \$120,000 offered from the City Council to support operations
- ☐ Addition of two PT Librarians at 0.25 FTE each to Reference and Children's Services
- ☐ Increase to Conference and Seminars category to support staff development

Capital Improvements to library restrooms have been postponed.

Trustee Barron asked if registration fees for Library Board members wishing to attend library conferences could be paid from budget allocations. City Librarian Garcia said that this was possible. She especially wants library staff to take advantage of the California Library Association conference being held locally in Pasadena from October 24 through 26.

Trustee Sullivan reiterated his previous question about the increase in Electricity costs. City Librarian Garcia stated that she confirmed with the City's Finance Director that electricity rates will be going up so the City-mandated figure was increased accordingly.

Other

City Librarian Garcia reported that Trustee Sullivan had facilitated a contact with a social worker at the Edelman Children's Court with hopes of the library conducting outreach there. This is a Los Angeles Superior Court that handles all juvenile dependency cases in Los Angeles County. Children ages 4 to 21 are transported here during their court cases involving families in crisis. The facility houses a playground, library, computer center and cafeteria among other amenities. They were seeking donations of books as well as programming for the children. City Librarian Garcia and Children's Librarian Kristin Olivarez visited and conducted a storytime for the younger children. They plan to visit monthly, alternating storytimes and arts and crafts projects

for the older children. City Librarian Garcia said that the visit was extremely gratifying to see how the children responded to the outreach. She personally donated to the court 200 children's books, a portion of the books she had received from her time serving on the Theodore Seuss Geisel Award Committee earlier this year. Trustee Barron suggested writing an article for the Cascades about the library visits to the Children's Court – they could not include any photos but it is a good story and would be good publicity for the library.

Trustee Sullivan asked if the library could use the glass display case in the City Hall lobby to promote its activities. City Librarian Garcia said that the library can request the use of the case. The library has used it in the past to promote its Summer Reading Program. Trustee Sullivan also suggested a vertical banner (such as LAMP's version promoting its passport services currently in the library lobby) to promote the library in City Hall. City Librarian Garcia said that they would look into this.

Trustee Barron asked about the status of strategic planning for the library. City Librarian Garcia stated that the library did not have the funds to hire a consultant, which is usual for these situations. At the last Library Foundation meeting, it was suggested that the Foundation, Library Board and Friends of the Library meet to share their ideas. The public will also be involved eventually.

City Librarian Garcia noted that she would prefer to wait until the new Senior Librarians in Reference and Children's and the new Adult Literacy Coordinator are hired to start on the strategic plan. The Senior Librarian in Reference especially should conduct a collection assessment to determine what should be included in the collection, what should be weeded, how much space must be allocated for each location code and if shelving could be moved or removed. This would obviously impact space planning as well. In this library as in many other libraries, circulation of material is down, visits/door counts remain much the same but program attendance is up. The library will have to assess its priorities and needs and make plans accordingly.

Trustee Duong suggested surveying library patrons to ask what they would want. City Librarian Garcia said that once the stakeholder groups have met, they will ask the public its opinions. She had allocated money for this in the first iteration of the proposed budget for next fiscal year, but had to take it out to reallocate the funding elsewhere in the budget. A contract with a consultant usually costs \$20,000 - \$40,000 with a timeline of three to nine months to accomplish the project. A consultant would arrange for town hall-type meetings, surveys, discussions with staff and stakeholders and SWOT (Strengths - Weaknesses - Opportunities -Threats) analyses.

Trustee Yam said that he understood that the preference would be to wait to work on the strategic plan until the senior staff positions are filled but hoped to get the ball rolling and have input on the process. City Librarian Garcia said that her priority was to fill vacant positions. Realistically, this will take six months or more. Her second goal is to develop the strategic plan. She did not think that this would be possible this fiscal year with no funding available to hire a consultant. The library can begin an abbreviated version by facilitating conversations with stakeholder groups and looking at space planning on its own. Trustee Yam appreciated this and suggested creating a timeline to keep them accountable.

Trustee Duong noted that if the library is encountering a high rate of patron visits but lower circulation, perhaps a survey asking what kind of books the public is interested in would help. City Librarian Garcia stated that staff have access to a lot of granular data – the ILS tracks what is being checked out, how often items circulate and when the last time an item was checked out. Collection assessment is based on this data. Librarians decide what to purchase and what to weed using this data. Librarians also look at trends to make decisions. There is also a suggestion box in the library so patrons could suggest titles or type of books.

Trustee Yam asked when the library could switch to the new Apollo ILS. City Librarian Garcia stated that the library would do a Request for Proposals for a new ILS this fiscal year with the intent to switch in fiscal year 2020-21. Staff are now running a trial of Apollo alongside the current system.

Trustee Yam asked if the library still planned to migrate its server. City Librarian Garcia said that Apollo is entirely cloud-based, so if the plan is to switch to Apollo or another cloud-based server, there is no need to migrate the server for only one year.

Trustee Sullivan asked why there was such a noticeable decrease in operational costs in Administration 6001 in this year's proposed budget as opposed to the previous year's budget. Trustee Dhing stated that the difference was the debt service – the library is no longer making payments on the loan to renovate the building.

Trustee Dhing noted that there was a typographical error on page 11 in the section about the author talk: the year in question was 1949 not 1049.

Trustee Barron said that he was very pleased that City Librarian Garcia had been selected as he hopes that she could do throughout the library what she accomplished in the Children's division – creating a more visually appealing and more welcoming atmosphere. City Librarian Garcia stated that in part it will have to be a cultural change to improve customer service – senior staff will set expectations for staff, train incoming staff and re-train current staff.

City Librarian Garcia noted that she encourages the Trustees to become official members of the Friends of the Library. It would be a good gesture of mutual support. She has also encouraged members of the Library Foundation and staff to join as well.

Trustee Sullivan suggested bringing the sign advertising the Friends Bookstore sales closer to the front entrance. He also suggested enhancing the entrance area as it is rather cold and sterile now. He also suggested having staff stand next to the self-check kiosk to help patrons use it. City Librarian Garcia noted that staff come out to help patrons when needed.

5. PRESIDENT'S REPORT:

Trustee Dhing reported that last week he attended the CACA (Chinese American Citizens Alliance) conference featuring State Assemblymember Ed Chau. Trustee Dhing learned about Census 2020 and how it will be encouraged to do the census as much as possible online. Trustee Dhing noted that he does support the Friends of the Library. Library Board members should also

have an active library card. Trustee Dhing distributed a brochure promoting sponsorships of the public computers in the library. He plans to continue working with the Library Foundation to approach businesses and organizations to gather support for the library.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Barron noted that he will be out of town at the time of the Foundation Gala.

Trustee Duong noted that she is working with East Los Angeles College to have an ELAC professor teach a math camp during the summer for 25 - 30 students. She hopes that this could be held in the library. She asked whether, in order to help publicize the library, the library could give students a tote bag with the library logo on it. Trustee Dhing said that the Library Foundation might be willing to sponsor this. City Librarian Garcia noted that the library gives out book bags during National Library Week, the Summer Reading Program and for volunteer recognition.

Trustee Yam suggested that the winner of the Employee of the Month come to the Library Board meeting each month to be presented with a certificate of recognition. This would also give the Trustees another chance to meet and get to know staff. City Librarian Garcia said that this was a nice idea – it could be added to the agenda. If a staff member cannot attend the meeting, the certificate could be delivered later.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:47 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: June 18, 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 May 2019.

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. Receipt and Expenditures Report for May 2019
2. Trust and Agency Account Report for May 2019
3. Library Fines Report for May 2019

ATTACHMENT 1
Receipt and Expenditure Report
May 2019

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	181,356.00-	20,177.08	198,739.89	0.00	17,383.89	109.6 0010
11300 PART TIME SALARIES	39,240.00-	4,235.75	37,626.57	0.00	1,613.43-	95.9 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	12,698.58	0.00	1,154.42-	91.7 0010
12200 LIFE INSURANCE	515.00-	117.00	643.50	0.00	128.50	125.0 0010
12300 MEDICAL INSURANCE	16,228.00-	2,934.44	19,431.25	0.00	3,203.25	119.7 0010
12350 MEDICARE INSURANCE	2,635.00-	353.99	3,444.23	0.00	809.23	130.7 0010
12370 PART TIME RETIREMENT	2,936.00-	113.03	1,067.85	0.00	1,868.15-	36.4 0012
12400 DENTAL INSURANCE	1,221.00-	149.48	1,035.82	0.00	185.18-	84.8 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	3,042.42	0.00	276.58-	91.7 0010
12600 RETIREMENT	57,519.00-	6,852.74	68,443.68	0.00	10,924.68	119.0 0012
12750 CITY 401 PLAN	0.00	75.00	550.00	0.00	550.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	132.00	891.00	0.00	99.00	112.5 0010
12950 VISION PLAN	436.00-	72.64	472.16	0.00	36.16	108.3 0010
Object 1000 Total	320,050.00-	36,644.15	348,086.95	0.00	28,036.95	108.8
21350 OTHER OFFICE SUPPLIES	5,306.00-	285.98	2,182.47	0.00	3,123.53-	41.1 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	1,608.69	8,288.04	0.00	3,711.96-	69.1 0010
Object 2000 Total	17,306.00-	1,894.67	10,470.51	0.00	6,835.49-	60.5
31700 DATA PROCESSING	10,531.00-	803.00	8,030.00	0.00	2,501.00-	76.3 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	348.69	3,707.51	0.00	2,807.51	411.9 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	9,166.67	0.00	833.33-	91.7 0010
32200 POSTAGE	1,000.00-	57.94	591.28	0.00	408.72-	59.1 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	347.62	0.00	1,152.38-	23.2 0010
33200 CONFERENCES/SEMINARS	2,000.00-	0.00	2,000.00	0.00	0.00	100.0 0010
36100 ELECTRICITY	102,421.00-	6,081.24	92,482.80	0.00	9,938.20-	90.3 0010
36200 GAS SERVICE	7,379.00-	76.15	3,341.93	0.00	4,037.07-	45.3 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	258.42	12,680.65	0.00	2,319.35-	84.5 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,453.00	14,238.63	1,087.00	325.63	102.2 0010
39250 PRINTING & DUPLICATING	2,500.00-	0.00	802.03	0.00	1,697.97-	32.1 0010
39300 DUES/MEMBERSHIPS	3,500.00-	0.00	3,500.00	0.00	0.00	100.0 0010
Object 3000 Total	174,231.00-	9,911.77	150,889.12	1,087.00	22,254.88-	87.2

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019

91.7% 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-	48,450.59	509,446.58	1,087.00 1,053.42- 99.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	251,568.00-	20,161.26	217,129.58	0.00	34,438.42-	86.3	0010		
11300 PART TIME SALARIES	19,545.00-	1,206.24	8,619.42	0.00	10,925.58-	44.1	0010		
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	13,227.50	0.00	1,202.50-	91.7	0010		
12200 LIFE INSURANCE	936.00-	114.40	868.40	0.00	67.60-	92.8	0010		
12300 MEDICAL INSURANCE	37,799.00-	4,073.80	35,166.65	0.00	2,632.35-	93.0	0010		
12350 MEDICARE INSURANCE	3,990.00-	310.93	3,268.26	0.00	721.74-	81.9	0010		
12370 PART TIME RETIREMENT	977.00-	48.24	344.77	0.00	632.23-	35.3	0012		
12400 DENTAL INSURANCE	2,160.00-	235.22	2,128.20	0.00	31.80-	98.5	0010		
12500 WORKERS COMPENSATION	3,319.00-	276.58	3,042.42	0.00	276.58-	91.7	0010		
12600 RETIREMENT	79,801.00-	6,393.84	69,910.90	0.00	9,890.10-	87.6	0012		
12750 CITY 401 PLAN	650.00-	165.00	1,215.00	0.00	565.00	186.9	0010		
12900 LONG TERM DISABILITY	1,188.00-	145.20	1,102.20	0.00	85.80-	92.8	0010		
12950 VISION PLAN	894.00-	120.37	889.55	0.00	4.45-	99.5	0010		
Object 1000 Total	417,257.00-	34,453.58	356,912.85	0.00	60,344.15-	85.5			
21350 OTHER OFFICE SUPPLIES	2,208.00-	0.00	610.45	0.00	1,597.55-	27.6	0010		
Object 2000 Total	2,208.00-	0.00	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-	9,582.70	26,401.20	0.00	15,098.80-	63.6	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-	3,062.00	3,062.00	0.00	1,938.00-	61.2	0010		
Object 4000 Total	53,982.56-	12,644.70	36,945.76	0.00	17,036.80-	68.4			
DEPARTMENT: 6002 TOTAL	473,447.56-	47,098.28	397,533.38	0.00	75,914.18-	84.0			

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	276,156.00-	29,834.29	209,386.08	0.00	66,769.92-	75.8 0010
11300 PART TIME SALARIES	10,319.00-	1,437.45	9,460.73	0.00	858.27-	91.7 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	16,049.00	0.00	1,459.00-	91.7 0010
12200 LIFE INSURANCE	1,248.00-	208.00	1,066.00	0.00	182.00-	85.4 0010
12300 MEDICAL INSURANCE	47,615.00-	7,557.76	38,271.03	0.00	9,343.97-	80.4 0010
12350 MEDICARE INSURANCE	4,185.00-	454.36	3,225.96	0.00	959.04-	77.1 0010
12370 PART TIME RETIREMENT	515.00-	57.50	359.75	0.00	155.25-	69.8 0012
12400 DENTAL INSURANCE	2,770.00-	552.60	2,826.34	0.00	56.34	102.0 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	4,243.25	0.00	385.75-	91.7 0010
12600 RETIREMENT	87,645.00-	9,469.22	68,570.18	0.00	19,074.82-	78.2 0012
12750 CITY 401 PLAN	1,300.00-	150.00	825.00	0.00	475.00-	63.5 0010
12900 LONG TERM DISABILITY	1,584.00-	264.00	1,320.00	0.00	264.00-	83.3 0010
12950 VISION PLAN	1,068.00-	161.56	842.24	0.00	225.76-	78.9 0010
Object 1000 Total	456,542.00-	51,991.49	356,445.56	0.00	100,096.44-	78.1
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	973.02	4,891.90	0.00	3,108.10-	61.1 0010
Object 2000 Total	8,000.00-	973.02	4,891.90	0.00	3,108.10-	61.1
31700 DATA PROCESSING	13,500.00-	1,148.27	9,182.08	0.00	4,317.92-	68.0 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-	19,146.63	25,868.44	935.13	63,046.43-	29.8 0010
Object 3000 Total	103,350.00-	20,294.90	46,144.47	935.13	56,270.40-	45.5
DEPARTMENT: 6003 TOTAL	567,892.00-	73,259.41	407,481.93	935.13	159,474.94-	71.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
11200 PERMANENT SALARIES	213,378.00-	25,670.22	197,880.27	0.00	15,497.73-	92.7	0010
11300 PART TIME SALARIES	71,382.00-	6,871.16	55,066.05	0.00	16,315.95-	77.1	0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	24,867.33	0.00	2,260.67-	91.7	0010
12200 LIFE INSURANCE	1,248.00-	197.60	1,237.60	0.00	10.40-	99.2	0010
12300 MEDICAL INSURANCE	54,532.00-	8,155.32	51,379.30	0.00	3,152.70-	94.2	0010
12350 MEDICARE INSURANCE	3,094.00-	455.89	3,637.07	0.00	543.07	117.5	0010
12370 PART TIME RETIREMENT	3,430.00-	274.86	2,202.66	0.00	1,227.34-	64.2	0012
12400 DENTAL INSURANCE	2,501.00-	340.02	2,091.82	0.00	409.18-	83.6	0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	5,366.17	0.00	487.83-	91.7	0010
12600 RETIREMENT	67,778.00-	8,151.33	65,025.98	0.00	2,752.02-	95.9	0012
12750 CITY 401 PLAN	1,950.00-	210.00	1,785.00	0.00	165.00-	91.5	0010
12900 LONG TERM DISABILITY	1,584.00-	250.80	1,570.80	0.00	13.20-	99.2	0010
12950 VISION PLAN	1,254.00-	177.98	1,104.18	0.00	149.82-	88.0	0010
Object 1000 Total	455,113.00-	53,503.68	413,214.23	0.00	41,898.77-	90.8	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	326.78	3,130.44	0.00	369.56-	89.4	0010
Object 2000 Total	3,500.00-	326.78	3,130.44	0.00	369.56-	89.4	
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-	53,830.46	421,210.91	0.00	44,202.09-	90.5	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 05/01/2019 TO 05/31/2019

91.7% 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-	0.00	83,058.09	0.00	38,289.91-	68.5 0010
11200 PERMANENT SALARIES	0.00	4,426.63	7,735.42	0.00	7,735.42	0.00 0142
11200 PERMANENT SALARIES	0.00	4,426.61	7,735.41	0.00	7,735.41	0.00 0163
11300 PART TIME SALARIES	24,876.00-	2,561.02	23,120.19	0.00	1,755.81-	92.9 0142
11300 PART TIME SALARIES	26,742.00-	1,779.40	15,871.70	0.00	10,870.30-	59.4 0163
11300 PART TIME SALARIES	3,010.00-	473.93	4,950.39	0.00	1,940.39	164.5 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	5,926.25	0.00	538.75-	91.7 0010
12200 LIFE INSURANCE	624.00-	0.00	416.00	0.00	208.00-	66.7 0010
12200 LIFE INSURANCE	0.00	26.00	39.00	0.00	39.00	0.00 0142
12200 LIFE INSURANCE	0.00	26.00	39.00	0.00	39.00	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	1,252.40	1,878.60	0.00	1,878.60	0.00 0142
12300 MEDICAL INSURANCE	0.00	1,252.40	1,878.60	0.00	1,878.60	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-	103.61	446.84	0.00	86.84	124.1 0142
12350 MEDICARE INSURANCE	388.00-	92.28	341.66	0.00	46.34-	88.1 0163
12350 MEDICARE INSURANCE	44.00-	6.86	71.74	0.00	27.74	163.1 0454
12370 PART TIME RETIREMENT	995.00-	7.33	240.69	0.00	754.31-	24.2 0142
12370 PART TIME RETIREMENT	1,070.00-	71.18	630.44	0.00	439.56-	58.9 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	90.00	135.00	0.00	135.00	0.00 0142
12400 DENTAL INSURANCE	0.00	90.00	135.00	0.00	135.00	0.00 0163
12500 WORKERS COMPENSATION	1,747.00-	145.58	1,601.42	0.00	145.58-	91.7 0010
12600 RETIREMENT	38,528.00-	152.88	29,370.20	0.00	9,157.80-	76.2 0012
12600 RETIREMENT	8,172.00-	2,173.10	8,084.88	0.00	87.12-	98.9 0142
12600 RETIREMENT	0.00	1,404.01	2,477.60	0.00	2,477.60	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	33.00	49.50	0.00	49.50	0.00 0142
12900 LONG TERM DISABILITY	0.00	33.00	49.50	0.00	49.50	0.00 0163
12950 VISION PLAN	499.00-	0.00	363.82	0.00	135.18-	72.9 0010
12950 VISION PLAN	0.00	26.30	39.45	0.00	39.45	0.00 0142
12950 VISION PLAN	0.00	26.30	39.45	0.00	39.45	0.00 0163

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
Object 1000 Total	269,918.00-	21,218.57	216,097.90	0.00	53,820.10-	80.1	
21350 OTHER OFFICE SUPPLIES	2,477.00-	860.28	2,397.91	0.00	79.09-	96.8	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-	860.28	2,626.34	0.00	2,350.66-	52.8	
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-	3,935.35	4,192.35	0.00	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-	3,935.35	7,223.60	0.00	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-	26,014.20	232,255.09	0.00	69,882.91-	76.9	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	198,178.00-	13,485.22	84,204.13	0.00	113,973.87-	42.5	0010
11300 PART TIME SALARIES	15,056.00-	2,213.68	20,074.27	0.00	5,018.27	133.3	0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	12,769.17	0.00	1,160.83-	91.7	0010
12200 LIFE INSURANCE	936.00-	104.00	494.00	0.00	442.00-	52.8	0010
12300 MEDICAL INSURANCE	22,871.00-	2,586.38	12,881.12	0.00	9,989.88-	56.3	0010
12350 MEDICARE INSURANCE	3,137.00-	225.21	1,508.37	0.00	1,628.63-	48.1	0010
12370 PART TIME RETIREMENT	752.00-	88.54	802.96	0.00	50.96	106.8	0012
12400 DENTAL INSURANCE	1,051.00-	149.48	775.18	0.00	275.82-	73.8	0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	3,122.17	0.00	283.83-	91.7	0010
12600 RETIREMENT	62,905.00-	4,282.14	28,256.47	0.00	34,648.53-	44.9	0012
12750 CITY 401 PLAN	1,950.00-	150.00	900.00	0.00	1,050.00-	46.1	0010
12900 LONG TERM DISABILITY	1,188.00-	132.00	627.00	0.00	561.00-	52.8	0010
12950 VISION PLAN	654.00-	72.64	345.04	0.00	308.96-	52.8	0010
Object 1000 Total	326,014.00-	24,933.95	166,759.88	0.00	159,254.12-	51.1	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	149.85	2,639.08	0.00	3,860.92-	40.6	0010
Object 2000 Total	6,500.00-	149.85	2,639.08	0.00	3,860.92-	40.6	
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-	11,208.31	28,884.20	0.00	1,115.80-	96.3	0010
40500 LIBRARY DATABASES	700.00-	0.00	599.00	0.00	101.00-	85.6	0010
Object 4000 Total	30,700.00-	11,208.31	29,483.20	0.00	1,216.80-	96.0	
DEPARTMENT: 6006 TOTAL	363,214.00-	36,292.11	203,636.95	0.00	159,577.05-	56.1	
DEPT SERIES: 6000 TOTAL	2,683,691.56-	284,945.05	2,171,564.84	2,022.13	510,104.59-	81.0	
REPORT TOTALS	\$2,683,691.56-	\$284,945.05	\$2,171,564.84	\$2,022.13	\$510,104.59-	81.0	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 05/01/2019 TO 05/31/2019

91.7% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
1000 SALARY & BENEFITS	2,244,894.00-	222,745.42	1,857,517.37	0.00	387,376.63-	82.7
2000 OPERATION EXPENDITURES	42,491.00-	4,204.60	24,368.72	0.00	18,122.28-	57.4
3000 PROFESSIONAL EXPENDITURES	296,624.00-	34,142.02	216,942.54	2,022.13	77,659.33-	73.8
4000 OTHER OVERHEAD	99,682.56-	23,853.01	72,736.21	0.00	26,946.35-	73.0
TOTALS	\$2,683,691.56-	\$284,945.05	\$2,171,564.84	\$2,022.13	\$510,104.59-	81.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2019 TO 05/31/2019
FUND SUMMARY

91.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
				YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	2,175,426.00-	223,883.74	1,737,579.63		2,022.13	435,824.24-	80.0
0012	RETIREMENT FUND	402,786.00-	35,884.32	334,355.40		0.00	68,430.60-	83.0
0142	EL CIVIC EDUCATION GRANT	47,259.00-	14,634.74	50,961.92		0.00	3,702.92	107.8
0163	CAL LIBRARY LITERACY SVC GRAN	35,064.00-	10,061.46	31,942.27		0.00	3,121.73-	91.1
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-	480.79	7,935.81		0.00	261.81	103.4
0533	CA INITIATIVES BOOKS GRANT	7,482.56-	0.00	7,482.56		0.00	0.00	100.0
TOTALS		\$2,683,691.56-	\$284,945.05	\$2,171,564.84		\$2,022.13	\$510,104.59-	81.0

ATTACHMENT 2
Trust and Agency Account Report
May 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: May 31, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of May 31, 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	\$ 17,570.57
Deposits (Water Bill Donation: 5/31/19)	388.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 17,958.57</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: \$112,338.59

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	\$ 134,249.31
Deposits	(Passport fees) 2,495.00
	(Passport fees) 1,400.00
	(Passport fees) 1,305.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 139,449.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 329,275.41

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
May 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 05/01/2019 To: 05/31/2019

BEGIN DATE: 05/01/2019 END DATE: 05/31/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	05/01/2019	CR 308874	152581	14.50-
0010-701-0010-07410		FINES	05/02/2019	CR 308882	152616	43.32-
0010-701-0010-07410		FINES	05/03/2019	CR 308897	152699	56.50-
0010-701-0010-07410		FINES	05/07/2019	CR 309040	152845	59.89-
0010-701-0010-07410		FINES	05/07/2019	CR 309041	152846	36.51-
0010-701-0010-07410		FINES	05/07/2019	CR 309044	152849	63.25-
0010-701-0010-07410		FINES	05/08/2019	CR 309070	152956	23.06-
0010-701-0010-07410		FINES	05/09/2019	CR 309117	153014	45.50-
0010-701-0010-07410		FINES	05/10/2019	CR 309153	96450	28.50-
0010-701-0010-07410		FINES	05/14/2019	CR 309177	153186	39.68-
0010-701-0010-07410		FINES	05/14/2019	CR 309178	153191	9.00-
0010-701-0010-07410		FINES	05/15/2019	CR 309140	153262	72.00-
0010-701-0010-07410		FINES	05/16/2019	CR 309185	153350	43.50-
0010-701-0010-07410		FINES	05/17/2019	CR 309200	153443	19.75-
0010-701-0010-07410		FINES	05/21/2019	CR 309234	153606	24.93-
0010-701-0010-07410		FINES	05/21/2019	CR 309235	153607	49.50-
0010-701-0010-07410		FINES	05/22/2019	CR 309268	153656	11.00-
0010-701-0010-07410		FINES	05/22/2019	CR 309271	153657	76.55-
0010-701-0010-07410		FINES	05/23/2019	CR 309274	153742	51.75-
0010-701-0010-07410		FINES	05/24/2019	CR 309318	153877	52.00-
0010-701-0010-07410		FINES	05/29/2019	CR 309349	153987	6.00-
0010-701-0010-07410		FINES	05/29/2019	CR 309351	153998	18.19-
0010-701-0010-07410		FINES	05/30/2019	CR 309385	154083	45.75-
0010-701-0010-07410		FINES	05/31/2019	CR 309410	154162	17.50-

REPORT TOTAL

\$908.13-

Previous balance 07/01/2018 - 04/30/2019 = \$ 12,831.61
Month to date 05/01/2019 - 05/31/2019 = \$ 908.13
Fiscal year to date 07/01/2018 - 05/31/2019 = \$ 13,739.74



Library Board of Trustees Staff Report

DATE: June 18, 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

City Librarian's Report

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

Monterey Park's Birthday Celebration: Play Days Parade

For the first time in years, the library participated in the annual parade held in conjunction with the City's celebration of its birthday. On May 11, members of the Friends of the Library, Junior Friends, library staff, other library supporters and special guests Elephant and Piggie marched in the Monterey Park's Birthday Celebration: Play Days Parade.

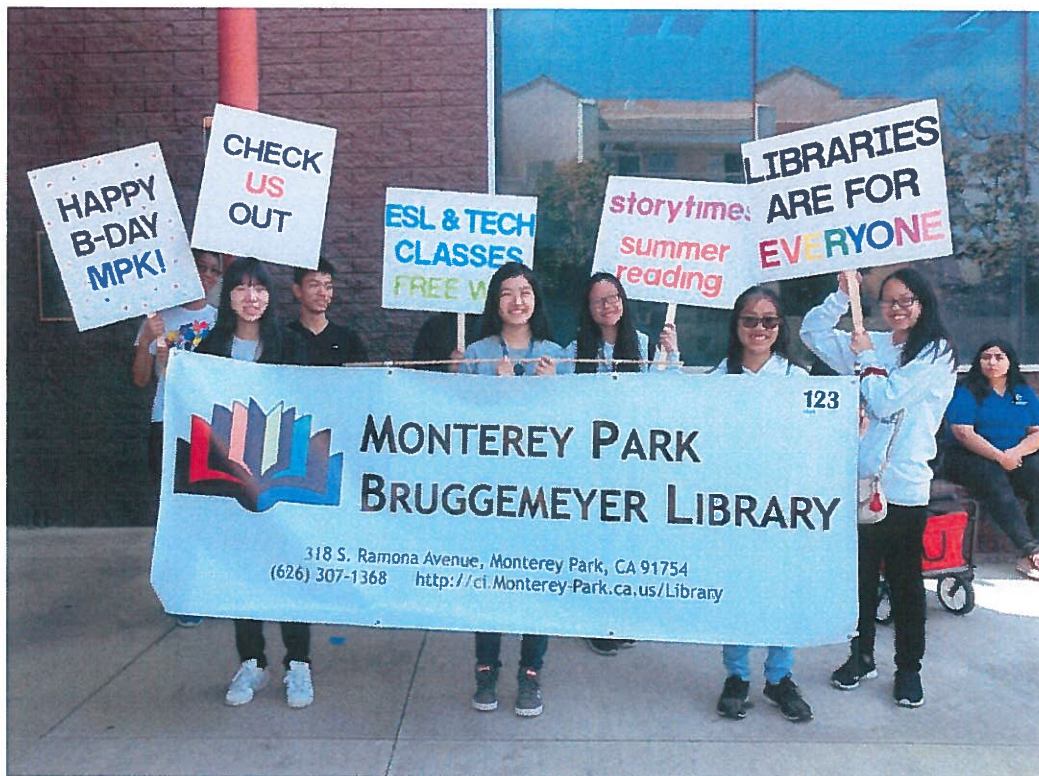


Children's staff created signs promoting library activities and emphasizing the importance of the library in the community. The event also gave library staff and the Friends the opportunity to wear their spiffy new library logo shirts!

Marchers included Friends of the Library President Nancy Ishino-Gilmore, Secretary Ellen Johannsen, Bookstore Liaison Lorraine Esparza and Membership Chair Rosalie Toltzman; Junior Friends Victoria Cheng, Tyler Duong, Jason Guan, Aoieong Ka, Keith Lee, Pauly Sreekhwan, Jasmyn Trang, Nancy Veng, Henry Wong, and Yuning Zhao; and library staff members City Librarian Diana Garcia, Children's Librarian Kristin Olivarez, Teen Librarian Darren Braden and part-time Library Clerk Anita Phan.



Above, front row, from left: Friends Bookstore Liaison Lorraine Esparza, Friends Secretary Ellen Johannsen, Friends Membership Chair Rosalie Toltzman and Friends President Nancy Ishino-Gilmore. Above, back row and below: Junior Friends of the Library





Extra special thanks goes to part-time Library Clerk Anita Phan and her friend James Choe, who walked the entire mile-long parade route and then took photos with families in the park in the (heavy and hot) Piggie and Elephant costumes! Elephant and Piggie are characters in author Mo Willems' popular series of children's books. Their appearance drew many fans – young and old alike! – and publicized the library to the families and festival-goers in attendance.

Left: Piggie aka Anita Phan, Elephant, aka James Choe and fans



The photo opportunity was also the unveiling of the new step and repeat backdrop featuring the logos of the library, Library Foundation and Friends of the Library, which will appear in photos taken at this event and future events, further promoting the library to the public at large.

From left: Piggie, Library Foundation President Bob Gin, City Librarian Diana Garcia, Elephant, Library Board of Trustees President Jason Dhing and, lurking in the background, Library Board member Larry Sullivan



Library Foundation Vice President Theresa Amador was selected as the Honorary Grand Marshal for the parade. Theresa, a resident of Monterey Park since 1966, has been involved with a multitude of service organizations and volunteer committees. Dedicated and extremely energetic, she currently serves her community as a member of the City's Planning Commission and Library Foundation Vice President. Theresa rode in a vintage convertible and waved to her many fans along the parade route.

From left: Library Foundation President Bob Gin and Vice President and Parade Honorary Grand Marshal Theresa Amador

Everyone had a great time at the parade and it was wonderful to see how much support the library has out there in the community.

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 Children's Library Clerk Anita Phan** was selected as the library's Employee of the Month for June 2019.

City Librarian Diana Garcia AND Children's Librarian Kristin Olivarez independently nominated Anita for Employee of the Month.

Diana stated: *"I am nominating Anita Phan for employee of the month for her outstanding work in creating an instructional video for residents for the City of Monterey Park on district voting.*

As many of us know, Monterey Park is moving to district elections as required under the California Voting Rights Act. This a big change for the City and staff has put in a lot of time and energy in guiding this process forward, educating residents

on the change and seeking public input.

The City Council and City Manager requested that we create an instructional video guiding residents through the process of submitting their individual suggestions on how our districts will be drawn. Because of Anita's extensive training experience and spreadsheet skills, I knew this was a task that she would "excel" at. In very little time, she met with the Deputy City Clerk to learn about the process, researched screen recording programs, organized necessary information, wrote a script, and recorded and edited her video. This was a task that was completely outside of her regular scope of duties, yet she took it on with energy and talent.

Anita created a great video which has helped tremendously and for her efforts she should be recognized."

The video can be viewed at <http://www.montereypark.ca.gov/1223/District-Elections> via this link: <https://youtu.be/WbEQCvV-MK8>

Diana also noted: *"Anita went above and beyond for the library in a HUGE way to march in costume at the City's Play Days Parade! When we first received the costumes (in giant crates!), I was concerned whether it would even be feasible for someone to walk the mile-*

long route in the very, very heavy and hot costumes, but Anita was insistent that the characters be included in our library's marching group. She even recruited her friend James Choe to wear Gerald the Elephant's costume.

That morning we were worried about rain, but we were surprised by a very warm and sunny day, making Elephant and Piggie's jobs even more challenging. Even before we began marching people started flocking to Elephant and Piggie for photos and the families along the route were so excited to see them. The whole experience was really fun for those of who marched and it was great for the library in terms of marketing and visibility within the community. Piggie and Elephant were the MVPs of the Parade! Anita and James even stayed for photos with families following the event – a huge draw for kids AND adults!"



Kristin nominated Anita for the same reason, stating:

"Anita stepped up at the last minute and not only volunteered to wear the Piggie costume for the Play Days Parade, but also found a friend to be Elephant. Anita walked the mile long route in a hot, heavy costume and stayed after to take photos with families who were very excited to see some of their favorite book characters. We couldn't have asked for a better Elephant and Piggie duo and the parade simply wouldn't have been the same without them."

Congratulations to Anita!!!

Training/Workshops/Classes

On May 20, **Evena Shu, Technical Services Senior Librarian**, attended the *Better Sharing through Metadata* workshop at the Los Angeles Central Library. The topics included: best practices for creating shareable metadata; simple tools and strategies that can be used to prepare and share digital collections; and leveraging *Calisphere* and *DPLA* as free aggregation services. There were some great conversations and several fun and helpful hands-on projects as well. It was an extremely informative and helpful workshop. Evena gained more knowledge on General Resources and Best Practices, Harvesting Protocols, Metadata Assessment, Rights and Re-use, and Aggregators. The resources are excellent tools to assist library staff working on metadata selection and input, as well as copyright/permission issues. The strategies and free services included in the resource information will assist participants in making their collections more discoverable.

Circulation Library Clerks Jessica Wahl, Lina Nguyen and Mona Ying attended ILS Apollo training on May 23. They found it very interesting and were impressed with many features that will help Circulation workflow and efficiency.

On May 31 **Children's Librarian Kristin Olivarez** attended a workshop at the Fallbrook Public Library titled *The Impostor Syndrome & Leading from the Middle*. Library professionals from across the state shared their experiences as new supervisors and discussed how to overcome self-doubt and succeed as a leader.

Meetings/Conferences

City Librarian Diana Garcia attended the California State Library and California Library Association's Leadership Challenge as a mentor on May 8 and 9 at the State Library in Sacramento. This program brought together librarians from across the State to develop solutions to the issues important to their communities. Four teams presented white papers on a current topic of importance in public libraries, including *Census 2020*, *Diversity in the Profession*, *New Service Models*, and *Early Childhood Education*.

Diana also attended several meetings of the California Library Association's 2019 Conference Committee as Chair of the Marketing and Promotion Committee.



As an officer in the City's Confidential Employees Unit, **Administrative Secretary Gwen Kishida** met with fellow officers and unit representation on May 6 to prepare for upcoming contract (Memorandum of Understanding – MOU) negotiations with the City.

On May 22 from 10 am – 4:30 pm, CALA-SCA Chapter (Chinese American Librarians Association, Southern California Chapter) hosted its 2019 Annual Program in the library's Friends Room. CALA members and non-members from southern California's academic and public libraries, library school and other organizations attended the program. The theme was *Celebrate Legacies and Reimagine the Future*. **City Librarian Diana Garcia** gave a warm welcome to the group. **Technical Services Senior Librarian Evena Shu** noted that Patty Wong, Director of Library Services for the Santa Monica Public Library, gave the keynote presentation on *Lead from Every Position – Creating a Personal and Professional Pathway*. She offered tips for leadership from different positions. Su Chan, Head of the East Asian Library, UCLA, discussed on the local history project on *To Close a Historical Gap: Documenting, Collecting and Preserving the Legacy of Chinese Americans in Southern California*. Amy Jiang, System Librarian, University of La Verne, discussed on the topic of *Incorporating Virtue Reality into Educational Activities in Public and Academic Libraries*. She discussed offering makerspace camps for K-12 students. Jon Jablonski, University of California Santa Barbara Library, talked about *Software and Data Carpentries at the UCSB Library*. He offered training for higher school children to learn new software.

As one of this year's Organizing Committee members, **Reference Librarian Maggie Wang** had to attend the program for most of the day while taking care of other errands for the program. **Teen Librarian Darren Braden** and **Technical Services Senior Librarian Evena Shu** took turns covering the Reference Desk so they and Maggie had the chance to attend the program at varying times during the event.

Staffing

Diana Garcia was officially announced as the City of Monterey Park's **City Librarian** at the City Council meeting on May 15.

Candidates for **Adult/Reference/Teen Senior Librarian** were interviewed by City Librarian Diana Garcia, **Technical Services Senior Librarian Evena Shu** and **Administrative Secretary Gwen Kishida** on May 23. The selected candidate must go through the background check and physical before being officially hired.

Recruitment for the extended deadline for **Adult Literacy Coordinator** closed on May 24. City Librarian Diana Garcia reviewed the submitted applications and notified Human Resources as to which applicants met minimum qualifications. These candidates will be interviewed by an outside panel of raters followed by an in-house panel.

Nicole McElhose passed the background check and is now officially the **part-time Library Clerk in Adult/Reference!** Nicole will work on Sundays and evenings.

The library hopes to bring on board a temporary clerk for the Children's Division. This temporary worker will be hired from the LAC Group, an agency providing workers with professional library experience.

Unfortunately, neither of the selected candidates for the vacant **part-time Janitor** position passed the background check process. The library will request that Human Resources reopen recruitment. Current **part-time Janitors Lisa Gomez, Victor Reyes and Leo Hernandez** continue to work very hard to fill the gap in staffing.

ADMINISTRATION



With the High Tea at the Library behind them, the **Library Foundation** is turning its focus to its major annual fundraising event. This year's **Masquerade Gala** will be held on September 13 at Almansor Court in Alhambra. The gala, which begins at 6:00 P.M., will feature delicious gourmet food, a return engagement of the popular band Gilbert Stokes and Friends to provide live music, a few speeches and a bountiful raffle/silent auction with varied and exciting prizes. Monterey Park Fire Chief Scott Haberle will be the evening's master of ceremonies. It will be a sophisticated and stylish night of mystery and revelry – semi-formal dress and masks required (but not Halloween costumes)! The net proceeds of this fundraiser are targeted to purchase new books, technology and other materials or equipment for library users of all ages and interests. Corporate and individual table sponsorships are available at levels of \$3,000, \$2,000 and \$1,000. Individual tickets can be purchased for \$65 each. Donations are tax deductible. Tables or tickets can be purchased from Monterey Park Library Foundation members or at the library.

Library Foundation Vice President Theresa Amador was recognized for her dedicated service to the community by being chosen as the Honorary Grand Marshal for the City's Birthday Celebration: Play Days Parade.

The **Friends of the Library** marched in the Play Days Parade and had a terrific time. Members also purchased t-shirts with the library logo embroidered on them to wear for this and for future outreach events.

The Friends 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 \$626.40 during the month of May 2019.

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

Administration Staffing

Administrative Secretary Gwen Kishida created tickets for the upcoming Library Foundation Gala as well as business cards for Foundation members.

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 occasional 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



Art Exhibition

On Saturday, May 25 the library held a well attended ribbon cutting ceremony and reception to celebrate Master Ali Tam's Chinese brush and calligraphy art exhibition in the library. Master Tam studied different art forms in both brush painting and calligraphy with renowned artists in the Canton Province. His works were deeply influenced by famous masters from the late Qing Dynasty and has been displayed in the United States, China, Hong Kong, Taiwan and Japan. Master Tam previously served as the President of the Chinese Calligraphy and Painting Society of USA and he is currently teaching at the Arcadia Community Center. Dignitaries present included former Mayor Anthony Wong and Planning Commissioner Delario Robinson. The artwork will remain on display to the public until June 15.



Monthly Film Screening:

On May 15 the library showed the 2018 biographical musical ***Bohemian Rhapsody*** to an audience of 39. This film won the 2019 Academy Award for Best Actor for Rami Malek for his portrayal of Queen lead singer Freddie Mercury.

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.

Free Legal Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, May 14 from 6-8 pm in the Friends Room.

Computer Classes

Beginning Computer classes in Mandarin were offered in the Computer Lab during May.

YA Services



Above left, from left: Library Board of Trustees President Jason Dhing, Friends of the Library President Nancy Ishino-Gilmore, City Librarian Diana Garcia and Library Foundation President Bob Gin

Teen Room Renovation

A ribbon cutting celebration was held to unveil the library's newly updated Teen Room on May 14. The Teen Room space has been updated to create a welcoming and flexible space for teens in the library to gather, read, study and spend time with their peers in a safe and supportive environment. Teens make up a large portion of library users and teen services at the library promote leadership, volunteerism, peer mentorship and social interaction.



Programming

Mid Week Movie

May is typically when the world celebrates Star Wars and 2019 was no exception. Although the library's regularly scheduled movie day did not fall on May 4th aka *May the Force Be With You Day*, patrons still enjoyed watching *Solo* on May 1. There were 32 in attendance.

Junior Friends Sponsored Program – Graduation Ribbon Lei

Of all the programs sponsored by the Junior Friends, no other has the youth asking about it months in advance and weeks after asking if they missed it. Fortunately everyone that wanted to make a ribbon lei for graduation was able to do so. 54 teens attended the initial program and another 70 asked for ribbon to make leis on their own in the following weeks.

Junior Friends Meeting

The Junior Friends met once on May 13. There were 15 in attendance. The main topic of discussion other than graduation and summer break was the upcoming Summer Reading Program. In the month of May the Junior Friends volunteered 223 hours.

8V8

On May 15 the library held its monthly 8v8 tournament (the last of the school year) – this program is designed to attract male teens to the library. There were 23 teens in attendance.

Anime Club

A key group of teens asked that the library present *Aquaman*, and although the Anime Club usually chooses an animated film, seeing how the characters originated in the comics, Teen Librarian Darren Braden accepted their logic. There were 24 in attendance on May 29.

Outreach

Macy Library

On May 2, library staff, while delivering the library's Calendar of Events to schools, dropped off another box of donations for the Macy School Library. It was also explained that staff would not be back until the new school year starts in the fall.

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. But GAV manager 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 154 order records in May and updated 862 records.

ILL (Inter Library Loans): In May the Library lent two books to other libraries. The library borrowed one book.

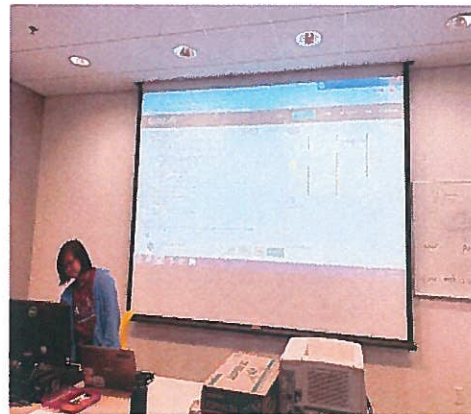
Mending and processing: 328 items were in repair status. Staff did not clean CD/DVDs.

Overdrive: There were 293 overall circulations including 183 eBook circulations, 110 audio book circulations and one streaming video collections.

Weeding: 519 items were weeded from the collection.

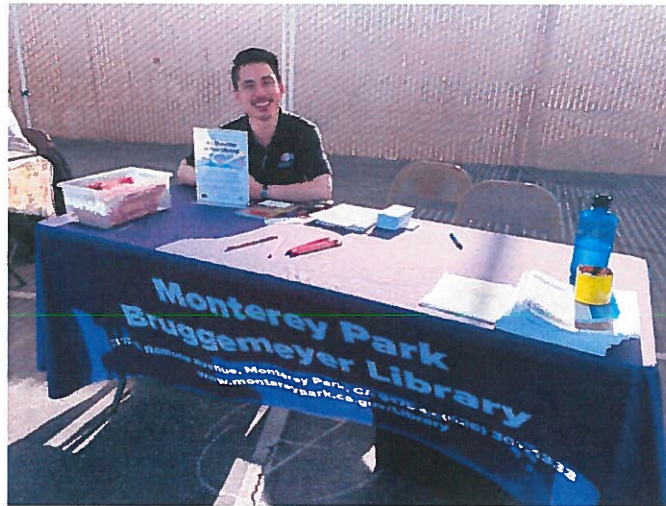
Computers: Technical Services staff replaced 17 public computers in the Computer Lab.

Coding Class: The last session of the Coding class was held on May 2. Students learned how to use Javascript to build their online games. A total of 120 attended the series of coding classes. The volunteers from the Mark Keppel Zero Robotics Club showcased the robotics during the last class.



Technical Services Staffing

On May 29, **Michael Le, Technical Services Library Technician**, attended Bella Vista Elementary school's open house on Wednesday night. He did outreach for the Children's Division's Summer Reading Program. He spoke to about 100 people and signed up 35 children for the reading program. He talked with and signed up a few regular patrons but the majority of the families who signed up were not previously aware of the library program. His presence there was effective and successful.



Above: Library Technician Michael Le (Children's Librarian Kristin Olivarez is behind the camera)

2018 – 2019 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

PROGRESS

Completed. The library purchased 20 Dell laptops. Staff have configured the laptops and installed Microsoft Office 2013. The laptops were used for the Arduino classes for the Teen Summer Reading Program. 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 21st Century skills for tweens and teens and report the outcome for the grant.

Completed. Staff implemented a robotics series in June and July for the Teen Summer Reading program. Staff conducted three Robotics series. Teens learned to build and code four Lego robots and two EV3 Mindstorm robots. Staff submitted the report for the Southern California Edison grant and the California State Libraries Illuminated final grant report on January 31.

CIRCULATION SERVICES

The library was closed for Memorial Day on Sunday and Monday, May 26 – 27. Staff checked in 466 items from the overnight book return drop.

Circulation Library Clerk Jessica Wahl has been working on displays for the art wall across from Circulation. In May the library displayed photos of early Monterey Park and the library to celebrate the City of Monterey Park's birthday.

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

May is the last full month of instruction for ESL classes so staff began scheduling post-testing for all classes before students leave on vacation. The post-tests help LAMP measure student gains from when they first started the class. If a student advances a level from their previous test, the LAMP program receives additional funding from the Department of Education. Thus, staff make every effort to post-test as many students as possible.

ESL and Citizenship Classes

Several instructors took some time off this month, either due to illness or for vacation. But instead of canceling the classes, staff made the most of the opportunity to post-test the entire class at once. Since most classes will end the second week in June, staff had to test the majority of them in May. Testing takes a collaborative effort from all Literacy staff, from preparing the appropriate tests, to proctoring the exams and finally inputting the results into the database for reporting to the Department of Education.

Passports

Appointments for passports remained steady in May. LAMP had only a few less applications than the previous month, but the office was closed two Saturdays and one Monday due to holidays. Mondays and Saturdays are popular days for passports. In all, staff processed 126 applications throughout the month.

New Citizens: May

Yuzhen Chen	Yanhua Liu
Loan T. Truong	Nant Naw Kahree
Wei Song	Sa Ngwe Bo Thein
Hongying Zeng	Nan Nilar Win

LAMP Statistics for May 2019

Programs	100	
Program Attendance	1,033	
Students Served this month	210	
Student hours	1,824	
Total Students	YTD 595	Projected 1,000
Total Hours	YTD 18,037	Projected 25,000
Items Circulated	37	
Passports	126	YTD 1,413
Passport Revenue	\$5,115	YTD \$57,825

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, completed two separate reports due to LAMP's primary grantors: Workforce Innovation and Opportunity Act, Title II (WIOA) and the California Library Literacy Services (CLLS). By completing both re-applications, the LAMP Literacy Program will continue to receive federal and state funding for the 2019-2020 school 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 the library on Fridays. Instead of adding additional hours, staff have added an online appointment system that allows patrons to check availability and schedule an appointment even while the library is closed.

CHILDREN'S SERVICES

Children's staff presented **26 public programs and storytimes** to **2,064 parents and children** during the month of May 2019.

Staff hosted **three field trips** to the library and **two school visits** which served a total of **270 teachers, parents and children**, bringing **total programming attendance to 2,334** for the month. Staff answered **316 reference questions** in person and over the phone.

In May **76.8% of the library's total circulated items were Children's materials**. A total of **10,232 children's items were checked out** during the month.

May also marks the last month of Third Thursdays and Homework Help for the school year. Staff will take a break from these programs to focus on the Summer Library Program, which will include weekly movies, juggling and magician performances, a bubble show, and an animal program, as well as the end of summer Pool Party. In addition to these performances, the library typically has 1,000- 1,200 children participate in the reading incentive component of the SLP in which children receive prizes for the time that they read during the summer.

Type	QTY		QTY		% Change vs.
Month	May 2019	April 2019	May 2018	April 2019	May 2018
Program Attendance	2064	2406	2,191	-14%	-6%
Outreach Attendance	270	128	287	+111%	-6%
Reference Questions	316	648	432	-51%	-27%

Programming

Baby Play

Children's Services held two sessions of Baby Play on May 2 and 16. These two programs were attended by **210 children and caregivers**.

Homework Help

May 15 was the last day of Homework Help for the 2018-19 academic year. Teen volunteers from local high schools provided two days of Homework Help during May and assisted two children with four questions.

Third Thursdays

On May 16 the library held its last Third Thursdays program for the school year. This month **25 children and their caregivers participated** in a Zine Workshop where they learned about zines (short for magazine or fanzine, these are small-circulation, self-published works of original or appropriated texts and images, usually reproduced via photocopier) and made their own.



Cantonese Parents Group

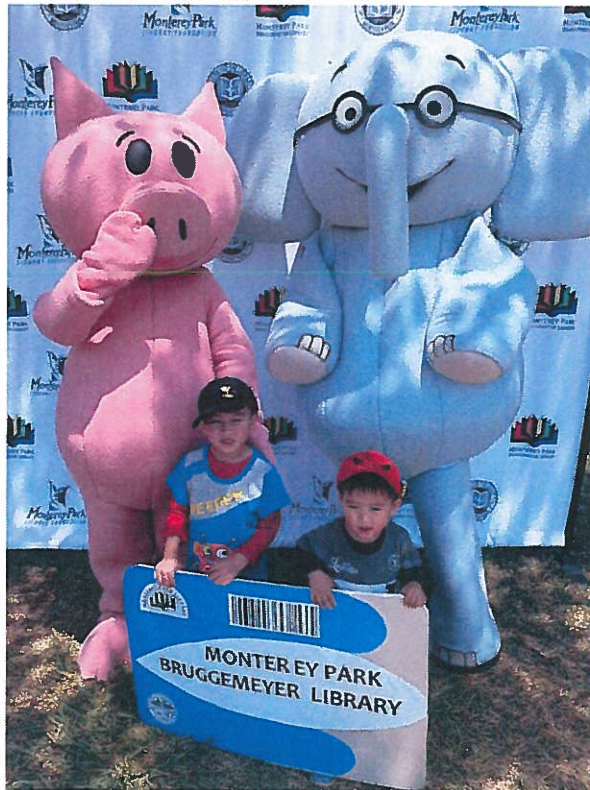
Children's Services recently launched this popular new support circle and playgroup for parents raising English/Cantonese bilingual children. This program is being organized in collaboration with Diana Law, a Monterey Park parent and library patron. In May, **38 children and caregivers attended the program**. Diana Law prepared a Mother's Day inspired craft for families to complete together.



Community Partnerships and Class Visits, Outreach and Field Trips

Happy Birthday Monterey Park Play Days Parade

On Saturday, May 11, **City Librarian Diana Garcia, Children's Librarian Kristin Olivarez, part-time Children's Library Clerk Anita Phan, and Teen Librarian Darren Braden** marched in the Play Days Parade along with Library Friends and Junior Friends members. Children's book characters Elephant and Piggie were also in attendance and joined families for a photo opportunity following the parade.



Above from left: Children's Librarian Kristin Olivarez, Piggie aka Anita Phan, City Librarian Diana Garcia and Elephant aka James Choe

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. In early April Children's Services staff 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 May 20, Children's staff visited and provided an art project for ten adolescents ages 13-18. Kids were very receptive and engaged with the activity and Children's Court staff remarked that the project was very soothing and well received by the kids. Children's 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.

Asian American Economic Development Enterprises (AAEDE)

In May, Children's Services partnered with AAEDE to train and schedule AAEDE interns to assist in Children's Services during the Summer Library Program. The interns will assist with SLP registration, prize distribution, and programs throughout the summer.

Alhambra, Los Angeles and Montebello School Districts

Staff hand delivered monthly library calendar/brochure to elementary, middle and high schools, and private preschools in Monterey Park. Summer Reading Program flyers were also delivered to students in preschool through sixth grade.

In May, Children's staff hosted **three field trips** to the library from Bella Vista Elementary, Repetto Elementary and Montebello Adult School. Staff attended Bella Vista Elementary's Open House Night to provide services to children, teachers, parents and administrators, as well as register children for the Summer Library Program.



Outreach efforts served a total of **270 children, teachers and parents** in May.

1,000 Books Before Kindergarten

Children read **3,700 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. Fifteen new children signed up for the program this month and two children 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 May staff hosted three field trips and one school visit; serving a total of 270 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	492		5,776
Number of Technology Reference Questions	799	645	571	579	525	489	398	402	526	738	568		6,240
Number of Completed Technology Reference Transactions	799	645	571	579	525	489	398	402	526	738	568		6,240
Adult Programs - Number	24	19	23	24	13	3	11	11	11	13	11		163
Adult Programs - Attendance	384	373	594	370	123	107	175	301	177	216	263		3,083
Adult Friends Sp. Programs - Num	2	4	3	3	1	1	1	3	218	3	1		240
Adult Friends Sp. Program - Attendance	142	203	240	128	11	26	25	176	5	110	30		1,096
Young Adult Program Number	5	7	6	10	4	5	7	6	4	5	5		64
Young Adult Programs Attendance	126	177	157	298	81	108	131	127	96	106	148		1,555
Young Adult Friends Sp. Programs - Number	1	1	0	0	0	0	0	0	1	0	0		3
YA Friends SP Program- Attendance	24	46	0	0	0	0	0	0	34	0	0		104

LAMP													
LAMP Reference Questions	584	665	547	578	393	448	658	640	843	845	621		6,822
LAMP/Citizenship Programs- Number	57	80	97	107	76	56	58	96	113	107	100		947
Adult Literacy Program Attendance	275	844	1,175	1,558	963	511	565	987	1,175	1,225	1,033		10,311

	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	0
LAMP Preschool - Attendance	0	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	0	20
LAMP School Age - Attendance	100	0	0	0	0	0	0	0	0	0	0	0	100
Passport Services	118	114	114	114	100	79	76	148	147	183	208	126	1,413
CHILDREN'S													
Children's Reference Questions	470	661	733	664	502	364	474	451	640	648	316		5,923
Children's Outreach	184	146	158	319	213	120	98	164	277	128	270		2,077
Total Children's Program Number	39	16	28	46	36	27	29	33	35	37	30		356
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	2,334		23,794
Pre-School Programs- Number	13	6	11	15	14	12	10	13	15	14	13		136
Pre-School Programs- Attendance	1,130	700	724	1,437	1,012	838	735	1,260	1,401	1,459	1,383		12,079
School Age Programs - Number	26	10	17	31	21	15	19	20	20	23	17		219
School Age Programs - Attendance	1,951	758	962	2,036	996	632	874	681	799	1,075	951		11,715
Children's Program Friends Sp. -Number	2	0	0	1	0	1	0	0	0	0	0		4
Children's Program Friends Sp. - Attendance	246	0	0	805	0	200	0	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	2	15
ILL loans received	0	0	0	1	1	0	0	0	0	0	0	1	3
COLLECTION TOTALS													
Adult volume added	344	437	508	508	659	219	243	319	320	167	769	509	4,494
Children's volume added	168	270	41	41	311	231	141	181	621	333	385	158	2,840
Items Deleted	314	622	308	308	689	308	2,148	4,793	286	487	303	519	10,777
Total Vols in Collection	149,264	149,352	149,595	149,879	150,024	148,378	144,083	144,740	144,755	145,614	145,771		

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		20,998	
HOURS OPEN			164
CHECK-OUT AND RENEWAL	13,331		
CHECK-IN	12,647		
PATRON REQUESTED HOLDS	49		
FILLED HOLDS	33		
Monterey Park	28		
Alhambra	3		
Cerritos	1		
Los Angeles County	1		
Montebello	1		
Rosemead	0		
Total	33		
MEESCAN Total number of sessions	10		
USAGE Items checked out	57		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	54	5	
MON	60	2	
TUE	64	9	
WED	40	3	
THU	46	12	
FRI	0	0	
SAT	25	4	
TOTAL	289	35	324 Patrons
April 2019 total	369	26	395

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	5	271	1	
MON	1	286	2	
TUE	5	265	7	
WED	2	169	0	
THU	3	128	0	
FRI	0	0	0	
SAT	1	104	2	
TOTAL	17	1,223	12	1,252 items
April 2019 total	32	1,352	22	1,406

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

May 2019

Submitted by Evena Shu, Technical Services Senior Librarian

May 1st 2018	Cumulated Total	Cumulated Deleted	Added May 2019	Deleted May 2019	Gain/Loss May 2019	Changes May 2019
Items records	145,771	256,177	676	519	157	
Bib records	130,348	198,076	310	322	-12	
Authority records	111,254	81,015	355	1	354	862
Order records	15,810	74,102	154	2	152	
April 1st, 2019	Cumulated Total	Cumulated Deleted	Added April 2019	Deleted April 2019	Gain/Loss April 2019	Changes April 2019
Item 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	

Recalculate

CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

LOCATION	May 19		Change vs		Actual #	
	PERCENT	QTY	Apr 19	May 18	Apr 19	May 18
Adult Fiction	1.5%	205	-5.1%	-16.7%	216	246
Adult Non-Fiction	3.6%	483	-17.3%	-3.2%	584	499
Adult Paperbacks	0.5%	68	-6.8%	-13.9%	73	79
Audio Collection	0.0%	5	25.0%	-73.7%	4	19
Audio Books Collection	0.1%	11	22.2%	-56.0%	9	25
Children's Board	7.0%	939	-8.7%	11.0%	1028	846
Blu-Ray New Release	0.1%	18	-41.9%	-35.7%	31	28
Blu-Ray Feature	0.1%	19	90.0%	111.1%	10	9
Career	0.0%	0	-100.0%	-100.0%	4	8
Children's Books on CD	0.0%	1	0.0%	0.0%	1	1
Children's CD	0.5%	64	-8.6%	88.2%	70	34
Compact Disk	0.9%	118	16.8%	9.3%	101	108
CDVD	0.4%	52	-55.2%	-44.1%	116	93
CDVD Feature	0.1%	19	-13.6%	-29.6%	22	27
Children's Easy Fiction	11.8%	1572	-18.8%	-2.0%	1935	1604
Children's Easy Non-Fiction	3.9%	515	-41.5%	-11.8%	881	584
Children's Fiction	26.6%	3541	-23.0%	-7.9%	4598	3843
Children's Graphic Novels	5.8%	768	-16.6%	16.2%	921	661
Children's REF DESK	0.0%	4	33.3%	100.0%	3	2
Adult RefDesk	0.6%	82	9.3%	20.6%	75	68
Children's International	3.6%	477	-13.6%	0.4%	552	475
Classic Collections	0.5%	65	-13.3%	-14.5%	75	76
CHINESE LEARNING COLLECTION	0.0%	5	0.0%	-68.8%	5	16
Children's Non-Fiction	5.8%	774	-34.5%	-1.9%	1181	789
Children's Office	0.0%	0	0.0%	-100.0%	0	2
Children's Paperbacks	10.4%	1388	-13.2%	-4.1%	1599	1448
Children's Periodical	0.2%	22	22.2%	100.0%	18	11
Children's Recordings	0.2%	29	-38.3%	-46.3%	47	54
Children's Audio Books	0.1%	8	300.0%	33.3%	2	6

Children's Workbooks	0.4%	50	-41.2%	0.0%	85	0
DVD	0.1%	14	-6.7%	-61.1%	15	36
DVD Feature	0.8%	101	-1.9%	-51.2%	103	207
New Release DVD	0.4%	51	-17.7%	-33.8%	62	77
Interlibrary Loan	0.0%	1	0.0%	0.0%	0	0
International Room	7.5%	1001	-12.3%	-16.6%	1141	1200
LAMP Office	0.3%	37	-28.8%	-22.9%	52	48
Large Print Collection	0.1%	19	-55.8%	-32.1%	43	28
New Books	1.4%	191	-16.6%	-34.1%	229	290
Reference Desk	0.0%	0	-100.0%	0.0%	2	0
Starlings	0.0%	4	-33.3%	-66.7%	6	12
YA Chinese Graphic Novels	0.4%	53	35.9%	488.9%	39	9
YA Fiction	1.2%	155	-20.9%	-32.6%	196	230
YA Graphic Novels	2.4%	316	-10.0%	62.1%	351	195
Young Adult Non-Fiction	0.1%	13	160.0%	550.0%	5	2
YA Paperbacks	0.5%	73	-40.2%	10.6%	122	66
Total	100.0%	13331	-19.8%	-5.2%	16612	14061

Recalculate

LAMP MONTHLY STATISTICAL REPORT

May 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	95	0	0	6	78	6	682	10	1200
CITIZENSHIP	6	61	0	0	6	37	7	581	40	1000
BASIC	14	42	0	0	14	54	19	456	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	198	0	0	26	169	36	1759	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	1617	4	21	112	1316	284	12839	650	19000
CITIZENSHIP	93	456	8	22	79	454	271	4592	500	7500
BASIC (1-to-1)	19	42	0	0	19	54	25	456	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	241	2115	12	43	210	1824	595	18037	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	3

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	3

US CITIZENS	New	YTD
Passed	8	62

Passports	New	YTD
Executed	126	1413

Reference Qs	New	YTD
ESL	127	1686
Citizenship	101	1451
Passports	393	3685