

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Special Meeting
Room #213 (Small Classroom), Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
July 23, 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 June 18, 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. INTRODUCTION OF NEW LIBRARY EMPLOYEE

Introduction of Deborah Niblick, new Adult/Reference/Teen Services Senior Librarian

7. PRESIDENT'S REPORT

NEW BUSINESS

8. ANNUAL REPORT FISCAL YEAR 2018-19

Presentation of the library's annual report covering fiscal year 2018-19

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.

9. REPORT ON DEVELOPING LEADERS IN CALIFORNIA LIBRARIES

Presentation of final report on involvement with Developing Leaders in California Libraries program by participant Kristin Olivarez, Acting Children's Senior Librarian

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.

10. JOINT MEETING WITH LIBRARY BOARD, FOUNDATION AND FRIENDS

Discussion of potential meeting dates for a meeting of members of the Library Board of Trustees, Monterey Park Library Foundation and Friends of the Monterey Park Library

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 August 20, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: July 23, 2019

AGENDA ITEM NO: 3

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 June 18, 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. June 18, 2019 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

June 18, 2019

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

June 18, 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, June 18, 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, Larry Sullivan and Lisa Duong

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH

City Librarian Garcia introduced part-time Library Clerk Anita Phan, who was chosen as the library's Employee of the Month for June 2019. Anita was recognized for her stalwart and enthusiastic efforts to promote the library during the City's Birthday Celebration by marching in the parade as a costumed character from a children's book and appearing in Barnes Park afterwards for photo opportunities with families. Anita also created a video for the City on redistricting that was posted online and was a key informational piece for public awareness. City Librarian Garcia noted that creating the video was outside the scope of Library Clerk Phan's regular duties, but she knew that her skill set would allow her to excel, stating that Library Clerk Phan is unfailingly reliable, cooperative and imaginative.

Trustee Dhing noted that he had noticed Library Clerk Phan at the last Night Out event when he saw many children coming up to her, introducing their parents to her and treating her like a

celebrity. Trustee Dhing commended Library Clerk Phan as an excellent representative of the library to the community.

3. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meetings of May 21, 2019

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of May 21, 2019 as presented.

MOTION:	Moved by Trustee Barron and seconded by Trustee Duong. 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 Sullivan and seconded by Trustee Yam. 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 reported on recent developments not included in the written report which covered the month of May 2019:

Staff Recruitment

City Librarian Garcia updated the status of current recruitment efforts:

- ☐ Senior Librarian FT (Adult/Reference 6002): The position has been offered to the top candidate. Candidate will begin once background check, drug screening and physical have all cleared – usually this takes three to six weeks to get results. The library hopes to have the new staff member begin in early July.
- ☐ Adult Literacy Coordinator FT (LAMP 6005): Nineteen qualified candidates have been invited to interview. There will be two simultaneous panels to interview all candidates in one day. Following the outside oral panels, the top candidates will be interviewed in-house.

- ❑ Library Clerk FT (Circulation 6004): Current Circulation Library Clerk Jessica Wahl just earned her Master's in Library Information Sciences (MLIS) and will be resigning as of August 7 to become a librarian at the Harvard Westlake Upper School. Recruitment to fill the upcoming vacancy opened June 13 and will close June 28 or after the first 50 qualified applicants. Applicants will also undergo a test to further screen candidates.
- ❑ Janitors (2) PT (Administration 6001): Recruitment to fill two part-time vacancies opened June 13 and will close June 28.
- ❑ Senior Librarian FT (Children's 6006): Children's Librarian Kristin Olivarez has been appointed Acting Children's Senior Librarian. Open, competitive recruitment for the position opened June 13 and will close July 5 or after the first 25 qualified applicants.

Meetings and Professional Development

City Librarian Garcia and Children's Librarian Kristin Olivarez attended the American Library Association (ALA) annual conference in Washington, DC from June 21 – 24. Along with attending national committee meetings, awards ceremonies and professional development sessions, City Librarian Garcia was wrapping up her service on the 2019 Geisel Committee (best children's book) and Librarian Olivarez met with fellow ALSC 2020 Odyssey Award (best audiobook for children and young adults) Committee members.

City Librarian Garcia and Children's Librarian Olivarez also attended the final meeting of the Developing Leaders in California Libraries workshops in Santa Clara from June 27 – 28. Librarian Olivarez has been a participant and City Librarian Garcia has been serving as a mentor. Costs for travel were covered by the California State Library.

City Librarian Garcia noted that the California Library Association (CLA) annual conference will be held from October 24 – 26 at the Pasadena Convention Center. It is a prime opportunity for staff development and team building. Full and part-time staff will attend on Friday, October 25 on a one-day pass. Scholarships were offered for library staff so City Librarian Garcia jumped on the offer and elicited ten scholarships which will cover the costs for half of library staff. Trustees and other library stakeholders are also invited to participate. City Librarian Garcia will register as a group at a group rate. Trustees should inform her if they are interested in attending. Registrations can be made until the conference begins but she would like to be able to register participants by August. Trustees Barron, Sullivan and Duong expressed their interest in attending. Trustees Dhing and Yam are interested but need to confirm their schedules. City Librarian Garcia is on a planning committee for the conference. The full schedule has not yet been set, but she will notify those interested once the schedule is released.

FY 2019-20 Budget

City Librarian Garcia noted that the City Council will vote on the proposed budget for fiscal year 2019-20 at its meeting on June 19. City Librarian Garcia hoped that there would not be much discussion on the library's budget as there had been no objections to the proposed budget during the budget hearings.

Library Board of Trustees Reappointment

City Librarian Garcia noted that Trustee Duong was appointed to serve the remaining three months of former Trustee Gloria Guerrero's term. If reappointed by the City Council, Trustee

Duong will begin her first full term on July 1, 2019 and will serve until June 30, 2022. Trustee Dhing is eligible for reappointment by the City Council to a second consecutive term. If reappointed, Trustee Dhing will serve until June 30, 2022. The item will be on the agenda for the City Council meeting scheduled for July 3. The City Council can vote to reappoint or to open recruitment for the submission of applications. If this happens, Trustees Dhing and Duong will still serve until replaced or reappointed.

Trustee Barron noted that he had seen a patron who was unable to check out materials using the self-checkout machine. City Librarian Garcia stated that the patron might have been required to pay a fee to check out the materials or had an outstanding fine of \$5 or more on his or her record – in these cases, the patron would need to be helped by Circulation staff.

Trustee Yam asked if the library practiced fine forgiveness. City Librarian Garcia said that the library has conducted campaigns in the past but not currently. Fines are set by the City and typically increase each year. The City Librarian does have the authority/discretion to reduce or waive individual fines depending upon the situation.

Trustee Sullivan wanted to clarify that Monterey Park was the only library conducting outreach to the Children's Court at this time. City Librarian Garcia said that this is correct. Trustee Duong asked how the craft supplies for the outreach were funded – were budgeted funds used? City Librarian Garcia stated that surplus supplies from a previous Children's craft program were used.

Trustee Dhing noted that on page 8 of the written City Librarian's Report there is a typographical error – it should be Virtual not Virtue. Trustee Dhing asked about the status of offering use of the library's 3D printer to the public. City Librarian Garcia said that there has been discussion in the management team meetings about this topic but a decision was tabled until staffing is stabilized and input from affected divisions can be heard. There are questions as to where the 3D printer would be located, who would be responsible for it, how its availability would be promoted, how staff would teach patrons how to use it and how much if anything would be charged per project. There was some concern about the noise level of the printer when in use. City Librarian Garcia noted that the Monrovia Library offers its 3D printer for use by the public and classes on how to use it. Trustee Dhing asked what type of software is required for the 3D printer. City Librarian Garcia said that she would research this and provide an answer.

Trustee Dhing asked how many have signed up for the Summer Reading Program so far. City Librarian Garcia stated that as of Sunday, June 16, 590 children have registered, which is on par with last year's registrations at the same time. She will check on the registrations for the Teen Reading Program.

5. PRESIDENT'S REPORT:

Trustee Dhing thanked all for their input and effort over the past year. He noted that he will not be able to attend the scheduled Library Board meeting in July as the Monterey Park Lions Club installation dinner is scheduled for the same night – he cannot miss it, as he will be installed as the President of the club. Trustee Sullivan will also be attending the Lions Club dinner. Trustee Dhing asked if the meeting could be rescheduled. City Librarian Garcia noted that the only items

on the agenda for the July meeting thus far are the annual rotation of officers and the regular procedural/informational matters. Trustee Barron said that he would attend the Lions Club installation as well, so there will not be a quorum for the Library Board meeting.

Action Taken: The Library Board of Trustees cancelled the scheduled meeting in July as there will not be a quorum.

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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Barron requested a meeting/workshop with members of the Library Board, Library Foundation and Friends of the Library. As previously discussed, it would be beneficial to learn more about each group and what they do in order to work together to meet the mutual goal of benefitting the library. Trustee Sullivan noted that he had attended the last meeting of the Friends of the Library and found it enlightening. City Librarian Garcia noted that the Friends of the Library regularly meet on the second Tuesday of each month at 6:30 p.m. and the Library Foundation regularly meets on the third Monday of each month at 7 p.m. Both meetings take place in the City Librarian's office. Trustee Yam noted that the Junior Friends of the Library regularly meet on the second and fourth Mondays of each month at 4:30 p.m. in the Friends Room. City Librarian Garcia agreed that it was very important that all of the library's support groups know each other and work together, particularly with discussions to revise/update the library's strategic plan in the future, and suggested that Library Board members attend a meeting of the other groups. Trustee Dhing said that a joint meeting would need an agenda to stay on course. Trustee Yam suggested that this be a reoccurring agenda item for the Library Board. Trustee Duong said that the Library Board should discuss and decide upon its own concerns and goals first before meeting with other groups. City Librarian Garcia said that a decision on proposed dates to meet would be added to the next agenda. She agreed that a joint meeting would be more fruitful if each group prepares for it in advance instead of trying to discuss and decide on all issues at the joint meeting.

Trustee Sullivan mentioned that he would like to add a discussion about the Alhambra Unified School District band to the agenda of the September meeting. Funding will be distributed to schools and he wondered how libraries could be involved.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:35 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: July 23, 2019

AGENDA ITEM NO: 4

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 Trust and Agency Account Report and Library Fines Report for June 2019. The Receipt and Expenditures Report for June 2019 has not yet been generated by Management Services due to the end of the fiscal year 2018/19.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written over a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Trust and Agency Account Report for June 2019
2. Library Fines Report for June 2019

ATTACHMENT 1
Trust and Agency Account Report
June 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: June 30, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of June 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	\$ 17,958.57
Deposits (Water Bill Donation: 6/30/19)	435.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 18,393.57</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:

\$112,773.59

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	\$ 139,449.31
Deposits (Passport fees)	2,670.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 142,119.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 332,380.41**

Interest income is recorded quarterly.

ATTACHMENT 2
Library Fines Report
June 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 06/01/2019 To: 06/30/2019

BEGIN DATE: 06/01/2019 END DATE: 06/30/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	06/04/2019	CR 309458	154356	43.00-
0010-701-0010-07410		FINES	06/04/2019	CR 309459	154355	0.50-
0010-701-0010-07410		FINES	06/04/2019	CR 309460	154354	100.50-
0010-701-0010-07410		FINES	06/05/2019	CR 309481	154442	59.25-
0010-701-0010-07410		FINES	06/06/2019	CR 309607	154511	51.09-
0010-701-0010-07410		FINES	06/07/2019	CR 309621	97165	16.38-
0010-701-0010-07410		FINES	06/11/2019	CR 309653	154656	24.75-
0010-701-0010-07410		FINES	06/11/2019	CR 309658	154664	22.55-
0010-701-0010-07410		FINES	06/11/2019	CR 309659	154665	61.00-
0010-701-0010-07410		FINES	06/12/2019	CR 309673	154706	26.75-
0010-701-0010-07410		FINES	06/12/2019	CR 309683	154738	79.00-
0010-701-0010-07410		FINES	06/14/2019	CR 309801	154851	37.25-
0010-701-0010-07410		FINES	06/18/2019	CR 309827	154995	12.12-
0010-701-0010-07410		FINES	06/18/2019	CR 309828	154993	11.75-
0010-701-0010-07410		FINES	06/18/2019	CR 309831	154994	63.28-
0010-701-0010-07410		FINES	06/18/2019	CR 309834	97438	92.50-
0010-701-0010-07410		FINES	06/19/2019	CR 309856	155116	43.18-
0010-701-0010-07410		FINES	06/21/2019	CR 309881	97506	51.00-
0010-701-0010-07410		FINES	06/25/2019	CR 309948	155285	57.75-
0010-701-0010-07410		FINES	06/25/2019	CR 309949	155284	13.25-
0010-701-0010-07410		FINES	06/25/2019	CR 309954	155308	78.37-
0010-701-0010-07410		FINES	06/26/2019	CR 309958	155333	6.00-
0010-701-0010-07410		FINES	06/27/2019	CR 309998	155445	129.90-
0010-701-0010-07410		FINES	06/28/2019	CR 310008	155492	21.40-

Previous balance 07/01/2018 - 05/31/2019 = \$ 13,739.74

Months to date 06/01/2019 - 06/30/2019 = \$ 1,102.52

Fiscal Year to date 07/01/2018 - 06/30/2019 = \$ 14,842.26

REPORT TOTAL

\$1,102.52-



Library Board of Trustees Staff Report

DATE: July 23, 2019

AGENDA ITEM NO: 5

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:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1

City Librarian's Report

City Librarian's Report
TABLE OF CONTENTS
July 2019

Employee of the Month	1
Trainings/Workshops/Classes	2
Meetings/Conferences	2
Staffing	4
Administration	6
Adult/Reference Services	8
YA Services	8
Technical Services	10
Circulation Services	12
LAMP Literacy and Citizenship	13
Children's Services	16
Monthly Statistics	22

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

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Part-time LAMP Library Clerk Jay Delgado** was selected as the library's Employee of the Month for July 2019.

Acting Literacy Administrator Jose Garcia AND LAMP part-time Library Clerk Hannah Chin independently nominated Jay for Employee of the Month.

Jose stated: *"This month I would like to nominate Jay Delgado. Jay received a 5-star rating on Yelp this month for excellent customer service in regards to passports. April is a very busy month for passports and patrons usually have to wait several weeks for an appointment. To make matters worse, if the applicant does not have the necessary documents when they come to apply, they will need to reschedule their appointment for a later time. In an effort to prevent this from happening, Jay will call the applicants the day before to remind them of their appointment time and of the documents they need to bring. This not only helps the applicants come well prepared, but it also opens up availability for others to make an appointment when somebody cancels. And although this is only our first review on Yelp, it is not uncommon to hear patrons express their gratitude for making the process as easy as possible."*

Hannah stated, *"I nominate Jay Delgado to be the employee of the month. During the month of April, he had been confirming most of the appointments and answering all the customers' questions both in our online Acuity system and the ones we made over the phone. One customer thought that he was very thorough and went above and beyond to help her. As a result, she voiced her appreciation by writing a Yelp review. I have received phone calls in the past about our amazing passport department and Jay's efficient service but this is the first time we received an online review showing a perfect 5 star rating! Many would be surprised to hear many of our customers coming out of the passport office saying, "This is so much better than the post office." This common phrase is very telling of our department and the service we provide."*

Congratulations to Jay!!!

Training/Workshops/Classes

On June 27 and 28, **Acting Children's Senior Librarian Kristin Olivarez** attended the final meeting of the *Developing Leaders in California Libraries Cohort* in Santa Clara. Over the last eight months, the cohort has met monthly for workshops on different aspects of leadership; e.g., communication styles, removing barriers to access, problem solving, decision making, etc. Kristin also benefitted from mentorship from a network of established California library leaders during her program year.

City Librarian Diana Garcia also attended this meeting as a mentor for the cohort and spoke about leadership and personal development.

Jose Garcia, Acting Literacy Administrator, completed the CASAS Citizenship Interview Test recertification training. This allows him to continue to administer the Citizenship Interview Test (CIT) to students who have applied for Naturalization and assess how prepared they are for the actual interview.

Meetings/Conferences

City Librarian Diana Garcia and Acting Children's Senior Librarian Kristin Olivarez attended the American Library Association's 2019 Annual Conference in Washington, DC in June. Diana wrapped up her service on the 2019 Geisel Committee and Kristin is currently serving on ALSC's 2020 Odyssey Award committee. The Odyssey Award is given annually to the producer of the best audiobook produced for children and/or young adults, available in English in the United States. While at the conference, Diana and Kristin attended committee meetings, awards ceremonies, and professional socials and networking events.





Safety Committee

The City's Safety Committee has been brought back after a hiatus. The meetings will be held monthly to start, on the fourth Thursday of each month. The Library's representative to the Safety Committee will be **Teen Librarian Darren Braden** with Administrative Secretary Gwen Kishida as alternate. Darren reported that the agenda for the first meeting on June 27 included discussing City Hall's Emergency Evacuation assignments. Off sites such as the library will be discussed at a future meeting. 2019 Safety Training schedules were also announced. On September 18, there will be Basic Rigging training and on October 22, there will be Respirator and Fit Test training.

Staffing

The library has hired a new **Adult/Reference/Teen Senior Librarian. Deborah Niblick**, the librarian in charge of the Linda Vista branch of the Pasadena Public Library, was offered the position and will start on July 8.

An outside panel of raters conducted interviews for **Adult Literacy Coordinator** on June 26. Nineteen applicants were interviewed. The top candidates will be interviewed by an in-house panel in early July.

With the appointment of former Children's Senior Librarian Diana Garcia as City Librarian, Children's Librarian **Kristin Olivarez** has been appointed as **Acting Children's Senior Librarian**.

Recruitment for **Children's Senior Librarian** will close on July 5. The first 25 qualified applicants will be invited to interview with an outside panel and then an in-house panel.

A temporary clerk from the LAC Group, an agency providing workers with professional library experience, started in the Children's Division on June 11. Norma Ainley will work ten hours per week until the Children's Division returns to full staffing. Norma currently works for the Anaheim library and is Spanish bilingual. She has experience conducting storytimes so after training here, Norma will take over the storytimes that City Librarian Diana Garcia is now doing as well as assisting at the public desk.

Circulation Library Clerk Jessica Wahl has given her resignation with her last day scheduled for August 7. Jessica has completed her Master's in Library Science and has been hired as a librarian at Harvard-Westlake Upper School.

The position vacancy of full-time **Library Clerk (Circulation)** has been posted. The deadline for submitting applications was June 28. The first 50 qualified applicants will be invited to undergo a written test with interviews by an outside oral board and then an in-house panel to follow.

Recruitment for the vacant two **part-time Janitor** positions closed on June 28. Applications will be screened and qualified candidates will be invited to interview sometime in mid-July. Current **part-time Janitors Lisa Gomez, Victor Reyes and Leo Hernandez** continue to work very hard to fill the gap in staffing.

ADMINISTRATION

The **Library Foundation** took a well-earned break for the month of June. Members will next concentrate on the **Masquerade Gala** to be held on September 13 at Almansor Court in Alhambra. The gala is the major fundraising event for the library. 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.

The Library Foundation continues to encourage library supporters to utilize AmazonSmile to automatically donate to the library. By starting shopping at **smile.amazon.com** and designating the Monterey Park Library Foundation as one's charity of choice, Amazon donates 0.5% of the purchase price from eligible AmazonSmile purchases to the Library Foundation and thus the library.

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 \$662 during the month of June 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.

The Friends encourages Ralphs Supermarket shoppers to register their Rewards Card and designate the **Friends of the Library of Monterey Park** as the recipient of up to 5% of registered Ralphs Reward Card purchases that will be donated to the Friends of the Monterey Park and thus support the library.

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.	Ongoing. 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. The Library Board plans to meet with members of the Library Foundation and Friends of the Library, the other two major stakeholder groups, to gain input for developing 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

Monthly Film Screening:

On June 19 the library showed the 2018 biographical comedy-drama film ***Green Book*** to an audience of 27. This film won the 2019 Academy Award for Best Picture.

Library AV Collection Display and Promotion

The library's current audio collection display theme is **Rock 'n' Roll** to promote music albums by music legends and bands in the library's CD collection. The display has been well received and patrons have been checking out CDs on display and also from the collection.

July's music collection display theme will be **America the Beautiful!** to promote albums in the library's CD collection with patriotic themes to celebrate the July 4th holiday.

Free Legal Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, June 11 from 6-8 pm in the Friends Room.

YA Services

Programming

Summer Blockbuster Movies

On June 5, the library showed *Bumblebee* with 34 in attendance and on June 26 the library showcased *Mortal Engines* with 23 in attendance

Teen Summer Reading Program

The Teen Division kicked off this year's Summer Reading Program (SRP) on June 10 with 28 teens in attendance. There were two other summer reading programs in June. On June 12, 20 teens came together in a button-making program and on June 19, there was the annual BBQ in Barnes Park that saw 34 in attendance

Junior Friends Meeting

The Junior Friends met twice in June. There were 16 in attendance on June 10, and nine in attendance on June 24. The main topic of discussion was the summer reading program and hours during the summer break. On June 24, there was also a guest appearance from Library Board of Trustees member Andy Yam who spoke with and offered his support to the teens. In the month of June the Junior Friends volunteered 219 hours to the library.

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 continues 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 City Librarian Diana Garcia as needed.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 26 order records in June and updated 1,645 records.

ILL (Inter Library Loans): In June the Library lent one book to another library. This library borrowed one book.

Mending and processing: 400 items were in repair status. In June staff cleaned 4 CD/DVDs.

Overdrive: There were 300 overall circulations including 209 eBook circulations, 121 audio book circulations.

Weeding: 2,123 items were weeded from the collection.

Computers: Technical Service staff replaced five (5) public computers. Staff updated the SAM software networking the Children's public computers to the printers. Staff also upgraded the DeepFreeze security software to all public computers.

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

The re-organization of the Special Collections Room, which will allow easier use when researching Monterey Park history, was completed with help from part-time Library Page Emily Thammavongsa. Emily also shifted in the International Chinese collection due to weeding.

The weeding of the Large Print collection was completed with 160 items removed due to not circulating for the last seven years.

Circulation Staffing

Circulation Library Clerk Jessica Wahl has given her resignation effective in August. Jessica completed her Master's degree, obtaining her MLIS, and secured a librarian position in the Library and Information Technology Department at Harvard-Westlake Upper School.

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.	Completed. With the reduction in part-time Library Page hours, it became 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 began 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

June marks the end of the school year and the beginning of summer. ESL classes officially ended this month and will resume again in the fall. Citizenship classes technically ended as well, but they only receive a short break before resuming again in the summer. End of classes means all students must be post-tested and staff must prepare records to report to the Department of Education.

ESL and Citizenship Classes

With the school term ending this month, staff Post-tested all of the ESL and Citizenship classes. On the test day, staff takes over the class for the last hour and hand out a test to each student. Upon completion of the test, students are allowed to pre-register for the following semester. ESL classes ended mid-June and will resume again in August. Citizenship classes will resume again on July 7.

Passports

There was an increase in passport appointments over the previous month. With Summer now beginning, appointments should start to decrease as the peak season comes to an end. In total, 154 applications were processed and 62 photos taken.

New Citizens: June

Christina Santoso

Youxian Yan

Lin Zheng

Jie Zhou

LAMP Statistics for May 2019

Programs	68	
Program Attendance	542	
Students Served this month	170	
Student hours	947	
Total Students	YTD 599	Projected 1,000
Total Hours	YTD 18,984	Projected 25,000
Items Circulated	37	
Passports	154	YTD 1,567
Passport Revenue	\$6,320	YTD \$64,145

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

With the school year ending in June, **Jose Garcia, Acting Literacy Administrator**, began preparing for End-of-Year reports due to our grantors. With the help from the rest of the Literacy staff, Jose prepared Update and Post-Test records. This has to be done for every student that took a class this semester.

2018 – 2019 LAMP GOALS AND OBJECTIVES

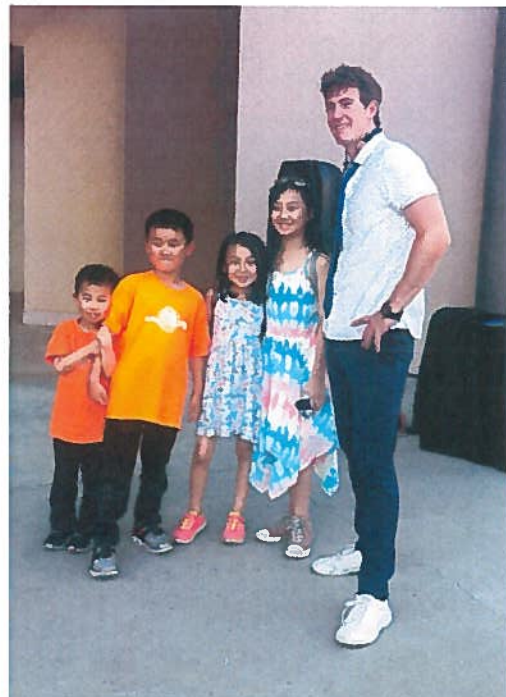
GOALS/OBJECTIVES	PROGRESS
1. Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.	In progress. LAMP staff has made adjustments and added content to the website.
2. Expand professional development opportunities for volunteer ESL instructors and 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

June 3 marked the beginning of the Children's Summer Reading program at the library. Fantastick Patrick performed in the Barnes Park Amphitheater for the SRP kick-off – a program which drew over 100 attendees. By the end of June **859 children registered for SRP** and **758 patrons attended SRP movies and performances.**



Children's staff presented **32 public programs and storytimes** to **2,959 parents and children** during the month of June 2019.

Staff hosted **12 field trips** to the library and **one school visit** which served a total of **341 teachers, parents and children**, bringing **total programming attendance to 3,300** for the month. Staff answered **551 reference questions** in person and over the phone.

In June **78.8% 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.

Type	QTY		QTY		% Change vs.	
Month	June 2019	May 2019	June 2018	May 2019	June 2018	
Program Attendance	2959	2064	2814	+43%	+5%	
Outreach Attendance	341	270	450	+26%	-24%	
Reference Questions	551	316	511	+74%	+8%	

Programming

Baby Play

Children's Services held two sessions of Baby Play on June 6 and 20. These two programs were attended by **210 children and caregivers**.

Spanish Bilingual Storytime

This month, Spanish Storytime resumed on a new day and time with a new volunteer, Aurora Perez, who is a Monterey Park resident and library patron. In June, **28 children and caregivers attended the program** where they listened to stories, sang songs and learned vocabulary in Spanish.

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 June, **29 children and caregivers attended the program**. Diana Law prepared a Father's Day inspired craft for families to complete together.

Bubblemania

On June 20, the division invited Bubblemania for a family performance, which was incredibly well attended. Children were treated to a show where they learned about the physics of bubbles and got to experience different types of bubbles close up.



Joe Gandelman, Ventriloquist

On June 29, families were treated to a performance by ventriloquist Joe Gandelman. **117 individuals** were introduced to a variety of puppets and children had the chance to learn about ventriloquism firsthand.

Movie Mornings

During the summer the department shows free family movies on Wednesday mornings. In June, **268 children and caregivers** attended these programs.

Community Partnerships and Class Visits, Outreach and Field Trips

Asian American Economic Development Enterprises (AAEDE)

In June, ten AAEDE interns assisted Children's Services with Summer Library Program registration, prize distribution, and programs. The interns have been especially helpful before and after library programs and will continue to assist the department through the end of July.

Chinatown Service Center

On June 8, Chinatown Service Center's outreach team visited the library, where they shared information about family services and held a summer craft activity for children. The program was **attended by 28 children and caregivers**.



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 June 17, staff visited and provided storytime services to 17 children ages 4-12. 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.

In June, Children's staff hosted 12 field trips to the library by Montebello Adult Education, SPARK, My Learning Academy and Smith Family Daycare. Staff visited Children's Court to provide services to children and administrators. Outreach efforts served a total of **341 children, teachers and caregivers** during **12 field trips** to the library and **one school visit**.

1,000 Books Before Kindergarten

Children read **5,900 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. Twenty-nine 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 June staff hosted 12 field trips and one school visit; serving a total of 341 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	649	6,425
Number of Technology Reference Questions	799	645	571	579	525	489	398	402	526	738	568	611	6,851
Number of Completed Technology Reference Transactions	799	645	571	579	525	489	398	402	526	738	568	611	6,851
Adult Programs - Number	24	19	23	24	13	3	11	11	11	13	11	4	167
Adult Programs - Attendance	384	373	594	370	123	107	175	301	177	216	263	85	3,168
Adult Friends Sp. Programs - Num	2	4	3	3	1	1	1	3	5	3	1	1	28
Adult Friends Sp. Program - Attendance	142	203	240	128	11	26	25	176	218	110	30	27	1,336
Young Adult Program Number	5	7	6	10	4	5	7	6	4	5	5	7	71
Young Adult Programs Attendance	126	177	157	298	81	108	131	127	96	106	148	166	1,721
Young Adult Friends Sp. Programs - Number	1	1	0	0	0	0	0	0	1	0	0	0	3
YA Friends SP Program- Attendance	24	46	0	0	0	0	0	0	34	0	0	0	104

LAMP													
LAMP Reference Questions	584	665	547	578	393	448	658	640	843	845	621	716	7,538
ESL/Citizenship Programs- Number	13	34	57	73	48	27	27	54	62	67	54	31	547
ESL/Citizenship Program Attendance	220	772	1,118	1,501	923	462	517	923	1,122	1,165	964	486	10,173
Adult Literacy (1-1) Programs	44	46	40	34	28	29	31	42	51	40	46	37	468

[illegible]

	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	1
ILL loans received	0	0	0	1	1	0	0	0	0	0	0	1	4
													7
COLLECTION TOTALS													
Adult volume added	344	437	508	508	659	219	243	319	320	167	769	509	338
Children's volume added	168	270	41	41	311	231	141	181	621	333	385	158	163
Items Deleted	314	622	308	308	689	308	2,148	4,793	286	487	303	519	2,123
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	144,153	144,153

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

June 2019

Submitted by Evena Shu, Technical Services Senior Librarian

June 1st 2018	Cumulated Total	Cumulated Deleted	Added June 2019	Deleted June 2019	Gain/Loss June 2019	Changes June 2019
Items records	144,153	258,300	505	2,123	-1,618	
Bib records	129,694	199,501	771	1,425	-654	
Authority records	110,870	81,408	9	393	-384	1,645
Order records	15,836	74,102	26	0	26	
May 1st, 2019	Cumulated Total	Cumulated Deleted	Added May 2019	Deleted May 2019	Gain/Loss May 2019	Changes May 2019
Item 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	

CIRCULATION (CHECKOUT) STATISTICS		
ALL LOCATIONS		
	Jul 18-Jun 19	
LOCATION	PERCENT	QTY
Adult Fiction	1.5%	2745
Adult Non-Fiction	3.2%	5920
Adult Paperbacks	0.5%	937
Audio Collection	0.0%	90
Audio Books Collection	0.1%	146
Children's Board	6.3%	11768
Blu-Ray New Release	0.1%	262
Blu-Ray Feature	0.1%	277
Career	0.0%	32
Children's Books on CD	0.0%	21
Children's CD	0.4%	712
Compact Disk	0.7%	1317
CDVD	0.6%	1153
CDVD Feature	0.2%	282
Children's Easy Fiction	11.2%	20933
Children's Easy Non-Fiction	4.7%	8797
Children's Fiction	28.7%	53783
Children's Graphic Novels	5.3%	9998
Children's REF DESK	0.0%	76
Adult RefDesk	0.4%	803
Children's International	3.6%	6669
Classic Collections	0.6%	1190
CHINESE LEARNING COLLECTION	0.1%	96
Children's Non-Fiction	6.3%	11794
Children's Office	0.0%	1
Children's Paperbacks	9.7%	18142
Children's Periodical	0.1%	227
Children's Recordings	0.4%	749
Children's Audio Books	0.0%	73
Children's Workbooks	0.3%	568

DVD	0.3%	480
DVD Feature	0.8%	1522
New Release DVD	0.4%	681
Government Documents	0.0%	4
Interlibrary Loan	0.0%	3
International Room	7.1%	13243
LAMP Office	0.2%	366
Large Print Collection	0.2%	366
New Books	1.5%	2781
Reference Desk	0.0%	5
Special Collections	0.0%	2
Starling	0.0%	67
YA Chinese Graphic Novels	0.2%	298
YA Chinese Fiction	0.0%	1
YA Fiction	1.4%	2696
YA Graphic Novels	2.2%	4153
Young Adult Non-Fiction	0.0%	86
YA Paperbacks	0.6%	1082
Total	100.0%	187397

LAMP MONTHLY STATISTICAL REPORT

June 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	78	0	0	6	37	6	719	10	1200
CITIZENSHIP	6	37	0	0	6	30	7	611	40	1000
BASIC	14	54	0	0	14	50	19	506	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	169	0	0	26	117	36	1876	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	112	1316	0	18	94	576	284	13415	650	19000
CITIZENSHIP	79	454	3	25	57	321	274	4913	500	7500
BASIC (1-to-1)	19	54	1	1	19	50	26	506	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	210	1824	4	44	170	947	599	18984	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	0
One-to-one	36
Referred to other institutions	4

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	6

US CITIZENS	New	YTD
Passed	4	66

Passports	New	YTD
Executed	154	1567

Reference Qs	New	YTD
ESL	155	1841
Citizenship	132	1583
Passports	429	4114