

**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
September 17, 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 Andrew Yam, David Barron, Larry Sullivan, Lisa Duong and Jason Dhing

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 August 20, 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

UNFINISHED BUSINESS

7. JOINT MEETING WITH LIBRARY BOARD, FOUNDATION AND FRIENDS

Discussion of planned 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.

NEW BUSINESS

8. COMPUTER AND INTERNET POLICY

Presentation of revised policy governing appropriate usage of public computers and Internet/Wi-Fi in the library for review and approval

It is recommended that the Library Board of Trustees:

- (1) Approve the proposed revised policy; 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 October 15, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: September 17, 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 August 20, 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. August 20, 2019 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

August 20, 2019

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

August 20, 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, August 20, 2019 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:00 P.M.

FLAG SALUTE:

Trustee Sullivan led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Andrew Yam, Larry Sullivan and Lisa Duong

BOARD MEMBERS ABSENT:

David M. Barron

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary,
Kristin Olivarez, Children's Senior Librarian, Mei-Lee Wan, PT Library Clerk

ROTATION OF OFFICERS:

The Library Board of Trustees conducted the annual rotation of officers, welcoming Trustee Yam as incoming President and Trustee Barron as incoming Vice President.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS:

City Librarian Diana Garcia introduced Kristin Olivarez, formerly the Children's Librarian (for the past three years) and Acting Children's Senior Librarian, now officially appointed as the new Children's Senior Librarian.

Children's Senior Librarian Olivarez stated that she was very excited about this opportunity, noting that City Librarian Diana Garcia, formerly the Children's Senior Librarian, had laid an amazing foundation for the division. Children's Senior Librarian Olivarez will continue to do

outreach and build support for the library. She was born and raised in Alhambra and now lives in Monterey Park, so she understands and appreciates this community.

Trustee Sullivan asked how Children's Senior Librarian Olivarez plans to improve the Summer Reading Program. Children's Senior Librarian Olivarez said that she would like to increase participation and programming. The division has been short-staffed so programming has been limited – hopefully next summer, when the division is once again fully-staffed, programming can be expanded. City Librarian Diana Garcia noted that the library has requested that the City open the now-vacated Children's Librarian position for recruitment. Trustee Sullivan noted that his contacts at the Edelman Children's Court speak highly of the work that library staff have been doing there. Children's Senior Librarian Olivarez stated that she enjoys doing outreach there – as well as being worthwhile, it is a nice change of pace.

2. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH

City Librarian Garcia introduced part-time Library Clerk Mei-Lee Wan, who was chosen as the library's Employee of the Month for August 2019. City Librarian Garcia had nominated Library Clerk Wan for her work creating a logo for the MPK Counts 2020 Census campaign. Library Clerk Wan has a talent for graphic design and has elevated the marketing efforts of the library – the library's brochure/calendar and event posters and flyers – and now the City. She is quick, responsive and very professional.

3. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the special meeting of July 23, 2019

Trustee Dhing noted that on page 4, the first sentence of the second paragraph should read, "the library is a beautiful facility." Regarding page 3, Trustee Dhing noted that Mark Keppel High School has spare copies of old yearbooks that could be donated to the library's Special Collections. City Librarian Diana Garcia said that she would look through the books and let the school's principal know if the library would accept the yearbooks. Trustee Dhing asked if the Monterey Park Historical Museum would also like to have copies. Trustee Sullivan said that they would review the collection to see if they needed any copies.

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of July 23, 2019 as amended.

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

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

5. CITY LIBRARIAN'S REPORT:

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

Staff Recruitment

City Librarian Garcia updated the status of current recruitment efforts:

- ☐ Adult Literacy Coordinator FT (LAMP 6005): Position has been accepted and the candidate will start pending successful completion of the pre-employment screening, tentatively mid-September.
- ☐ Janitors (2) PT (Administration 6001): One candidate has cleared pre-employment screening and will start with the library on August 20. The second candidate is still in the pre-employment screening process.
- ☐ Senior Librarian FT (Children's 6006): Position has been offered and accepted (Kristin Olivarez).
- ☐ Library Clerk FT (Circulation 6004): Placement exam has been completed and outside panel interviews with the top 15-20 scorers are scheduled for August 28. The top three candidates would then be interviewed in-house.
- ☐ Librarian FT (Children's 6006): Recruitment is pending.
- ☐ Librarian PT – 2 (Adult/Reference 6002 and Children's 6006): Requisition to open recruitment has been submitted to Human Resources. These positions will each be 10 hours per week/.25 Full Time Equivalent (FTE).

Integrated Library Systems

Quotations have been obtained from four vendors: Innovative Interfaces' *Millennium* and *Polaris*, Autographics' *Verso*, Biblionix' *Apollo* and Infovision's *Evolve*. *Apollo*, *Verso* and *Evolve* are comparable in cost at approximately \$8-10,000 annual base price. *Millennium* costs \$45,000 per year and *Polaris* costs \$73,000 per year. Staff have received product demonstrations, started trials and are evaluating the systems. Staff hopes to have a decision made by October 2019 and plans to begin contract negotiations and the service agreement process at that time.

Trustee Dhing asked if all systems are cloud-based. City Librarian Garcia stated that they are, which might be a cause for concern from the City. However, the systems pledge security, confidentiality and redundancy of storage. Trustee Sullivan asked about the transition fee. City Librarian Diana Garcia stated that the migration fees range from \$10-12,000. Trustee Yam asked if the systems are compatible with the library's current server. City Librarian Garcia stated that the systems could be run on the library's server but the library would have to upgrade the server, which would be expensive. The hosting of the systems by their respective companies is included in the annual fees.

Trustee Yam asked if the Library Board would approve the agreement when reached. City Librarian Garcia said that the agreement would be reviewed by the City Attorney, Support Services and City Council if over \$25,000. She will return to the Library Board with updates.

Trustee Duong asked if City Librarian Garcia would provide the pros and cons for each system to the Library Board once staff has evaluated the systems. City Librarian Garcia said that she would relay the final staff choice but would hope that the Library Board would accept that recommendation as staff would have spent months running comparisons and trials to reach its decision. City Librarian Garcia also noted that she hoped to move the process along expeditiously as she hopes to migrate to a new system by the end of the fiscal year so as to avoid having to renew the current system until migration is possible. Trustee Yam stated that he would trust the staff recommendation as staff are the experts and would act in the best interests of the library. City Librarian Garcia will continue to keep the Library Board updated during the process.

Trustee Sullivan asked how the migration and changeover would be funded. City Librarian Garcia noted that the money has been allocated in the budget.

Census 2020

Census 2020 will run January through May 2020. This will be the first time that online response will be encouraged. It is vital to have under-counted communities – seniors, children age infant to five, immigrants and non-English speakers – be represented as the census affects where and how \$800 billion in federal funding is spent each year. It is estimated that each person not counted equates to a loss of \$20,000 in funding to a community. City Librarian Diana Garcia reported that the library is working with the City Clerk and Recreation and Community Services to organize a Complete Count Committee (CCC) composed of community organizations, non-profits, service clubs and faith-based organizations to get the word out regarding the Census. Meetings will be held fall 2019. Libraries are involved because there is concern that not everyone has access to computers/internet for online participation. Library staff and others are meeting to investigate the feasibility of hosting a Census Action Kiosk in the library to provide access to census forms. Literacy and Citizenship teachers will promote census participation to students, many who are newer immigrants and might not understand or trust the process.

Trustee Yam asked if they could become certified to help fill out census surveys. City Librarian Garcia stated that only sworn Census agents can assist in completing surveys. She did not know if having library/City staff become sworn Census agents would be considered a conflict of

interest. Any outside employment must be approved by the City. If the library does get a census kiosk, she will ask if an agent can be provided.

Districting and County Vote Centers

City Librarian Garcia reported that the City Clerk's Office and Los Angeles County Officials will present information on the transition from traditional polling places to vote centers for elections in 2020 on September 12 from 2:00 – 4:00 p.m. in the Friends Room. There will be fewer locations at which to vote but they will be open longer. The program will also present information on Monterey Park's change from at-large to by-district elections beginning March 2020.

Trustee Dhing asked if the library would be considered as a vote center. City Librarian Garcia stated that the issue was the hours that the facility must be open – vote centers would have to be open to public access from 7:00 a.m. – 7:00 p.m. for seven days a week for two weeks.

Library Foundation Masquerade Gala

The annual fundraising event put on by the Monterey Park Library Foundation will be held on Friday, September 13 at Almansor Court in Alhambra starting at 6:00 p.m. Individual tickets are \$65 each with table sponsorships starting at \$1,000. The Library Foundation will be honoring Ed Chen and Larry Sullivan for their community involvement. Trustees Yam, Sullivan, Duong and Dhing plan to attend. City Librarian Garcia asked the Trustees to reach out and encourage attendance.

Upcoming Event Outreach

- ☐ Geranium Festival: October 12, 5:00 – 10:00 p.m.
- ☐ Monster Mash and Movie Bash: October 18, 5:00 – 10:00 p.m.

City Librarian Diana Garcia noted that the Library Foundation and Friends of the Library will once again be supporting the Monster Mash and Movie Bash by sponsoring the licensing fee to show the film *Coco* and purchases of giveaways and candy.

Vacation

City Librarian Garcia announced that she would be out of town on vacation from August 21 through September 2, returning after the Labor Day holiday. Adult/Reference Senior Librarian Deborah Niblick will be in charge of the library in City Librarian Garcia's absence. Administrative Secretary Gwen Kishida will also be available if needed.

City Librarian Garcia asked if there were questions regarding the written report included in the Library Board packet. Trustees asked if they could accompany staff during their outreach visits to the Edelman Children's Court. City Librarian Diana Garcia said that staff visit twice per month, doing storytimes with the younger children and crafts or STEAM projects with the older children. The next visit was scheduled for August 26 with the younger children. She will notify the Children's Court to expect visitors and the Trustees will let her know their availability.

7. PRESIDENT'S REPORT:

None

Trustee Yam thanked the other Trustees for their support and said that he was looking forward to a productive year. He noted that they had previously discussed mobile Wi-Fi hot spots and asked if there was an update on this. City Librarian Garcia said that staff are looking for grant funding. The California State Library is allocating funding to research and is interested in mobile hot spots but currently there are no grant funding projects.

7. JOINT MEETING WITH LIBRARY BOARD, FOUNDATION AND FRIENDS:

City Librarian Garcia reported that the President of the Friends of the Monterey Park Library is not available on October 15, the date of the next regularly scheduled Library Board meeting so another date will have to be chosen.

Trustee Yam stated that he hopes to use this meeting to ensure that each group understands what the other groups do and how they can use their resources to help each other achieve their goals and build a better library together. He also hopes to lay the foundation for the development of a new strategic plan (pending the needs assessment to be undertaken by the consultant when hired). Stakeholders (including patrons) should formulate ideas on what they wish to see happen with the library. He invited Trustees to think about this to prepare for discussions at future Library Board meetings and the joint meeting when it happens. He wanted the Trustees to think about how the Library Board can function better with the help of others and help to facilitate others' growth.

Trustee Sullivan reiterated his conviction that Trustees need to attend the meetings of these other library groups to see how they work. Trustee Yam agreed, strongly encouraging Trustees to attend meetings held by other groups.

Trustee Duong asked if the Trustees should come together and decide on the Board's goals/action plan before sharing with others and whether each Trustee should come up with their own ideas.

City Librarian Garcia stated that Trustees should attend at least one meeting of one of the other groups before they all meet. A strong agenda will be needed to keep 15 – 20 individuals on track. The strategic plan will not be put together during this meeting or even a couple of meetings. It will be a long process which will take a few months or up to a year to accomplish. The consultant for the strategic plan will meet with focus groups to learn their aspirations and goals. The joint meeting will lay groundwork.

The Trustees discussed attending upcoming meetings of the Library Foundation and Friends. After Trustees have attended other meetings, they will reopen the discussion on dates for the joint meeting.

8. CALIFORNIA LIBRARY ASSOCIATION CONFERENCE:

City Librarian Garcia reported that library staff will be attending the annual California Library Association conference on Friday, October 25 from 8:00 .m. – 5:00 p.m. as a professional development day. There is also a Night Track for those who wish to attend the evening sessions. Trustees Barron, Sullivan and Duong have committed to attending as well, with Trustees Yam and Dhing tentative. Staff and Trustees will be registered as a group to get the discount. The Library Foundation has sponsored the costs of lunch so staff (and Trustees) can eat together as a group.

The conference will offer many sessions on multiple interests. There is also an exhibit floor where vendors display library-oriented products. The CLA website features an online planner where visitors can organize and plan the sessions they wish to attend. City Librarian Garcia is on the conference planning committee and will be present at the conference from Wednesday, October 23 through Saturday, October 26.

ANNOUNCEMENTS/BOARD COMMUNICATIONS: None

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:37 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: September 17, 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 for July 2019 and the Trust and Agency Account Report and Library Fines Report for August 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 July 2019
2. Trust and Agency Account Report for August 2019
3. Library Fines Report for August 2019

ATTACHMENT 1
Receipt and Expenditure Report
July 2019

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2019 TO 07/31/2019

8.3% 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	170,196.00-	13,631.10	13,631.10	0.00	156,564.90-	8.0 0010
11300 PART TIME SALARIES	40,221.00-	2,897.47	2,897.47	0.00	37,323.53-	7.2 0010
11500 SEPARATION BENEFITS	14,300.00-	1,191.63	1,191.63	0.00	13,108.37-	8.3 0010
12200 LIFE INSURANCE	624.00-	130.00	130.00	0.00	494.00-	20.8 0010
12300 MEDICAL INSURANCE	17,607.00-	2,934.44	2,934.44	0.00	14,672.56-	16.7 0010
12350 MEDICARE INSURANCE	2,468.00-	239.67	239.67	0.00	2,228.33-	9.7 0010
12370 PART TIME RETIREMENT	1,570.00-	79.21	79.21	0.00	1,490.79-	5.0 0012
12400 DENTAL INSURANCE	897.00-	149.48	149.48	0.00	747.52-	16.7 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	345.75	0.00	3,803.25-	8.3 0010
12600 RETIREMENT	61,782.00-	5,311.05	5,311.05	0.00	56,470.95-	8.6 0012
12750 CITY 401 PLAN	650.00-	50.00	50.00	0.00	600.00-	7.7 0010
12900 LONG TERM DISABILITY	792.00-	132.00	132.00	0.00	660.00-	16.7 0010
12950 VISION PLAN	436.00-	72.64	72.64	0.00	363.36-	16.7 0010
Object 1000 Total	315,692.00-	27,164.44	27,164.44	0.00	288,527.56-	8.6
21250 OFFICE PAPER PRODUCTS	200.00-	0.00	0.00	0.00	200.00-	0.0 0010
21350 OTHER OFFICE SUPPLIES	4,000.00-	0.00	0.00	0.00	4,000.00-	0.0 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	0.00	0.00	0.00	12,000.00-	0.0 0010
Object 2000 Total	16,200.00-	0.00	0.00	0.00	16,200.00-	0.0
31700 DATA PROCESSING	10,531.00-	0.00	0.00	0.00	10,531.00-	0.0 0010
32050 TELEPHONE	4,000.00-	553.22	553.22	0.00	3,446.78-	13.8 0010
32150 TECHNOLOGY CHARGES	12,500.00-	1,041.63	1,041.63	0.00	11,458.37-	8.3 0010
32200 POSTAGE	1,000.00-	68.56	68.56	0.00	931.44-	6.9 0010
33100 MILEAGE AND PARKING	500.00-	0.00	0.00	0.00	500.00-	0.0 0010
33200 CONFERENCES/SEMINARS	9,793.00-	0.00	0.00	0.00	9,793.00-	0.0 0010
36100 ELECTRICITY	136,000.00-	5,760.37	5,760.37	0.00	130,239.63-	4.2 0010
36200 GAS SERVICE	7,600.00-	35.85	35.85	0.00	7,564.15-	0.5 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	0.00	0.00	0.00	15,000.00-	0.0 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,083.00	1,083.00	11,917.00	2,000.00-	86.7 0010
39250 PRINTING & DUPLICATING	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0 0010
39300 DUES/MEMBERSHIPS	3,600.00-	0.00	0.00	0.00	3,600.00-	0.0 0010
Object 3000 Total	216,524.00-	8,542.63	8,542.63	11,917.00	196,064.37-	9.4

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2019 TO 07/31/2019

8.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
DEPARTMENT: 6001 TOTAL	548,416.00-	35,707.07	35,707.07	11,917.00	500,791.93- 8.7

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2019 TO 07/31/2019

8.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	235,752.00-	16,412.92	16,412.92	0.00	219,339.08-	7.0 0010
11300 PART TIME SALARIES	26,376.00-	1,711.94	1,711.94	0.00	24,664.06-	6.5 0010
11500 SEPARATION BENEFITS	14,900.00-	1,241.63	1,241.63	0.00	13,658.37-	8.3 0010
12200 LIFE INSURANCE	936.00-	135.20	135.20	0.00	800.80-	14.4 0010
12300 MEDICAL INSURANCE	37,205.00-	4,741.56	4,741.56	0.00	32,463.44-	12.7 0010
12350 MEDICARE INSURANCE	3,712.00-	262.22	262.22	0.00	3,449.78-	7.1 0010
12370 PART TIME RETIREMENT	1,056.00-	68.49	68.49	0.00	987.51-	6.5 0012
12400 DENTAL INSURANCE	2,510.00-	332.86	332.86	0.00	2,177.14-	13.3 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	345.75	0.00	3,803.25-	8.3 0010
12600 RETIREMENT	92,923.00-	5,983.73	5,983.73	0.00	86,939.27-	6.4 0012
12750 CITY 401 PLAN	1,300.00-	150.00	150.00	0.00	1,150.00-	11.5 0010
12900 LONG TERM DISABILITY	1,188.00-	171.60	171.60	0.00	1,016.40-	14.4 0010
12950 VISION PLAN	894.00-	159.83	159.83	0.00	734.17-	17.9 0010
Object 1000 Total	422,901.00-	31,717.73	31,717.73	0.00	391,183.27-	7.5
21350 OTHER OFFICE SUPPLIES	2,200.00-	0.00	0.00	0.00	2,200.00-	0.0 0010
Object 2000 Total	2,200.00-	0.00	0.00	0.00	2,200.00-	0.0
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 3000 Total	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	27,000.00-	0.00	0.00	0.00	27,000.00-	0.0 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	32,000.00-	0.00	0.00	0.00	32,000.00-	0.0
DEPARTMENT: 6002 TOTAL	462,101.00-	31,717.73	31,717.73	0.00	430,383.27-	6.9

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2019 TO 07/31/2019

8.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	260,532.00-	19,795.06	19,795.06	0.00	240,736.94-	7.6 0010
11300 PART TIME SALARIES	6,341.00-	1,001.40	1,001.40	0.00	5,339.60-	15.8 0010
11500 SEPARATION BENEFITS	18,100.00-	1,508.37	1,508.37	0.00	16,591.63-	8.3 0010
12200 LIFE INSURANCE	1,248.00-	208.00	208.00	0.00	1,040.00-	16.7 0010
12300 MEDICAL INSURANCE	49,805.00-	7,557.76	7,557.76	0.00	42,247.24-	15.2 0010
12350 MEDICARE INSURANCE	3,778.00-	302.35	302.35	0.00	3,475.65-	8.0 0010
12370 PART TIME RETIREMENT	400.00-	40.06	40.06	0.00	359.94-	10.0 0012
12400 DENTAL INSURANCE	3,726.00-	552.60	552.60	0.00	3,173.40-	14.8 0010
12500 WORKERS COMPENSATION	5,786.00-	482.13	482.13	0.00	5,303.87-	8.3 0010
12600 RETIREMENT	94,574.00-	7,225.61	7,225.61	0.00	87,348.39-	7.6 0012
12750 CITY 401 PLAN	1,300.00-	100.00	100.00	0.00	1,200.00-	7.7 0010
12900 LONG TERM DISABILITY	1,584.00-	264.00	264.00	0.00	1,320.00-	16.7 0010
12950 VISION PLAN	1,112.00-	161.56	161.56	0.00	950.44-	14.5 0010
Object 1000 Total	448,286.00-	39,198.90	39,198.90	0.00	409,087.10-	8.7
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,000.00-	131.34	131.34	0.00	6,868.66-	1.9 0010
Object 2000 Total	7,000.00-	131.34	131.34	0.00	6,868.66-	1.9
31700 DATA PROCESSING	13,500.00-	0.00	0.00	0.00	13,500.00-	0.0 0010
38400 R&M MACHINERY AND EQUIPMENT	84,655.00-	0.00	0.00	43,489.13	41,165.87-	51.4 0010
Object 3000 Total	98,155.00-	0.00	0.00	43,489.13	54,665.87-	44.3
DEPARTMENT: 6003 TOTAL	553,441.00-	39,330.24	39,330.24	43,489.13	470,621.63-	15.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2019 TO 07/31/2019

8.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	214,453.00-	17,645.55	17,645.55	0.00	196,807.45-	8.2	0010
11300 PART TIME SALARIES	68,873.00-	5,465.54	5,465.54	0.00	63,407.46-	7.9	0010
11500 SEPARATION BENEFITS	28,000.00-	2,333.37	2,333.37	0.00	25,666.63-	8.3	0010
12200 LIFE INSURANCE	1,248.00-	202.80	202.80	0.00	1,045.20-	16.3	0010
12300 MEDICAL INSURANCE	51,047.00-	8,331.50	8,331.50	0.00	42,715.50-	16.3	0010
12350 MEDICARE INSURANCE	3,110.00-	326.09	326.09	0.00	2,783.91-	10.5	0010
12370 PART TIME RETIREMENT	2,657.00-	218.65	218.65	0.00	2,438.35-	8.2	0012
12400 DENTAL INSURANCE	2,175.00-	351.19	351.19	0.00	1,823.81-	16.1	0010
12500 WORKERS COMPENSATION	7,318.00-	609.87	609.87	0.00	6,708.13-	8.3	0010
12600 RETIREMENT	77,847.00-	6,444.30	6,444.30	0.00	71,402.70-	8.3	0012
12750 CITY 401 PLAN	1,950.00-	150.00	150.00	0.00	1,800.00-	7.7	0010
12900 LONG TERM DISABILITY	1,584.00-	257.40	257.40	0.00	1,326.60-	16.3	0010
12950 VISION PLAN	1,112.00-	181.61	181.61	0.00	930.39-	16.3	0010
Object 1000 Total	461,374.00-	42,517.87	42,517.87	0.00	418,856.13-	9.2	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	2,200.00-	0.00	0.00	0.00	2,200.00-	0.0	0010
Object 2000 Total	2,200.00-	0.00	0.00	0.00	2,200.00-	0.0	
38400 R&M MACHINERY AND EQUIPMENT	8,100.00-	5,109.54	5,109.54	0.00	2,990.46-	63.1	0010
Object 3000 Total	8,100.00-	5,109.54	5,109.54	0.00	2,990.46-	63.1	
DEPARTMENT: 6004 TOTAL	471,674.00-	47,627.41	47,627.41	0.00	424,046.59-	10.1	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2019 TO 07/31/2019

8.3% 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	106,892.00-	6,057.81	6,057.81	0.00	100,834.19-	5.7 0010
11200 PERMANENT SALARIES	14,884.00-	2,951.08	2,951.08	0.00	11,932.92-	19.8 0142
11200 PERMANENT SALARIES	0.00	776.67	776.67	0.00	776.67	0.00 0163
11300 PART TIME SALARIES	27,624.00-	2,053.52	2,053.52	0.00	25,570.48-	7.4 0142
11300 PART TIME SALARIES	0.00	1,258.60	1,258.60	0.00	1,258.60	0.00 0163
11300 PART TIME SALARIES	15,774.00-	483.60	483.60	0.00	15,290.40-	3.1 0454
11500 SEPARATION BENEFITS	14,700.00-	1,225.00	1,225.00	0.00	13,475.00-	8.3 0010
12200 LIFE INSURANCE	625.00-	33.80	33.80	0.00	591.20-	5.4 0010
12200 LIFE INSURANCE	0.00	26.00	26.00	0.00	26.00	0.00 0142
12200 LIFE INSURANCE	0.00	18.20	18.20	0.00	18.20	0.00 0163
12300 MEDICAL INSURANCE	22,483.00-	1,123.03	1,123.03	0.00	21,359.97-	5.0 0010
12300 MEDICAL INSURANCE	0.00	1,252.40	1,252.40	0.00	1,252.40	0.00 0142
12300 MEDICAL INSURANCE	0.00	750.41	750.41	0.00	750.41	0.00 0163
12350 MEDICARE INSURANCE	1,760.00-	90.62	90.62	0.00	1,669.38-	5.2 0010
12350 MEDICARE INSURANCE	635.00-	76.33	76.33	0.00	558.67-	12.0 0142
12350 MEDICARE INSURANCE	0.00	29.27	29.27	0.00	29.27	0.00 0163
12350 MEDICARE INSURANCE	0.00	7.01	7.01	0.00	7.01	0.00 0454
12370 PART TIME RETIREMENT	1,765.00-	50.35	50.35	0.00	1,714.65-	2.9 0163
12400 DENTAL INSURANCE	1,308.00-	60.13	60.13	0.00	1,247.87-	4.6 0010
12400 DENTAL INSURANCE	0.00	90.00	90.00	0.00	90.00	0.00 0142
12400 DENTAL INSURANCE	0.00	48.78	48.78	0.00	48.78	0.00 0163
12500 WORKERS COMPENSATION	2,184.00-	182.00	182.00	0.00	2,002.00-	8.3 0010
12600 RETIREMENT	25,288.00-	2,383.75	2,383.75	0.00	22,904.25-	9.4 0012
12600 RETIREMENT	0.00	1,838.68	1,838.68	0.00	1,838.68	0.00 0142
12600 RETIREMENT	20,000.00-	285.50	285.50	0.00	19,714.50-	1.4 0163
12750 CITY 401 PLAN	1,300.00-	40.00	40.00	0.00	1,260.00-	3.1 0010
12750 CITY 401 PLAN	0.00	10.00	10.00	0.00	10.00	0.00 0163
12900 LONG TERM DISABILITY	793.00-	42.90	42.90	0.00	750.10-	5.4 0010
12900 LONG TERM DISABILITY	0.00	33.00	33.00	0.00	33.00	0.00 0142
12900 LONG TERM DISABILITY	0.00	23.10	23.10	0.00	23.10	0.00 0163
12950 VISION PLAN	535.00-	27.68	27.68	0.00	507.32-	5.2 0010
12950 VISION PLAN	0.00	26.30	26.30	0.00	26.30	0.00 0142
12950 VISION PLAN	0.00	16.78	16.78	0.00	16.78	0.00 0163
Object 1000 Total	258,550.00-	23,372.30	23,372.30	0.00	235,177.70-	9.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2019 TO 07/31/2019

8.3% 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
21350 OTHER OFFICE SUPPLIES	7,440.00-	0.00	0.00	0.00	7,440.00-	0.0 0163
Object 2000 Total	7,440.00-	0.00	0.00	0.00	7,440.00-	0.0
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
33100 MILEAGE AND PARKING	250.00-	0.00	0.00	0.00	250.00-	0.0 0163
38400 R&M MACHINERY AND EQUIPMENT	2,184.00-	0.00	0.00	0.00	2,184.00-	0.0 0142
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	0.00	5,116.00-	0.0 0445
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	0.00	1,150.00-	0.0 0163
Object 3000 Total	10,700.00-	0.00	0.00	0.00	10,700.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	113.00-	0.00	0.00	0.00	113.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0163
40000 BOOKS & SUBSCRIPTIONS	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0445
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	2,347.00	2,653.00-	46.9 0445
Object 4000 Total	15,113.00-	0.00	0.00	2,347.00	12,766.00-	15.5
DEPARTMENT: 6005 TOTAL	291,803.00-	23,372.30	23,372.30	2,347.00	266,083.70-	8.8

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2019 TO 07/31/2019

8.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	197,175.00-	5,666.77	5,666.77	0.00	191,508.23-	2.9 0010
11300 PART TIME SALARIES	29,712.00-	1,023.59	1,023.59	0.00	28,688.41-	3.5 0010
11500 SEPARATION BENEFITS	14,400.00-	1,200.00	1,200.00	0.00	13,200.00-	8.3 0010
12200 LIFE INSURANCE	792.00-	78.00	78.00	0.00	714.00-	9.8 0010
12300 MEDICAL INSURANCE	38,124.00-	1,965.34	1,965.34	0.00	36,158.66-	5.2 0010
12350 MEDICARE INSURANCE	2,568.00-	96.99	96.99	0.00	2,471.01-	3.8 0010
12370 PART TIME RETIREMENT	1,127.00-	40.94	40.94	0.00	1,086.06-	3.6 0012
12400 DENTAL INSURANCE	2,830.00-	130.57	130.57	0.00	2,699.43-	4.6 0010
12500 WORKERS COMPENSATION	4,258.00-	354.87	354.87	0.00	3,903.13-	8.3 0010
12600 RETIREMENT	69,606.00-	2,072.24	2,072.24	0.00	67,533.76-	3.0 0012
12750 CITY 401 PLAN	1,950.00-	50.00	50.00	0.00	1,900.00-	2.6 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	99.00	0.00	1,089.00-	8.3 0010
12950 VISION PLAN	938.00-	54.48	54.48	0.00	883.52-	5.8 0010
Object 1000 Total	364,668.00-	12,832.79	12,832.79	0.00	351,835.21-	3.5
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,000.00-	0.00	0.00	0.00	6,000.00-	0.0 0010
Object 2000 Total	6,000.00-	0.00	0.00	0.00	6,000.00-	0.0
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 3000 Total	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	23,459.00-	0.00	0.00	0.00	23,459.00-	0.0 0010
40500 LIBRARY DATABASES	599.00-	0.00	0.00	0.00	599.00-	0.0 0010
Object 4000 Total	24,058.00-	0.00	0.00	0.00	24,058.00-	0.0
DEPARTMENT: 6006 TOTAL	399,726.00-	12,832.79	12,832.79	0.00	386,893.21-	3.2
DEPT SERIES: 6000 TOTAL	2,727,161.00-	190,587.54	190,587.54	57,753.13	2,478,820.33-	9.1
REPORT TOTALS	\$2,727,161.00-	\$190,587.54	\$190,587.54	\$57,753.13	\$2,478,820.33-	9.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2019 TO 07/31/2019

8.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,271,471.00-	176,804.03	176,804.03	0.00	2,094,666.97-	7.8
2000 OPERATION EXPENDITURES	41,040.00-	131.34	131.34	0.00	40,908.66-	0.3
3000 PROFESSIONAL EXPENDITURES	343,479.00-	13,652.17	13,652.17	55,406.13	274,420.70-	20.1
4000 OTHER OVERHEAD	71,171.00-	0.00	0.00	2,347.00	68,824.00-	3.3
TOTALS	\$2,727,161.00-	\$190,587.54	\$190,587.54	\$57,753.13	\$2,478,820.33-	9.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2019 TO 07/31/2019
FUND SUMMARY

8.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
0010	GENERAL FUND	2,184,396.00-	148,613.93	148,613.93	55,406.13	1,980,375.94-	9.3
0012	RETIREMENT FUND	428,830.00-	29,868.03	29,868.03	0.00	398,961.97-	7.0
0142	EL CIVIC EDUCATION GRANT	45,440.00-	8,347.31	8,347.31	0.00	37,092.69-	18.4
0163	CAL LIBRARY LITERACY SVC GRAN	35,605.00-	3,267.66	3,267.66	0.00	32,337.34-	9.2
0445	LITERACY TRUST GRANT	15,116.00-	0.00	0.00	2,347.00	12,769.00-	15.5
0454	LIBRARY PASSPORT TRUST GRANT	17,774.00-	490.61	490.61	0.00	17,283.39-	2.8
TOTALS		\$2,727,161.00-	\$190,587.54	\$190,587.54	\$57,753.13	\$2,478,820.33-	9.1

ATTACHMENT 2
Trust and Agency Account Report
August 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: August 31, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of August 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	\$ 18,693.57
Deposits (Water Bill Donation: 8/31/19)	527.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 19,220.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 65,084.35
Deposits (Materials Fees)	3,000.00
Disbursements (Transfer to cover overage in fund 0445 budget at end of fiscal year)	(1,307.25)
(Adjustment)	(.62)
Total Ending Balance	<u>\$ 66,777.72</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: \$115,293.96

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		\$ 149,014.31
Deposits	(Passport fees)	1,475.00
	(Passport fees)	2,105.00
	(Passport fees)	920.00
	(Passport fees)	985.00
Disbursements	(Fiscal year end journal adjustment)	(18,500.00)
Total Ending Balance		<u>\$ 135,999.32</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 328,780.79

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
August 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 08/01/2019 To: 08/31/2019

BEGIN DATE: 08/01/2019 END DATE: 08/31/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	08/01/2019	CR 310593	157090	77.50-
0010-701-0010-07410		FINES	08/01/2019	CR 310594	98708	9.25-
0010-701-0010-07410		FINES	08/06/2019	CR 310617	157178	13.25-
0010-701-0010-07410		FINES	08/06/2019	CR 310620	98840	14.00-
0010-701-0010-07410		FINES	08/06/2019	CR 310621	98843	12.50-
0010-701-0010-07410		FINES	08/07/2019	CR 310626	157222	41.75-
0010-701-0010-07410		FINES	08/09/2019	CR 310671	157429	5.00-
0010-701-0010-07410		FINES	08/12/2019	CR 310683	157514	37.75-
0010-701-0010-07410		FINES	08/13/2019	CR 310685	157527	13.50-
0010-701-0010-07410		FINES	08/13/2019	CR 310686	157529	83.75-
0010-701-0010-07410		FINES	08/13/2019	CR 310687	157530	29.00-
0010-701-0010-07410		FINES	08/14/2019	CR 310714	99020	200.22-
0010-701-0010-07410		FINES	08/16/2019	CR 310741	99098	161.99-
0010-701-0010-07410		FINES	08/16/2019	CR 310742	99100	52.50-
0010-701-0010-07410		FINES	08/19/2019	CR 310784	157768	51.50-
0010-701-0010-07410		FINES	08/20/2019	CR 310786	157772	27.75-
0010-701-0010-07410		FINES	08/20/2019	CR 310787	157773	47.00-
0010-701-0010-07410		FINES	08/21/2019	CR 310933	99328	117.57-
0010-701-0010-07410		FINES	08/22/2019	CR 310949	99381	46.50-
0010-701-0010-07410		FINES	08/23/2019	CR 310962	158012	50.74-
0010-701-0010-07410		FINES	08/27/2019	CR 310984	99447	37.50-
0010-701-0010-07410		FINES	08/27/2019	CR 310985	99446	7.25-
0010-701-0010-07410		FINES	08/27/2019	CR 310986	99445	23.25-
0010-701-0010-07410		FINES	08/28/2019	CR 310965	99496	24.10-
0010-701-0010-07410		FINES	08/29/2019	CR 311138	99543	113.00-
0010-701-0010-07410		FINES	08/30/2019	CR 311161	99603	57.25-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 08/01/2019 To: 08/31/2019

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 08/31/2019

BEGIN DATE: 08/01/2019

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
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REPORT TOTAL \$1,355.37-

Previous balance 07/01/2019 - 07/31/2019 = \$ 819.79
 Month to date 08/01/2019 - 08/31/2019 = \$ 1,355.37
 Fiscal year to date 07/01/2019 - 06/30/2020 = \$ 2,175.16



Library Board of Trustees Staff Report

DATE: September 17, 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:

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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September 2019

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TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: September 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. **Circulation Library Clerk Mona Ying** was selected as the library's Employee of the Month for September 2019.

Circulation Services Supervisor Julie Villanueva nominated Mona, stating:

In August Circulation signed up 307 new library cardholders. A large majority of these new cards were incoming LAMP students who wanted to sign up for classes and needed to acquire a library card first. A large majority of these students spoke Chinese primarily and required assistance in filling out the form and showing the appropriate address verification. This is where Mona came in. She either offered to assist those patrons and let the other clerk on desk with her handle other patrons or she was called out from the workroom when she wasn't on desk and no other staff was available to assist with the Chinese speaking patron who wasn't understanding what was required.

Mona never complained about being called out when she wasn't scheduled on desk. Mona dealt with each patron like they were the only patron getting a card even though there were days that Circulation issued 30 cards. She remained calm, professional and took the time to give each patron explanations regarding hours, checkout periods, fines and the proper place to return items.

Mona excels in customer service with every patron she encounters but was extremely valuable in August!

Congratulations to Mona!!!

Training/Workshops/Classes

On August 8, **Teen Librarian Darren Braden** attended two webinars. One webinar, *SLJTeen Live: Knocking Down Doors*, focused on how stories are one of the most powerful tools to bridge the gap between two people and the other was on youth mental health. Staff also learned about bibliotherapy – a way that libraries can help patrons manage and deal with mental health. **Senior Librarian Deborah Niblick** was also present as she was part of a panel focusing on youth mental health and how library staff can educate and empower teens to advocate for their own mental health.

Adult/Reference/Teen Services Senior Librarian Deborah Niblick completed a four week online course *Library Collection Management: A Holistic Approach* providing guidance and inspiration to maintain and develop the Monterey Park Bruggemeyer Library Adult and Teen Collections.

Library Clerk Lina Nguyen is continuing to take online classes from Cuesta College to obtain an Associate in Science degree in Library/Information Technology. This program trains students to assist in the management of information in libraries.

City Librarian Diana Garcia and **Acting Literacy Coordinator Jose Garcia** attended the Federal Program Monitoring (FPM) and CDE Monitoring Tool (CMT) trainings in Poway, CA on August 2. The FPM training included a review of all legal requirements and evidence requests contained in the Adult Education Instrument used to monitor agencies that receive federal funding for Adult Education. It was a thorough review of the types of evidence that will be requested for review. The CMT portion of the training was a hands-on look of tool that will be used to collect the evidence requests and provided participants with an opportunity to practice essential tasks, such as accessing CMT, responding to evidence requests, managing documents, communicating in CMT and resolving findings.

Meetings/Conferences

On August 21, **City Librarian Diana Garcia** and **Technical Services Library Technician Michael Bathan** attended the Census Action Kiosk (CAK) Subcommittee meeting in downtown Los Angeles. The meeting covered the requirements of setting up a Kiosk for patrons to fill out the Census survey. It is beneficial for the library to collaborate with 2020 Census community outreach activities.

Administrative Secretary Gwen Kishida, as an officer of the City's Confidential Unit, met with other officers and Human Resources Director Tom Cody on August 12 in negotiations regarding the unit's Memorandum of Understanding.

Adult/Reference/Teen Services Senior Librarian Deborah Niblick and Children's Senior Librarian Kristin Olivarez met with Outreach Coordinator Vicki Tan from the Garfield Health Center. The Garfield Health Center is a nonprofit organizations that provides free, or low cost, medical services to the community. The Health Center would like to reach out to the immigrant community by partnering with the library to distribute materials or provide free health education seminars. The library is looking forward to working with this organization as they are local and can assist patrons of all ages.

Safety Committee

The City's Safety Committee met on August 29. **Teen Librarian Darren Braden** is the library's representative to the committee and attended the meeting. The Library's Emergency Plan was presented to the City and was well received. There will be a City-wide earthquake drill, the annual Great ShakeOut, held on October 17 at 10:17 am. The Safety Committee also talked about the *Run Hide Fight* video on how to deal with an active shooter situation that is available on YouTube. It was recommended that all staff watch it.

Staffing

Mary Pat Dodson has cleared pre-employment screening and has been hired as the library's new **Adult Literacy Coordinator (LAMP)**. She will start with the library on September 23. Mary Pat has been working as the Adult Literacy Coordinator for the Glendora Library since 2006, planning and coordinating all of Glendora's Adult Literacy services. She has a BA in Elementary Education/Special Education. Current **Acting Adult Literacy Coordinator Jose Garcia** will return to his former position as **LAMP Senior Library Clerk**.

An in-house panel of City Librarian Diana Garcia, Adult/Reference Librarian Deborah Niblick and Administrative Secretary Gwen Kishida interviewed the top three candidates for the position of **Senior Librarian (Children's)** on August 14 and 15. The position was offered to and accepted by current **Acting Children's Senior Librarian Kristin Olivarez**. Because Kristin is currently on staff, she is not required to go through a background check and can begin in the position immediately. However, this leaves the position of Children's Librarian (Kristin's former position) vacant. Recruitment to fill the vacancy will begin soon.

Regarding recruitment to fill the position of full-time **Library Clerk (Circulation)**, the top 20 applicants who passed the written test on August 8 were invited to interview with outside oral panels on August 28. The top three candidates will be invited to interview with an in-house panel sometime in September.

Daniel Flores started as a new part-time **Janitor (Administration)** on August 20. He joins the existing crew of part-time **Janitors Lisa Gomez, Victor Reyes and Leo Hernandez**. There is another candidate undergoing the pre-employment screening so it is hoped that he will clear soon so the library will once again have a full complement of part-time Janitor staff.

ADMINISTRATION



The Library Board of Trustees conducted its annual rotation of officers at the meeting on August 20, 2019, with outgoing President Jason Dhing ceding the office to incoming President Andrew Yam. Trustee David Barron will serve as Board Vice President.

The upcoming Library Foundation Masquerade Gala will be a huge success as tickets have SOLD OUT. There will be approximately 330-340 attending the event scheduled for Friday, September 13 at Almansor Court in Alhambra. The Gala is the major fundraising effort for the library. Perhaps the idea of a masquerade, with attendees expected to dress in semi-formal to formal attire and don a mask, created more excitement and buzz for the annual event. Additionally, Ed Chen and Larry Sullivan will be honored that evening for their long-standing dedication to the community. Monterey Park Fire Chief Scott Haberle will be the master of ceremonies. There will be music by Gilbert Stokes and Friends and a festive photo booth. The raffle and silent auction will feature a multitude of prizes to be won while a ride on the Goodyear blimp will be auctioned off live.

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 \$568.20 during the month of August 2019.

The Friends hosted a get-together of bookstore volunteers on August 22 in the Friends Room. Ten out of the twelve Bookstore volunteers were able to attend. City Librarian Diana Garcia welcomed and thanked the volunteers. Lorraine Esparza, Rosalie Toltzman and Ellen Johannsen from the Friends Board also attended (Lorraine and Ellen also regularly volunteer in the bookstore). Lorraine, who is in charge of the bookstore and coordinated the get-together, ran a get-acquainted exercise with the volunteers as some had never met each other as they work shifts on different days. She also spoke about her proposed plans for future sales and merchandising efforts. The volunteers were presented with certificates of appreciation and enjoyed pie, ice cream and cookies while socializing.



Above, front row from left: Jessie Banuelos, Ellen Johannsen, Richard Hollingsworth, Kevin Liu; Back row from left: Willie Gilmore, Dolores Seidman, Lorraine Esparza, Rosalie Toltzman, Fidelia Klein, Grace Kimura and Tony Lau.



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.

Administration Staffing

Administrative Secretary Gwen Kishida continued to assist the Library Foundation in the preparations for the fundraising Gala. Gwen compiled information for and designed the event program, created identifying cards for raffle prizes and bid forms for the silent auction, continued making lists of sponsors, attendees and prizes for the evening, and gathered supplies for the evening.

Gwen also designed the invitations for the Friends Bookstore volunteer get-together and certificates of appreciation for the volunteers.

2019 – 2020 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Investigate options for updating the library's software system and select a hosted system that provides increased functionality and services to the public.	In progress. Library staff are conducting a trial run of Apollo, a new integrated library system, in considering whether to migrate to a hosted system and determine the best option to meet the needs of patrons and staff. Staff continue to research other ILS systems as well to determine whether another system would better serve the library's and patrons' needs. Staff has currently received live demos for three new ILS products.
2. Increase staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and investigating the possibility of holding an All Staff Development Day.	Ongoing. Staff meetings are held weekly to keep staff current as to library activities and staffing. Training opportunities are publicized and made available to all staff members. All full-time staff and some part-time staff will participate in a staff development day on Friday, October 25 in conjunction with the

California Library Association annual conference to be held October 24 – 26 in Pasadena.

3. Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and city priorities.

In progress. The Library Board of Trustees, Library Foundation and Friends of the Library are planning to meet to learn more about each group and to discuss their priorities as well as their missions and methodology. The results of these discussions will impact the strategic development of the library.

ADULT / REFERENCE SERVICES

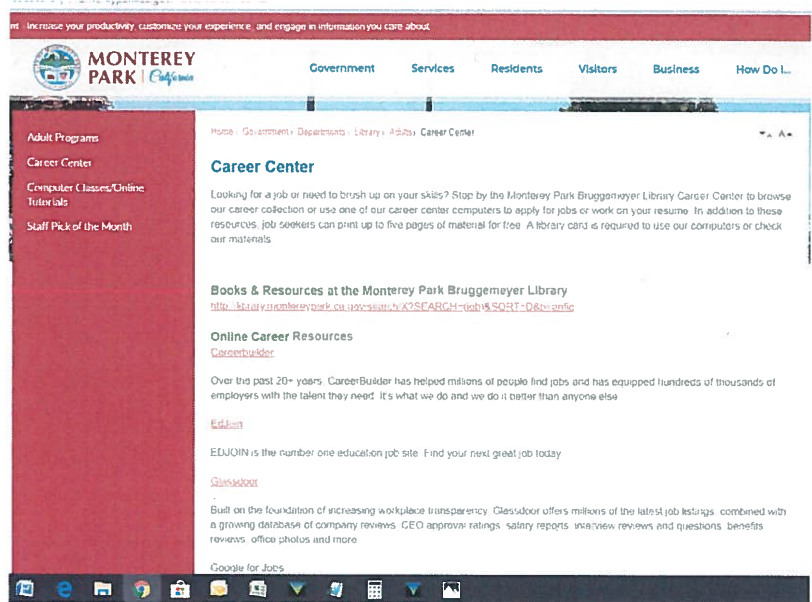
Adult and Teen Services staff presented **five public programs to adults and teens** in the month of August 2019 with a **total attendance of 117**.

In August, staff **answered 572 reference and 573 technology-related questions** in person or over the phone. A total of **3,411 items circulated** this month.

Collection Updates

Career Center

The Adult Career Center materials are now accessible online via a dedicated page on the library's website. The new "Online Career Center" has a link to the library's catalog with materials available for checkout. In addition to this link, patrons also have access to a collection of web links that include popular job sites and the page will be periodically updated with other helpful information.



Programming

Monthly Film Screening:

The Adult Services Department screened ***The Favourite*** to an **audience of 23** on Wednesday, August 21. This film was nominated for, and won, the 2019 Academy Award for Best Actress.

Free Legal Clinic

The Asian Pacific American Bar Association (APABA) presented a free legal assistance clinic to **47 patrons** on Tuesday, August 13. Patrons praised the volunteers for their generosity during this large event.

YA SERVICES

Programming

Midweek Movies

On Wednesday, August 7 the library showed ***Shazam!*** with **31 in attendance**.

Junior Friends

The Junior Friends (JF) met on August 12, 19 and 26 with **23 teens in attendance**. The first meeting kicked off the school year where staff made board introductions, explained how JF operates discussed opportunities to volunteer. It was mentioned that the Computer Lab for Adults will start up in September and there are a number of special events such as the City's Geranium Festival (October 12) and Halloween Monster Mash (October 18) that will need JF assistance.

Back to School Program

On Wednesday, August 14 the library hosted a welcome back program for teens with refreshments, games and a small craft. Several of the teens mentioned that having the space to talk and eat was nice. There were **24 teens in attendance**.

Animation Club

On Wednesday, August 28, the library showed *Alita: Battle Angel* with **24 teens and adults** in attendance.

Outreach



Monthly Outreach

Adult/Reference/Teen Services Senior Librarian Deborah Niblick accompanied Children's Senior Librarian Kristin Olivarez to the Department of Child and Family Services (DCFS) monthly outreach on August 19 to provide teens awaiting their hearings with a button making activity. Deborah had a great conversation with the teens and received a book recommendation from a teen! A total of **eight teens** made buttons.

Back to School Night at Repetto Elementary

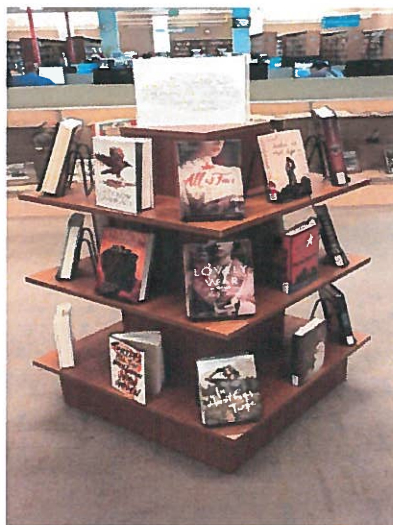
Adult/Reference/Teen Services Senior Librarian Deborah Niblick accompanied Children's Senior Librarian Kristin Olivarez to Repetto Elementary's Back to School Night. Staff reached out to **80 parents and children** informing them about library services.

Flyer Distribution to Local Schools

With the 2019-2020 school year in full swing, Teen Librarian Darren Braden delivered newsletters to Monterey Park schools on August 29.

Staff Displays

Two displays were created in August. One welcomed back youth as school is back in session. The other display remembered and honored author Toni Morrison, who passed away on August 5.



2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter.
2. Develop five new recommended book list brochures for teens with historical fiction, biography, award-winning books, and fiction for 7th and 8th graders.
3. Develop a new space in the Teen Room to display information for teens and parents that will include recommended booklists, teen programs, book displays, teen art, library information and other teen related information.

PROGRESS

In progress. Staff is researching grant opportunities to support a community wide book discussion.

In progress. Staff is researching and developing these book list brochures.

In progress. Reference/Teen Services will be purchasing display/signage holders for the slat wall in the Teen Room to display brochures, flyers, library information, and other relevant teen information.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 495 order records in August and updated 1,009 records.

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

Mending and processing: 311 items were in repair status.

Overdrive: There were 284 overall circulations including 179 eBook circulations, 103 audio book circulations and 2 streaming videos.

Weeding: 2,656 items were weeded from the collection.

Computers: Technical Service staff upgraded two public computers from Windows 7 to Windows 10.

Technical Services Staffing

Evena Shu, Technical Services Senior Librarian, served one day of jury duty on August 19 before she was released from service.

2019– 2020 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Upgrade web filtering and mobile security of the library's Internet access to continue to meet Federal standards and ensure future funding.

In progress. Technical Services staff purchased content filter hardware. The device was shipped in August. Staff will have a meeting with Tech Support to discuss the project deployment.

2. Develop new coding and robotics classes to build 21st Century technology skills for tweens and teens.

In progress. The Technical Services Senior Librarian recruited volunteers from Mark Keppel Zero Robotics Club to develop the curriculum for the coding robotics class. Volunteers taught the youths how to design web pages and video games using JavaScript.

CIRCULATION SERVICES

August 5 was the first day of LAMP class registration. The entire month Circulation staff members were very busy issuing library cards to students. A total of 307 new cards were issued with a large percentage of the new cards issued to new students in LAMP classes.

With all schools back in session many students have returned to the library and have applied for library cards.

Circulation Staffing

Circulation Library Clerk Jessica Wahl resigned to take a librarian position at the Harvard-Westlake Upper School effective August 8. Recruitment to fill the position is ongoing.

2019 – 2020 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Examine state of the art, user friendly library systems that will accommodate the needs of our library by automating daily functions to enhance productivity of Circulation staff and free staff to be more available to serve patrons.	Ongoing. The Technical Services Librarian and Circulation Services Supervisor have begun research on library systems that will provide the most contemporary technology and features available. The right technology combined with a well trained, service-oriented staff will provide high quality service to the public.
2. Using the trainings and information obtained from the Library's customer service committee, staff will implement the expanded knowledge and skills acquired to develop a refined customer service approach.	Ongoing. Circulation staff will make the choice to better serve patrons using enhanced customer service, consistency, a positive attitude and teamwork to meet and exceed patron expectations.

LAMP LITERACY / CITIZENSHIP

August was “back-to-school” month for the Literacy division. ESL registration opened on August 5. It was a smaller turnout than previous years but throughout the month there continued to be a steady flow of registrations. The fall semester of ESL officially began on August 18.

ESL and Citizenship Classes

Citizenship classes have been in session since July 7. The Wednesday morning class has filled up but the Monday and Sunday classes can still accommodate more students. ESL classes are steadily getting filled as well. On August 5 LAMP staff took in 35 registrations for ESL classes. All ESL instructors have returned for the fall semester so the schedule remained the same for all classes.

Passports

With summer coming to an end, applications for passports began to decline. 105 applications were processed and 53 photos taken.

New Citizens- August

Fin Thangi Saldanha

Feiyan Wu

Ling Liu

Zhenjun Ni

LAMP Statistics for August 2019

Programs	67	
Program Attendance	642	
Students Served this month	240	
Student hours	1122	
Total Students	YTD 272	Projected 750
Total Hours	YTD 1,511	Projected 25,000
Items Circulated	38	
Passports	105	YTD 248
Passport Revenue	\$4,470	YTD \$10,480

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

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Improve on the method used to assess learners in the One-to-One tutoring program to assist volunteer tutors in creating lessons centered around each student's individual goals.
2. Develop an online tutor training course for potential volunteers to complete if they are unable to attend the scheduled trainings at the library.

PROGRESS

In progress. Staff is researching various assessment tools.

In progress. Staff is researching training material provided by Proliteracy.

CHILDREN'S SERVICES

Children's staff presented **17 public programs and storytimes** to **1,305 parents and children** during the month of August 2019.

Staff hosted **two field trips** to the library and **four outreach visits** which served a total of **312 teachers, parents and children**, bringing **total programming attendance to 1,617** for the month. Staff answered **483 reference questions** in person and over the phone.

In August **77% of the library's total circulated items were Children's materials**. A total of **11,800 children's items were checked out** during the month.

Because staff took vacation leave in August, the Department took a storytime break during the last two weeks of the month resulting in a decrease in program attendance. Even though storytimes were not held, patrons were encouraged to continue visiting the library to spend time with friends and use other resources.

Children's staff began to book class visits and outreach to schools during August and prepared for the return of monthly programs, including Afterschool Art, Tween Program and Homework Help, in September.

Type	QTY	QTY		% Change vs.	
Month	August 2019	July 2019	August 2018	July 2019	August 2018
Program Attendance	1305	2521	1312	-48%	-0.5%
Outreach Attendance	312	261	146	+20%	+114%
Reference Questions	483	438	661	+10%	-27%

Programming

Baby Playtime

Children's Services held two sessions of Baby Playtime on August 1 and 15, which were attended by **236 children and caregivers**.

Cantonese Parents Group

In August, **71 children and caregivers** attended this popular support circle and playgroup for parents raising English/Cantonese bilingual children.



Community Partnerships and Class Visits, Outreach and Field Trips

In August Children's staff hosted two field trips to the library by SPARK. Staff visited Children's Court, Repetto Elementary, and participated in National Night Out to provide services to children, parents and administrators. Outreach efforts served a total of **312 children, teachers and caregivers** during **two field trips** to the library and **four outreach visits**.

National Night Out

On August 6, Children's staff attended the City's National Night Out Against Crime which is a nationwide event designed to increase crime prevention awareness; generate support for, and relationships in, local anti-crime efforts; and strengthen neighborhood spirit and police-community partnerships. The Friends of the Library sponsored the purchase of hand fans

printed with the library's logo to distribute as giveaways and staff provided a craft for children. Staff shared information about library services with **100 community members** during National Night Out.



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.

Staff visited Children's Court once in August. On August 12, Children's and Reference staff visited and made buttons with eight adolescents ages 13-8. Children's and Reference staff will continue to provide monthly visits to Children's Court. Beginning in September, Children's staff will provide storytimes for younger ages and Reference staff will provide STEAM (science, technology, engineering, arts and math) programs for older ages.

Literacy Extension

The Literacy Extension space features a new self-directed learning activity every month which is tied to literacy and children's literature and allows children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then.

In August, children were given the opportunity to reacquaint themselves with the library in time for back to school by locating specific books in the Children's Department. **75 patrons participated in the Literacy Extension during this month.**

1,000 Books Before Kindergarten

Children read 4,500 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. **Fourteen new children signed up for the program this month and six children completed the program.**

2019-20 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add a new Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.	In progress. Staff has ordered materials and is working with Technical Services and Circulation to catalog and establish a space for the collection.
2. Continue to build connections and enhance the library's presence in the community through staff outreach to public and private school and host field trips with educate children, parents and teachers on the services of the library.	Ongoing. In August staff hosted two field trips and four outreach visits; serving a total of 312 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2019-2020

[illegible]

[illegible]

[illegible]

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

August 2019

Submitted by Evena Shu, Technical Services Senior Librarian

August 1st 2019	Cumulated Total	Cumulated Deleted	Added August 2019	Deleted August 2019	Gain/Loss August 2019	Changes August 2019
Items records	142,499	260,956	1,002	2,656	-1,654	
Bib records	127,978	202,354	1,137	2,853	-1,716	1,009
Authority records	108,008	85,092	822	3,684	-2,862	
Order records	16,331	74,102	495	0	495	
July 1st, 2019	Cumulated Total	Cumulated Deleted	Added July 2019	Deleted July 2019	Gain/Loss July 2019	Changes July 2019
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		22,943	
HOURS OPEN			175
CHECK-OUT AND RENEWAL	15,272		
CHECK-IN	12,801		

PATRON REQUESTED HOLDS 60

FILLED HOLDS 27

Monterey Park	19
Alhambra	1
Los Angeles County	6
Rosemead 4	
Santa Fe Springs	1
Total	27

MEESCAN Total number of sessions 10
USAGE Items checked out 66

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	90	11	
MON	93	6	
TUE	95	11	
WED	60	4	
THU	70	14	
FRI	0	0	
SAT	30	5	
TOTAL	438	51	489 Patrons
July 2019 total	476	54	530

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	5	390	1	
MON	4	372	4	
TUE	6	339	1	
WED	3	231	5	
THU	2	246	0	
FRI	0	0	0	
SAT	1	190	0	
TOTAL	21	1,768	11	1,800 items
July 2019 total	19	1,607	14	1,640

LAMP MONTHLY STATISTICAL REPORT

August 2019

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	0	0	0	6	42	6	42	10	1200
CITIZENSHIP	6	38	0	0	6	40	6	78	40	1000
BASIC	13	50	0	0	13	47	13	97	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
TOTAL	25	88	0	0	25	129	25	217	100	3400

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	0	0	152	14	138	721	152	721	400	17400
CITIZENSHIP	73	329	22	12	83	354	101	693	300	6500
BASIC (1-to-1)	19	50	0	0	19	47	19	97	30	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	20	100
FFL - Adults	0	0	0	0	0	0	0	0	0	0
FFL - Children	0	0	0	0	0	0	0	0	0	0
TOTAL	92	379	174	26	240	1122	272	1511	750	25000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2019-2020
Workshops Held	0	0	0	10
# of Tutors Trained	0	0	0	25

D. STUDENTS WAITING	
ESL & citizenship classes	0
One-to-one	36
Referred to other institutions	1

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	3

US CITIZENS	New	YTD
Passed	4	6

Passports	New	YTD
Executed	105	248

Reference Qs	New	YTD
ESL	273	379
Citizenship	104	237
Passports	327	669



Library Board of Trustees Staff Report

DATE: September 17, 2019

AGENDA ITEM NO:

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updated Library Computer and Internet Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the updates to the Library's Computer and Internet Policy and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is submitting updates to the Computer and Internet Policy to clarify appropriate usage of public computers and WiFi, to strengthen and reinforce policy, and to reflect the addition of wireless printing. These updates have been reviewed and approved by the Assistant City Attorney and reconcile with applicable law including, without limitation, the Monterey Park Municipal Code and the Children's Internet Protection Act.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes period review of the library's policies to ensure that they are current and up to date with the needs of staff and patrons. In July and August the library's management team reviewed the current Internet Policy, which was last updated in 2012, and are suggesting the attached revisions.

FISCAL IMPACT:

None.

Respectfully submitted by:

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

Diana Garcia
City Librarian

ATTACHMENTS:

1. Revised Library Computer and Internet Policy
2. Current Internet Policy – redlined with comments

ATTACHMENT 1
Library Computer and Internet Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 97-01
	Issue Date: June 17, 1997
	Revised Date: February 20, 2001; February 19, 2008; October 21, 2008; June 19, 2012; September 17, 2019
	Library Board of Trustees' Review:
Subject: Computer and Internet Use Policy	City Manager Approval:
	Page Number 1 of 3
<u>Purpose:</u> The Monterey Park Bruggemeyer Library provides Internet access to library users to meet their educational, informational and recreational needs. <u>Provisions:</u> All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner and to follow these rules and regulations. All library users are expected to access the Internet in compliance with the Library Rules of Conduct Policy. Using a Library computer workstation constitutes an agreement by the user to these terms. Violations may result in the loss of library card privileges including but not limited to suspension or termination of Internet privileges. The Library uses technology protection measures to block obscene graphic images, pornography, and images harmful to minors but cannot guarantee its effectiveness. Because technology protection measures sometimes block access to legitimate information, any library user age 17 or older can request that his or her computer workstation be unfiltered. Parents and legal guardians, not library staff, are responsible for providing appropriate guidance to their children in using the Internet. The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information that is found. If a user feels the information he or she obtained via the Internet is inaccurate or offensive, the library suggests the user contact the originator of that information.	

Monterey Park Bruggemeyer Library Computer and Internet Use Policy

1. Resources are not to be used for unauthorized, illegal or unethical purposes. Users may not use the Internet to harass others, to download, upload or view illegal materials or to place a virus.
2. Computer use is limited to card holders in good standing and for no more than two hours per day per person unless otherwise permitted by the librarian on duty and no one is waiting to use the PC. The computers will shut down 15 minutes prior to library closing.
3. Users may not use others' library card numbers to sign up for or log into the public computers.
4. Parents or legal guardians of children must assume responsibility and supervise their children's use of the Internet through the library's connection.
5. Users are not to attempt to modify or gain access to files, passwords or data belonging to others nor to seek access to any computer system or to damage or alter software components of any network or database. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Violations may result in the loss of library card privileges including but not limited to suspension or termination of computer privileges.
6. Users are not to send, receive or display material which may reasonably be construed as harassing or obscene. Because the library is a public place, library staff have the authority to end a computer session when such materials are on the screen. Violations may result in the loss of library card privileges including but not limited to suspension or termination of computer privileges.
7. The library reserves the right to terminate an Internet session at any time for any reason.
8. It is against the law (CA Education Code Chapter 11, Section 19910) to break or deface any apparatus in any public library. The library will fine or prosecute any individual who willfully or maliciously commits such an act. The law specifies that the parent or guardian of a minor shall be liable for all damages. This pertains also to any library computer which may be used for Internet access.
9. Library staff may provide limited technical assistance to patrons in the use of computers and Internet, but may not be familiar with every program or application a person might wish to use. The library provides classes in using computers and the Internet.

Wireless Internet Policy

1. The Monterey Park Bruggemeyer Library offers free wireless Internet access during library hours.
2. Resources are not to be used for unauthorized, illegal or unethical purposes. Users may not use the Internet to harass others, to download, upload or view illegal materials or to place a virus.
3. Parents or legal guardians of children must assume responsibility and supervise their children's use of the Internet.
4. Users are not to send, receive or display material which may reasonably be construed as harassing or obscene. Because the library is a public place, library staff have the authority to end an Internet session when such materials are on the screen. Violations may result in the loss of library card privileges.
5. The library reserves the right to terminate an Internet session at any time for any reason.
6. Library staff may provide limited technical assistance to patrons in the use of the public WiFi but may not be familiar with all devices.
7. The library's wireless Internet access is not encrypted. Wireless users are urged not to send personal, financial or any confidential information over the library wireless network.
8. The Monterey Park Bruggemeyer Library is not responsible for damage or loss due to security breaches, electrical surges or disruptions of wireless service.

ATTACHMENT 2
Current Internet Policy – redlined with
comments

Monterey Park Bruggemeyer Library Policy	Policy Number: 97-01
	Issue Date: June 17, 1997
	Revised Date: February 20, 2001; February 19, 2008; October 21, 2008; June 19, 2012; <u>September 17, 2019</u>
	Library Board of Trustees' Review:
Subject: <u>Computer and Internet Use</u> Policy	
	City Manager Approval:
	Page Number 1 of 3

Comment [DG1]: The word "Computer" is added to broaden the scope of the policy and to clarify appropriate PC use.

Purpose:

The Monterey Park Bruggemeyer Library ~~will provide~~s Internet access to library users ~~in to~~ meeting their educational, informational and recreational needs.

Provisions:

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner and to follow these rules and regulations. All library users are expected to access the Internet in compliance with the Library Rules of Conduct Policy. Using a Library computer workstation constitutes an agreement by the user to these terms. Violations may result in the loss of library card privileges including but not limited to suspension or termination of Internet privileges.

The Library uses technology protection measures to block obscene graphic images, pornography, and images harmful to minors but cannot guarantee its effectiveness. -Because technology protection measures sometimes block access to legitimate information, any library user age 17 or older can request that his or her computer workstation be unfiltered. Parents and legal guardians, not library staff, are responsible for providing appropriate guidance to their children in using the Internet.

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information that is found. If a user feels the information he or she obtained via the Internet is inaccurate or offensive, the library suggests the user contact the originator of that information.

Monterey Park Bruggemeyer Library Computer and Internet Use Policy

1. Resources are not to be used for unauthorized, illegal or unethical purposes. Users may not use the Internet ~~to lobby for votes~~, to harass others, ~~to download, upload or view illegal materials~~ or to place a virus.
2. ~~Internet Computer~~ use is limited to card holders in good standing and for one no more than two hours per day per person unless otherwise permitted by the librarian on duty and no one is waiting to use the PC. ~~Use is limited to one person or one parent and one child at a time.~~ The computers will shut down 15 minutes prior to library closing.
3. ~~Users may not use others' library card numbers to sign up for or log into the public computers.~~
4. Parents or legal guardians of children must assume responsibility and supervise their children's use of the Internet through the library's connection.
5. Users are not to attempt to modify or gain access to files, passwords or data belonging to others nor to seek access to any computer system or to damage or alter software components of any network or database. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Violations may result in the loss of library card privileges including but not limited to suspension or termination of ~~Internet computer~~ privileges.
6. Users are not to send, receive or display ~~graphics material~~ which may reasonably be construed as ~~harassing or obscene~~. Because the library is a public place, library staff have the authority to end an ~~Internet computer~~ session when such materials are on the screen. Violations may result in the loss of library card privileges including but not limited to suspension or termination of ~~Internet computer~~ privileges.
7. The library reserves the right to terminate an Internet session at any time for any reason.
- ~~7. The library reserves the right to limit the use of public computers for gaming during specified hours.~~
8. It is against the law (CA Education Code Chapter 11, Section 19910) to break or deface any apparatus in any public library. The library will fine or prosecute any individual who willfully or maliciously commits such an act. The law specifies that the parent or guardian of a minor shall be liable for all damages. This pertains also to any library computer which may be used for Internet access.
9. Library staff may provide limited technical assistance to patrons in the use of computers and Internet. ~~Library staff are available to assist patrons in the use of these resources, but may not be familiar with every program or application a person might wish to use.~~ The library provides classes in using computers and the Internet.

Comment [DG2]: Added to strengthen the policy.

Comment [DG3]: Computer use time is no more than two hours per day per person. This is a correction from the current policy.

Comment [DG4]: Added to clarify appropriate usage.

Comment [DG5]: Strengthens protections for staff and patrons against harassment.

Comment [DG6]: Unless patrons are viewing illegal, harassing or obscene materials, staff do not direct patron's use of the internet.

Wireless Internet Policy

The Monterey Park Bruggemeyer Library offers free wireless Internet access during library open hours to library cardholders.

1. Resources are not to be used for unauthorized, illegal or unethical purposes. Users may not use the Internet to lobby for votes, to harass others, to download, upload or view illegal materials or to place a virus.
2. Parents or legal guardians of children must assume responsibility and supervise their children's use of the Internet.
3. Users are not to send, receive or display graphics material which may reasonably be construed as harassing or obscene. Because the library is a public place, library staff have the authority to end an Internet session when such materials are on the screen. Violations may result in the loss of library card privileges.
4. The library reserves the right to terminate an Internet session at any time for any reason.
5. Because wireless users share a network with other Internet users in the library, downloading large files including streaming is discouraged.
6. Library staff may provide limited technical assistance to patrons in the use of the public WiFi but may not be familiar with all devices. Users are responsible for knowing how to configure their own equipment.
- 7.
8. Library staff cannot provide technical assistance in configuring our users' wireless devices or in troubleshooting access problems.
9. Printing is not available through the library's wireless connections.
- 10.5. The library's wireless Internet access is not encrypted. Wireless users are urged not to send personal, financial or any confidential information over the library wireless network.

Comment [DG7]: Added "illegal materials" to strengthen policy. Lobbying for votes is not an illegal activity.

Comment [DG8]: Combined these two items and changed language to be more customer service oriented.

Comment [DG9]: Removed since wireless printing is now available in the library.

11. The Monterey Park Bruggemeyer Library is not responsible for damage or loss due to security breaches, electrical surges or disruptions of wireless service.
- 12.

| Revised June 19, 2012