

**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
October 15, 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. INTRODUCTION OF NEW LIBRARY EMPLOYEE

Introduction of Mary Pat Dodson, new Adult Literacy Coordinator

4. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of September 17, 2019
- (2) Take such additional, related, action that may be desirable.

5. 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.

6. CITY LIBRARIAN'S REPORT

7. PRESIDENT'S REPORT

NEW BUSINESS

8. CONDUCT POLICY

Consideration and possible action to adopt a new code of conduct for library patrons regarding use of the Monterey Park Bruggemeyer Library. The draft code of conduct includes proposed consequences for violations including, without limitation, barring the presence of persistent violators from the Library.

It is recommended that the Library Board of Trustees consider:

- (1) Adopting the draft Code of Conduct; and
- (2) Taking 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 November 19, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: October 15, 2019

AGENDA ITEM NO: 4

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 September 17, 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. September 17, 2019 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
September 17, 2019

3. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of August 20, 2019

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of August 20, 2019 as presented.

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

4. CONSENT AGENDA:

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

Regarding the Receipt and Expenditure Report covering July 2019, Trustee Duong inquired about 0010 801 6001 38400 R&M Machinery & Equipment being at 86.7% encumbered with 8.3% of the fiscal year completed. City Librarian Garcia suspected that this could be attributed to the fact that there have been an unusually high number of service calls and repairs required for the library's elevator, which would have increased expenditures in this account. If more repairs are needed and the account is fully expended before the end of the fiscal year, the library might have to dip into the Building Trust Account to pay any future invoices.

Trustee Sullivan inquired about 0010 801 6001 32050 Telephone being at 13.8% expended thus far. Although that does not seem as critical as the R&M account, it would still mean that the account would go over the appropriation for the fiscal year if the expenditures continue at this rate. City Librarian Garcia stated that telephone invoices do not run exact month to month. The City calculates expected costs and mandates the appropriation for the department. City Librarian Garcia said that she would look into this.

Regarding the Trust and Agency Accounts Report, Trustee Duong asked about the \$18,500 Disbursement in 0075 450 0075 08325 Passport Services. City Librarian Garcia stated that she had asked Finance about this already and was told only that it was a fiscal year-end journal adjustment. She would relay any further information received to the Library Board.

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

MOTION:	Moved by Trustee Duong and seconded by Trustee Dhing. Motion carried by the following vote:
AYE:	Trustees Yam, Duong and Dhing
NO:	Trustee Sullivan

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 August 2019.

Staff Recruitment

City Librarian Garcia updated the status of current recruitment efforts:

- ☐ Adult Literacy Coordinator FT (LAMP 6005): Mary Pat Dodson will start with the library on September 23. She will be introduced at the October 15 Library Board meeting.
- ☐ Janitors (2) PT (Administration 6001): Daniel Flores started with the library on August 20. Jacob Loaiza started with the library on September 15. The library now has a full crew of part-time Janitors.
- ☐ Library Clerk FT (Circulation 6004): Interviews of the top candidates will be held on September 18.
- ☐ Librarian FT (Children's 6006): Recruitment opened on September 12 and will close on October 4.
- ☐ Librarian PT – 2 (Adult/Reference 6002 and Children's 6006): Recruitment will be opened by September 20.

CLA Grant

City Librarian Garcia announced that the library has been awarded with a California State Library Dementia/Alzheimer's Kits, providing kits which can be checked out by patrons or used by staff in outreach to retirement homes or health centers. The kits include:

- ☐ Memory Lane: Three different kits each based around a single decade: 1940's, 1950's and 1960's. The kits include music and a CD player, photos, books, artifacts, cookbooks, conversation cards and games of the era.
- ☐ Memory Activity: Three different kits which can be used for a variety of levels (early, mid and late stages) and include memory games, manipulative activities, reusable art projects, music CDs, photos, books, conversation cards and puzzles.
- ☐ Caregiver: One kit which includes resources and information for caregivers including books and pamphlets on various aspects of Dementia/Alzheimer's and supplemental materials on self-care, stages of the disease, caregiver tips and strategies

The grant was written by Adult/Reference/Teen Services Senior Librarian Deborah Niblick, who has a long-standing interest in mental health issues. Library staff are working to develop procedures governing the collection, in particular questions about checking out materials.

Library Foundation Masquerade Gala

City Librarian Garcia thanked the Trustees present for attending the annual fundraising Gala held on September 13. There were 330 who attended and the event raised an estimated \$31,000 for the library. The Library Foundation honored Ed Chen and Trustee Sullivan for their outstanding and dedicated volunteer efforts in the community. City Librarian Garcia has received positive feedback on the event and sensed renewed energy from library supporters.

City Librarian Garcia thanked Trustee Sullivan in particular for soliciting Goodyear for its donation of a ride for two on its blimp – the live auction for this one item raised an incredible \$8,000! Trustee Sullivan reported that Goodyear was impressed by the total as well. He noted that it took seven months of contact and negotiations with Goodyear to confirm the donation.

City Librarian Garcia asked if there were questions regarding the written report included in the Library Board packet.

Trustee Duong asked about the Federal Program Monitoring and CDE Monitoring Tool trainings in Poway. City Librarian Garcia stated that LAMP has State and Federal grants and is required to monitor and report on its spending. An online comprehensive review is scheduled for January 2020 (the comprehensive review only occurs every few years). The trainings were intended to help grant participants prepare for this review. LAMP staff also provides regular quarterly reports to the agencies providing funding.

Trustee Sullivan asked if the Friends of the Library encourage library patrons and the community to register their Ralphs Rewards cards to designate the Friends as a recipient for donations from purchases. City Librarian Garcia stated that this program is promoted via the library brochure and Cascades newspaper regularly (depending upon available space in these publications) as well as on-site displays. Trustee Duong asked if the amount earned could be included in the monthly report to the Library Board. City Librarian Garcia noted that this has not been reported previously. Administrative Secretary Kishida said that the Friends collect an estimated \$100 - \$200 quarterly.

Trustee Duong asked if there was a reason for the decrease in Adult programs as indicated in the statistics. City Librarian Garcia said that some programs are organized and sponsored by the library while others are developed and presented by outside organizations and the number of programs varies from month to month. Administrative Secretary Kishida noted that there are months that lend themselves to more programs: Hispanic Heritage Month, Women's History Month, etc. Additionally, Adult/Reference/Teen Services Senior Librarian Niblick has just started to plan and implement programming. City Librarian Garcia stated that Senior Librarian Niblick's priority for these first few months was to get acquainted with this community to learn more about their interests, in part so she would be better able to develop programming suited for the community.

Trustee Dhing asked about the library having a Census 2020 kiosk. City Librarian Garcia said that she would be attending another meeting in October when she will learn more about this. There might be a kiosk in the library and another one in City Hall. Trustee Dhing asked if volunteers could be trained to assist. City Librarian Garcia stated that there would be training for volunteers in January. Trustee Sullivan asked about being multi-lingual. City Librarian Garcia said that there is a computer link to the website which offers multiple languages. Speaking another language as a volunteer would be helpful but is not necessary.

7. PRESIDENT'S REPORT:

Trustee Yam stated that the Library Foundation Gala was undoubtedly a success and lauded the efforts of City Librarian Garcia, Administrative Secretary Kishida and the members of the Library Foundation. He congratulated Trustee Sullivan for being recognized for his community service and commended his efforts in arranging the Goodyear Blimp donation. Trustee Yam pledged to try to solicit something from Disney for next year's event.

Trustee Yam stated that he would be interested in a presentation on LAMP's activities as it is known to be a robust, impactful, well-functioning library program. He asked if former Acting Literacy Coordinator/current Senior Library Clerk Jose Garcia could report on the activities of the past year. City Librarian Garcia noted that these activities have been detailed in the monthly reports and suggested that new Literacy Coordinator Mary Pat Dodson meet with the Library Board once she is settled in. Trustee Yam did want to hear more about her goals and ideas when she is ready. The other Trustees agreed. Trustee Sullivan also stated that he would like to have Senior Library Clerk Garcia be part of the presentation as he has been leading the program for years. Trustee Dhing said that he would also like to hear about the plans of new Adult/Reference/Teen Services Senior Librarian Niblick.

Trustee Yam asked about computer sponsorships. Trustee Dhing said that the library and the Library Foundation have purchased many new public computers recently via grants, City budgeted allocations and Foundation contributions so the need is not as great at the moment. Administrative Secretary Kishida noted that the library also did not want to divert focus/potential sponsorships from the Gala at the time. Trustee Yam asked if the Library Board could receive statistics on the percentage of computers that need replacing/have been replaced. City Librarian Garcia said that this could be provided. Trustee Sullivan asked about Chromebooks. City Librarian Garcia reported that the library had just purchased some Chromebooks. They are not used as much as public computers, which are in use all day every day, so the Chromebooks last longer. The library has a replacement schedule for all of its technology. The library always purchases new technology equipment/devices to ensure that they are consistent, function properly and have no security issues.

Trustee Yam asked about programming on Sundays. City Librarian Garcia reiterated that some Sundays/months have programming and others do not – it varies. She also noted that some programs are not included in Cascades or the library brochure as scheduling might occur following submission deadlines, but programs are promoted online and in-house.

Trustee Yam noted that with election season coming up and especially since a number of City Council seats will be at stake, he wanted to remind the Library Board members that they are public volunteers appointed to their positions and in their official capacities as representatives of the City, they must remain impartial. Trustees cannot endorse candidates or measures unless they do so as private citizens, not as members of the Library Board.

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

Trustee Yam stated that no discussion of this topic was needed at this time, as Trustees are still in the process of attending upcoming meetings of the Library Foundation and Friends. After Trustees have attended these meetings, they will reopen the discussion on dates for the joint meeting with all groups.

Trustee Duong reported that she attended the Friends meeting on September 10. At that meeting they approved allocations for the upcoming Monster Mash and Movie Bash collaboration between the library and the Recreation and Community Services Department.

Trustee Yam and Trustee Sullivan said that they intend to attend the Library Foundation meeting on October 21. Trustee Dhing usually attends the Foundation meetings, so he and Trustee Sullivan will work out who attends.

8. COMPUTER AND INTERNET POLICY:

City Librarian Garcia reported that she and the library's senior management team periodically review library policies to ensure that they are current and up-to-date. The Computer and Internet Policy was last revised in 2012 so it was due for review and updating. The proposed revisions have been reviewed and approved by the Assistant City Attorney.

Action Taken: The Library Board of Trustees approved the proposed revisions to the Computer and Internet Policy as presented.

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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Sullivan noted that the Monterey Park Historical Museum has an archive of past local high school yearbooks and would welcome the opportunity to be included with the library in reviewing the cache of Mark Keppel High School yearbooks to determine if any should be added to the Museum's collection. City Librarian Garcia reiterated that the library has a collection of yearbooks from Mark Keppel High School and would like to add to the collection. Trustee Dhing said that he would follow up with the school's Vice Principal and arrange for both groups to gain access to the archive.

Trustee Sullivan asked about the status of the Special Collections Room. City Librarian Garcia stated that staff have been reorganizing and weeding the collections recently so it is in better shape. Trustee Sullivan noted that the Scudder Foundation will be establishing a video archive about Laura Scudder in the Historical Museum, so he wanted to ensure that the library's resources also present well to John Scudder, who has been a generous and valued donor to the

library. City Librarian Garcia stated that the library would be grateful to get a copy of the video archive as well. Discussion about fundraising should be directed to the Library Foundation.

Trustee Sullivan commended the impressive amount of donations provided to the library by the Friends of the Library. City Librarian Garcia agreed that the Friends have been very generous. The revenue from the Friends Bookstore supports library activities on a daily basis.

Trustee Duong announced that she would be on vacation from September 24 through October 7.

Trustee Dhing announced that he would be attending the CLA conference on October 25.

Given that flu season was coming up, Trustee Duong suggested that the library present a workshop on hand washing/ sanitizing.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:28 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: October 15, 2019

AGENDA ITEM NO: 5

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 August 2019 and the Trust and Agency Account Report and Library Fines Report for September 2019.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a stylized 'G' and 'K'.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for August 2019
2. Trust and Agency Account Report for September 2019
3. Library Fines Report for September 2019

ATTACHMENT 1
Receipt and Expenditure Report
August 2019

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	170,196.00-	13,631.10	27,262.20	0.00	142,933.80-	16.0 0010
11300 PART TIME SALARIES	40,221.00-	2,975.31	5,872.78	0.00	34,348.22-	14.6 0010
11500 SEPARATION BENEFITS	14,300.00-	1,191.67	2,383.30	0.00	11,916.70-	16.7 0010
12200 LIFE INSURANCE	624.00-	0.00	130.00	0.00	494.00-	20.8 0010
12300 MEDICAL INSURANCE	17,607.00-	0.00	2,934.44	0.00	14,672.56-	16.7 0010
12350 MEDICARE INSURANCE	2,468.00-	240.81	480.48	0.00	1,987.52-	19.5 0010
12370 PART TIME RETIREMENT	1,570.00-	79.59	158.80	0.00	1,411.20-	10.1 0012
12400 DENTAL INSURANCE	897.00-	0.00	149.48	0.00	747.52-	16.7 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	691.50	0.00	3,457.50-	16.7 0010
12600 RETIREMENT	61,782.00-	5,305.90	10,616.95	0.00	51,165.05-	17.2 0012
12750 CITY 401 PLAN	650.00-	50.00	100.00	0.00	550.00-	15.4 0010
12900 LONG TERM DISABILITY	792.00-	0.00	132.00	0.00	660.00-	16.7 0010
12950 VISION PLAN	436.00-	0.00	72.64	0.00	363.36-	16.7 0010
Object 1000 Total	315,692.00-	23,820.13	50,984.57	0.00	264,707.43-	16.1
21250 OFFICE PAPER PRODUCTS	200.00-	0.00	0.00	0.00	200.00-	0.0 0010
21350 OTHER OFFICE SUPPLIES	4,000.00-	187.78	187.78	0.00	3,812.22-	4.7 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	798.36	798.36	0.00	11,201.64-	6.7 0010
Object 2000 Total	16,200.00-	986.14	986.14	0.00	15,213.86-	6.1
31700 DATA PROCESSING	10,531.00-	1,606.00	1,606.00	0.00	8,925.00-	15.3 0010
32050 TELEPHONE	4,000.00-	0.00	553.22	0.00	3,446.78-	13.8 0010
32150 TECHNOLOGY CHARGES	12,500.00-	1,041.67	2,083.30	0.00	10,416.70-	16.7 0010
32200 POSTAGE	1,000.00-	4.00-	64.56	0.00	935.44-	6.5 0010
33100 MILEAGE AND PARKING	500.00-	142.68	142.68	0.00	357.32-	28.5 0010
33200 CONFERENCES/SEMINARS	9,793.00-	200.00	200.00	0.00	9,593.00-	2.0 0010
36100 ELECTRICITY	136,000.00-	0.00	5,760.37	0.00	130,239.63-	4.2 0010
36200 GAS SERVICE	7,600.00-	28.19	64.04	0.00	7,535.96-	0.8 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-	1,587.23	2,670.23	10,834.00	1,495.77-	90.0 0010
39250 PRINTING & DUPLICATING	1,000.00-	44.90	44.90	0.00	955.10-	4.5 0010
39300 DUES/MEMBERSHIPS	3,600.00-	750.00	750.00	0.00	2,850.00-	20.8 0010
Object 3000 Total	216,524.00-	5,396.67	13,939.30	10,834.00	191,750.70-	11.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
DEPARTMENT: 6001 TOTAL	548,416.00-	30,202.94	65,910.01	10,834.00	471,671.99- 14.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019

16.7% 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-	18,160.81	34,573.73	0.00	201,178.27-	14.7 0010
11300 PART TIME SALARIES	26,376.00-	1,324.16	3,036.10	0.00	23,339.90-	11.5 0010
11500 SEPARATION BENEFITS	14,900.00-	1,241.67	2,483.30	0.00	12,416.70-	16.7 0010
12200 LIFE INSURANCE	936.00-	0.00	135.20	0.00	800.80-	14.4 0010
12300 MEDICAL INSURANCE	37,205.00-	0.00	4,741.56	0.00	32,463.44-	12.7 0010
12350 MEDICARE INSURANCE	3,712.00-	283.58	545.80	0.00	3,166.20-	14.7 0010
12370 PART TIME RETIREMENT	1,056.00-	52.98	121.47	0.00	934.53-	11.5 0012
12400 DENTAL INSURANCE	2,510.00-	108.81	441.67	0.00	2,068.33-	17.6 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	691.50	0.00	3,457.50-	16.7 0010
12600 RETIREMENT	92,923.00-	6,582.93	12,566.66	0.00	80,356.34-	13.5 0012
12750 CITY 401 PLAN	1,300.00-	150.00	300.00	0.00	1,000.00-	23.1 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	171.60	0.00	1,016.40-	14.4 0010
12950 VISION PLAN	894.00-	26.30	186.13	0.00	707.87-	20.8 0010
Object 1000 Total	422,901.00-	28,276.99	59,994.72	0.00	362,906.28-	14.2
21350 OTHER OFFICE SUPPLIES	2,200.00-	214.68	214.68	0.00	1,985.32-	9.8 0010
Object 2000 Total	2,200.00-	214.68	214.68	0.00	1,985.32-	9.8
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-	500.00	500.00	0.00	26,500.00-	1.9 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-	500.00	500.00	0.00	31,500.00-	1.6
DEPARTMENT: 6002 TOTAL	462,101.00-	28,991.67	60,709.40	0.00	401,391.60-	13.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	260,532.00-	21,158.70	40,953.76	219,578.24-	0.00		15.7	0010
11300 PART TIME SALARIES	6,341.00-	1,079.33	2,080.73	4,260.27-	0.00		32.8	0010
11500 SEPARATION BENEFITS	18,100.00-	1,508.33	3,016.70	15,083.30-	0.00		16.7	0010
12200 LIFE INSURANCE	1,248.00-	0.00	208.00	1,040.00-	0.00		16.7	0010
12300 MEDICAL INSURANCE	49,805.00-	0.00	7,557.76	42,247.24-	0.00		15.2	0010
12350 MEDICARE INSURANCE	3,778.00-	330.37	632.72	3,145.28-	0.00		16.8	0010
12370 PART TIME RETIREMENT	400.00-	43.17	83.23	316.77-	0.00		20.8	0012
12400 DENTAL INSURANCE	3,726.00-	0.00	552.60	3,173.40-	0.00		14.8	0010
12500 WORKERS COMPENSATION	5,786.00-	482.17	964.30	4,821.70-	0.00		16.7	0010
12600 RETIREMENT	94,574.00-	7,655.47	14,881.08	79,692.92-	0.00		15.7	0012
12750 CITY 401 PLAN	1,300.00-	100.00	200.00	1,100.00-	0.00		15.4	0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	264.00	1,320.00-	0.00		16.7	0010
12950 VISION PLAN	1,112.00-	0.00	161.56	950.44-	0.00		14.5	0010
Object 1000 Total	448,286.00-	32,357.54	71,556.44	376,729.56-	0.00		16.0	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,000.00-	0.00	131.34	6,868.66-	0.00		1.9	0010
Object 2000 Total	7,000.00-	0.00	131.34	6,868.66-	0.00		1.9	
31700 DATA PROCESSING	13,500.00-	0.00	0.00	13,500.00-	0.00		0.0	0010
38400 R&M MACHINERY AND EQUIPMENT	84,655.00-	43,489.13	43,489.13	41,165.87-	0.00		51.4	0010
Object 3000 Total	98,155.00-	43,489.13	43,489.13	54,665.87-	0.00		44.3	
DEPARTMENT: 6003 TOTAL	553,441.00-	75,846.67	115,176.91	438,264.09-	0.00		20.8	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	214,453.00-	15,675.06	33,320.61	0.00	181,132.39-	0.00		15.5	0010
11300 PART TIME SALARIES	68,873.00-	5,581.74	11,047.28	0.00	57,825.72-	0.00		16.0	0010
11500 SEPARATION BENEFITS	28,000.00-	2,333.33	4,666.70	0.00	23,333.30-	0.00		16.7	0010
12200 LIFE INSURANCE	1,248.00-	0.00	202.80	0.00	1,045.20-	0.00		16.3	0010
12300 MEDICAL INSURANCE	51,047.00-	0.00	8,331.50	0.00	42,715.50-	0.00		16.3	0010
12350 MEDICARE INSURANCE	3,110.00-	306.20	632.29	0.00	2,477.71-	0.00		20.3	0010
12370 PART TIME RETIREMENT	2,657.00-	223.27	441.92	0.00	2,215.08-	0.00		16.6	0012
12400 DENTAL INSURANCE	2,175.00-	0.00	351.19	0.00	1,823.81-	0.00		16.1	0010
12500 WORKERS COMPENSATION	7,318.00-	609.83	1,219.70	0.00	6,098.30-	0.00		16.7	0010
12600 RETIREMENT	77,847.00-	5,526.17	11,970.47	0.00	65,876.53-	0.00		15.4	0012
12750 CITY 401 PLAN	1,950.00-	150.00	300.00	0.00	1,650.00-	0.00		15.4	0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	257.40	0.00	1,326.60-	0.00		16.3	0010
12950 VISION PLAN	1,112.00-	0.00	181.61	0.00	930.39-	0.00		16.3	0010
Object 1000 Total	461,374.00-	30,405.60	72,923.47	0.00	388,450.53-	0.00		15.8	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	2,200.00-	0.00	0.00	0.00	2,200.00-	0.00		0.0	0010
Object 2000 Total	2,200.00-	0.00	0.00	0.00	2,200.00-	0.00		0.0	
38400 R&M MACHINERY AND EQUIPMENT	8,100.00-	0.00	5,109.54	0.00	2,990.46-	0.00		63.1	0010
Object 3000 Total	8,100.00-	0.00	5,109.54	0.00	2,990.46-	0.00		63.1	
DEPARTMENT: 6004 TOTAL	471,674.00-	30,405.60	78,033.01	0.00	393,640.99-	0.00		16.5	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
11200 PERMANENT SALARIES	106,892.00-	6,057.80	12,115.61	94,776.39-	0.00	11.3	0010
11200 PERMANENT SALARIES	14,884.00-	2,951.08	5,902.16	8,981.84-	0.00	39.6	0142
11200 PERMANENT SALARIES	0.00	776.68	1,553.35	1,553.35	0.00	0.00	0163
11300 PART TIME SALARIES	27,624.00-	2,014.03	4,067.55	23,556.45-	0.00	14.7	0142
11300 PART TIME SALARIES	0.00	1,458.24	2,716.84	2,716.84	0.00	0.00	0163
11300 PART TIME SALARIES	15,774.00-	466.67	950.27	14,823.73-	0.00	6.0	0454
11500 SEPARATION BENEFITS	14,700.00-	1,225.00	2,450.00	12,250.00-	0.00	16.7	0010
12200 LIFE INSURANCE	625.00-	0.00	33.80	591.20-	0.00	5.4	0010
12200 LIFE INSURANCE	0.00	0.00	26.00	26.00	0.00	0.00	0142
12200 LIFE INSURANCE	0.00	0.00	18.20	18.20	0.00	0.00	0163
12300 MEDICAL INSURANCE	22,483.00-	0.00	1,123.03	21,359.97-	0.00	5.0	0010
12300 MEDICAL INSURANCE	0.00	0.00	1,252.40	1,252.40	0.00	0.00	0142
12300 MEDICAL INSURANCE	0.00	0.00	750.41	750.41	0.00	0.00	0163
12350 MEDICARE INSURANCE	1,760.00-	91.71	182.33	1,577.67-	0.00	10.4	0010
12350 MEDICARE INSURANCE	635.00-	75.89	152.22	482.78-	0.00	24.0	0142
12350 MEDICARE INSURANCE	0.00	32.41	61.68	61.68	0.00	0.00	0163
12350 MEDICARE INSURANCE	0.00	6.77	13.78	13.78	0.00	0.00	0454
12370 PART TIME RETIREMENT	1,765.00-	58.33	108.68	1,656.32-	0.00	6.2	0163
12400 DENTAL INSURANCE	1,308.00-	0.00	60.13	1,247.87-	0.00	4.6	0010
12400 DENTAL INSURANCE	0.00	0.00	90.00	90.00	0.00	0.00	0142
12400 DENTAL INSURANCE	0.00	0.00	48.78	48.78	0.00	0.00	0163
12500 WORKERS COMPENSATION	2,184.00-	182.00	364.00	1,820.00-	0.00	16.7	0010
12600 RETIREMENT	25,288.00-	2,368.38	4,752.13	20,535.87-	0.00	18.8	0012
12600 RETIREMENT	0.00	1,802.33	3,641.01	3,641.01	0.00	0.00	0142
12600 RETIREMENT	20,000.00-	281.94	567.44	19,432.56-	0.00	2.8	0163
12750 CITY 401 PLAN	1,300.00-	40.00	80.00	1,220.00-	0.00	6.2	0010
12750 CITY 401 PLAN	0.00	10.00	20.00	20.00	0.00	0.00	0163
12900 LONG TERM DISABILITY	793.00-	0.00	42.90	750.10-	0.00	5.4	0010
12900 LONG TERM DISABILITY	0.00	0.00	33.00	33.00	0.00	0.00	0142
12900 LONG TERM DISABILITY	0.00	0.00	23.10	23.10	0.00	0.00	0163
12950 VISION PLAN	535.00-	0.00	27.68	507.32-	0.00	5.2	0010
12950 VISION PLAN	0.00	0.00	26.30	26.30	0.00	0.00	0142
12950 VISION PLAN	0.00	0.00	16.78	16.78	0.00	0.00	0163
Object 1000 Total	258,550.00-	19,899.26	43,271.56	215,278.44-	0.00	16.7	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	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-	1,470.00	1,470.00	0.00	530.00-	73.5 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-	1,081.00	1,081.00	0.00	1,103.00-	49.5 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-	2,551.00	2,551.00	0.00	8,149.00-	23.8
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-	2,347.00	2,347.00	2,347.00	306.00-	93.9 0445
Object 4000 Total	15,113.00-	2,347.00	2,347.00	2,347.00	10,419.00-	31.1
DEPARTMENT: 6005 TOTAL	291,803.00-	24,797.26	48,169.56	2,347.00	241,286.44-	17.3

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 08/01/2019 TO 08/31/2019

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	197,175.00-	5,666.77	11,333.54	185,841.46-	0.00		5.8	0010
11300 PART TIME SALARIES	29,712.00-	880.36	1,903.95	27,808.05-	0.00		6.4	0010
11500 SEPARATION BENEFITS	14,400.00-	1,200.00	2,400.00	12,000.00-	0.00		16.7	0010
12200 LIFE INSURANCE	792.00-	0.00	78.00	714.00-	0.00		9.8	0010
12300 MEDICAL INSURANCE	38,124.00-	0.00	1,965.34	36,158.66-	0.00		5.2	0010
12350 MEDICARE INSURANCE	2,568.00-	94.93	191.92	2,376.08-	0.00		7.5	0010
12370 PART TIME RETIREMENT	1,127.00-	35.21	76.15	1,050.85-	0.00		6.8	0012
12400 DENTAL INSURANCE	2,830.00-	0.00	130.57	2,699.43-	0.00		4.6	0010
12500 WORKERS COMPENSATION	4,258.00-	354.83	709.70	3,548.30-	0.00		16.7	0010
12600 RETIREMENT	69,606.00-	2,057.04	4,129.28	65,476.72-	0.00		5.9	0012
12750 CITY 401 PLAN	1,950.00-	50.00	100.00	1,850.00-	0.00		5.1	0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	99.00	1,089.00-	0.00		8.3	0010
12950 VISION PLAN	938.00-	0.00	54.48	883.52-	0.00		5.8	0010
Object 1000 Total	364,668.00-	10,339.14	23,171.93	341,496.07-	0.00		6.3	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,000.00-	0.00	0.00	6,000.00-	0.00		0.0	0010
Object 2000 Total	6,000.00-	0.00	0.00	6,000.00-	0.00		0.0	
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	1,102.00	1,102.00	3,898.00-	0.00		22.0	0010
Object 3000 Total	5,000.00-	1,102.00	1,102.00	3,898.00-	0.00		22.0	
40000 BOOKS & SUBSCRIPTIONS	23,459.00-	0.00	0.00	23,459.00-	0.00		0.0	0010
40500 LIBRARY DATABASES	599.00-	0.00	0.00	599.00-	0.00		0.0	0010
Object 4000 Total	24,058.00-	0.00	0.00	24,058.00-	0.00		0.0	
DEPARTMENT: 6006 TOTAL	399,726.00-	11,441.14	24,273.93	375,452.07-	0.00		6.1	
DEPT SERIES: 6000 TOTAL	2,727,161.00-	201,685.28	392,272.82	2,321,707.18-	13,181.00		14.9	
REPORT TOTALS	\$2,727,161.00-	\$201,685.28	\$392,272.82	\$2,321,707.18-	\$13,181.00		14.9	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019
OBJECT CATEGORY SUMMARY

16.7% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
1000 SALARY & BENEFITS	2,271,471.00-	145,098.66	321,902.69	0.00	1,949,568.31-	14.2
2000 OPERATION EXPENDITURES	41,040.00-	1,200.82	1,332.16	0.00	39,707.84-	3.3
3000 PROFESSIONAL EXPENDITURES	343,479.00-	52,538.80	66,190.97	10,834.00	266,454.03-	22.4
4000 OTHER OVERHEAD	71,171.00-	2,847.00	2,847.00	2,347.00	65,977.00-	7.3
TOTALS	\$2,727,161.00-	\$201,685.28	\$392,272.82	\$13,181.00	\$2,321,707.18-	14.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2019 TO 08/31/2019
FUND SUMMARY

16.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
								BALANCE	% USED
0010	GENERAL FUND	2,184,396.00-	156,922.80	305,536.73		10,834.00		1,868,025.27-	14.5
0012	RETIREMENT FUND	428,830.00-	29,930.11	59,798.14		0.00		369,031.86-	13.9
0142	EL CIVIC EDUCATION GRANT	45,440.00-	7,924.33	16,271.64		0.00		29,168.36-	35.8
0163	CAL LIBRARY LITERACY SVC GRAN'	35,605.00-	2,617.60	5,885.26		0.00		29,719.74-	16.5
0445	LITERACY TRUST GRANT	15,116.00-	2,347.00	2,347.00		2,347.00		10,422.00-	31.1
0454	LIBRARY PASSPORT TRUST GRANT	17,774.00-	1,943.44	2,434.05		0.00		15,339.95-	13.7
TOTALS		\$2,727,161.00-	\$201,685.28	\$392,272.82		\$13,181.00		\$2,321,707.18-	14.9

ATTACHMENT 2
Trust and Agency Account Report
September 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: September 30, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of September 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	\$ 19,220.57
Deposits (Water Bill Donation: 9/30/19)	292.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 19,512.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 66,777.72
Deposits	0.00
Disbursements (Books)	(2,468.38)
Total Ending Balance	<u>\$ 64,309.34</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: **\$113,117.58**

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	\$ 135,999.31
Deposits	(Passport fees) 790.00
	(Passport fees) 1,265.00
	(Passport fees) 1,050.00
	(Passport fees) 1,165.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 140,269.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 330,874.40

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
September 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 09/01/2019 To: 09/30/2019

DESCRIPTION:

BEGIN DATE: 09/01/2019 END DATE: 09/30/2019 ACCOUNT: 0010701001007410

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	09/04/2019	CR 311198	158370	17.25-
0010-701-0010-07410		FINES	09/04/2019	CR 311199	158371	24.25-
0010-701-0010-07410		FINES	09/04/2019	CR 311201	158401	36.60-
0010-701-0010-07410		FINES	09/06/2019	CR 311216	158486	13.50-
0010-701-0010-07410		FINES	09/10/2019	CR 311239	158627	55.50-
0010-701-0010-07410		FINES	09/10/2019	CR 311240	158628	48.70-
0010-701-0010-07410		FINES	09/11/2019	CR 311251	158679	28.75-
0010-701-0010-07410		FINES	09/11/2019	CR 311252	158680	18.00-
0010-701-0010-07410		FINES	09/12/2019	CR 311269	158731	34.00-
0010-701-0010-07410		FINES	09/12/2019	CR 311285	158794	50.25-
0010-701-0010-07410		FINES	09/17/2019	CR 311349	158941	40.35-
0010-701-0010-07410		FINES	09/17/2019	CR 311350	158945	8.20-
0010-701-0010-07410		FINES	09/17/2019	CR 311351	158946	52.75-
0010-701-0010-07410		FINES	09/18/2019	CR 311359	158976	46.30-
0010-701-0010-07410		FINES	09/19/2019	CR 311406	159082	16.50-
0010-701-0010-07410		FINES	09/20/2019	CR 311420	159159	15.59-
0010-701-0010-07410		FINES	09/24/2019	CR 311449	159284	31.50-
0010-701-0010-07410		FINES	09/24/2019	CR 311450	159283	16.50-
0010-701-0010-07410		FINES	09/24/2019	CR 311451	159282	4.00-
0010-701-0010-07410		FINES	09/25/2019	CR 311601	159355	42.75-
0010-701-0010-07410		FINES	09/26/2019	CR 311624	159445	29.50-
0010-701-0010-07410		FINES	09/27/2019	CR 311666	100288	34.50-
0010-701-0010-07410		FINES	09/30/2019	CR 311726	159628	8.00-
0010-701-0010-07410		FINES	09/30/2019	CR 311730	159627	42.03-
0010-701-0010-07410		FINES	09/30/2019	CR 311731	159630	139.50-

Previous balance 07/01/2019 - 08/31/2019 = \$ 2,277.66 *

Month to date 09/01/2019 - 09/30/2019 = \$ 854.77

Fiscal year to date 07/01/2019 - 09/30/2019 = \$ 3,132.43

REPORT TOTAL

\$854.77-

* additional \$102.50
posted for July
following initial report



Library Board of Trustees Staff Report

DATE: October 15, 2019

AGENDA ITEM NO: 6

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 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. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: October 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.

Adult/Reference/Teen Services Senior Librarian Deborah Niblick was selected as the library's Employee of the Month for October 2019.

Children's Senior Librarian Kristin Olivarez nominated Deborah, stating:

*"I'm nominating Deborah Niblick for Employee of the Month for September. Deb hit the ground running when she started at MPK and hasn't showed signs of slowing down. Aside from getting situated in her new role, she has been incredibly helpful in Children's. Deb is always willing to offer desk coverage and has stepped up to cover storytimes. She also met a student recently who is struggling to complete his homework because he does not speak English; Deb has spent time assisting him in Spanish to make sure that the homework gets done. Deb was also awarded a grant from the State Library for dementia and Alzheimer kits and received a positive review in School Library Journal for her book **Serving Teens with Mental Illness in the Library: A Practical Guide**. Deb has demonstrated that she is a hardworking team player and is more than deserving of Employee of the Month."*

Congratulations to Deborah!!!

Training/Workshops/Classes

Library staff attended a workshop on *Preventing Harassment, Discrimination and Retaliation in the Workplace* on September 24. Topics discussed within this complex area of the law included how to manage day-to-day interactions on the job; how to prevent harassment, bullying and abusive conduct; and how to prevent discrimination and retaliation. The presenter discussed typical scenarios that could lead to liability and participants learned solutions for preventing or addressing harassing, abusive, discriminatory, or retaliatory conduct. This is a mandatory training that all City employees must take every two years. Among those attending the sessions on September 24 were **Teen Librarian Darren Braden, Technical Services Senior Librarian Evena Shu, Library Technician Michael Bathen, Circulation Library Clerks Lina Nguyen and Mona Ying and Children's Senior Librarian Kristin Olivarez and part-time LAMP Library Clerk Hannah Chin. Part-time LAMP Library**

Clerk Jay Delgado has completed the course online. Remaining staff will attend sessions in October or take the training online.

Library management including **City Librarian Diana Garcia, Adult/Reference/Teen Services Senior Librarian Deborah Niblick, Technical Services Senior Librarian Evena Shu, Children's Senior Librarian Kristin Olivarez, Circulation Services Supervisor Julie Villanueva, Acting Literacy Coordinator Jose Garcia and Administrative Secretary Gwen Kishida,** and **Technical Services Library Technicians Michael Bathan and Michael Le** attended a second demonstration session for Biblionix's Apollo ILS software on September 9. Staff learned more about the platform and its options for customization and had the opportunity to ask questions about Apollo's functions and capability.

On September 26, **Mary Pat Dodson, Adult Literacy Coordinator,** attended the California Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) Comprehensive Adult Student Assessment System (CASAS) Implementation Training-Module 1 & 2 and the California WIOA, Title II: AEFLA Data and Accountability trainings to fulfill a WIOA Grant requirement and to learn about procedures and policies. These included specific information on collecting and reporting data, as well as how to properly implement the grant and its offerings to the community.

Additionally, **Adult Literacy Coordinator Dodson** attended the WIOA Title II: AEFLA Orientation for New Administrators on September 30 in Sacramento. The purpose of this orientation is to provide an overview of the WIAO, Title II, AEFLA grant implementation requirements and available resources. The broad overview included information on Program Components, Assessment and Accountability, State Leadership Projects, Federal Fiscal Requirements and the Federal Monitoring Program. Adult Literacy Coordinator Dodson had the opportunity to establish a relationship with Cory Rayala, Education Programs Consultant for LAMP's Area 11.

Meetings/Conferences

City Librarian Diana Garcia and Administrative Secretary Gwen Kishida attended a preparatory meeting at the City's Emergency Operations Center on September 17 to discuss the Great Shakeout on October 17, and to prepare for an EOC exercise following the drill. Fire Department personnel instructed attendees on the use of the City's online emergency response platform, Veoci, and City staff discussed how best to provide for public needs during an emergency or disaster situation.

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

Staffing

The library's new **Adult Literacy Coordinator Mary Pat Dodson** began work with the library on September 23, following an exhaustive recruitment process. Mary Pat has many years of experience in literacy and education and has worked for the Glendora Library's literacy program for the past 13 years.

Part-time **Circulation Library Clerk Tommy Lam** has been offered the position of **full-time Library Clerk (Circulation)** following a written test, an interview by an outside oral board and an interview conducted by City Librarian Diana Garcia and Circulation Services Supervisor Julie Villanueva. Tommy will start work as a full-time member of the library staff once he passes the physical.

Part-time **Circulation Library Page Jeffrey Lau** resigned from his position effective September 7 to attend college. Recruitment to fill the vacancy began on September 19 and was closed after the submission of the first 50 qualified applicants. The Library Page test will be given on October 15 with interviews following.

Jacob Loaiza started as a new part-time **Janitor (Administration)** on September 15. He joins the existing crew of part-time **Janitors Lisa Gomez, Victor Reyes, Leo Hernandez and Daniel Flores**, so the library finally has a full crew of janitorial staff.

ADMINISTRATION

More than 330 library supporters attended the Library Foundation Masquerade Gala on Friday, September 13 at Almansor Court in Alhambra, generating approximately \$31,000 in net proceeds to support the library. The annual Gala is the Foundation's major fundraising effort and this year's event was a huge success. Guests, dressed in festive finery and wearing elaborate masks, were clearly enthused to be gathering together, generating palpable energy and good will in the room.



Photo above, from left:
Library Board of Trustees member Jason Dhing, Library Board President Andrew Yam, Gabriella Yonarta and Trustee Lisa Duong.



Photo at left, from left:
Alhambra Mayor Adele Andrade-Stadler and Monterey Park Mayor Hans Liang.

Photo at right, from left:
Monterey Park Assistant City Attorney Karl Berger and Rachel Berger.





Master of Ceremonies and Monterey Park Fire Chief Scott Haberle kept the program running smoothly and on pace. City Librarian Diana Garcia and Library Foundation President Robert Gin welcomed the crowd and thanked them for their support of the library. Guests posed with masquerade-related props for photos to commemorate the evening. Raffle prizes were plentiful and the holders of winning tickets were thrilled. The music provided by Gilbert Stokes and Friends during the event and especially after the program allowed attendees to dance away the night.



Photo at left:
City Librarian
Diana Garcia
Photo at right:
Master of
Ceremonies
and Monterey
Park Fire Chief
Scott Haberle



Ed Chen and Larry Sullivan were honored, receiving plaudits from U.S. Congresswoman Judy Chu and others for their civic engagement and dedication to serving their community.



Photo above left, from left: Monterey Park Library Foundation President Bob Gin, Larry Sullivan and U.S. Congresswoman Judy Chu. **Photo above right:** Ed Chen with members of his family



But the highlight of the evening was the live auction of a ride on the Goodyear blimp. Larry Sullivan solicited this once-in-a-lifetime opportunity on behalf of the Foundation. The initial minimum bid was \$1,000 but guest auctioneer Mike Eng exhorted the crowd to continue to increase the bids, generating urgency and excitement, propelling the final winning bid by Dr. Albert Young to an amazing \$8,000!

Photo at left, from left: Library Foundation member Carol Sullivan, Mike Eng, Dr. Albert Young, Yvonne Yiu and Larry Sullivan

Proceeds from this fundraiser will enable the library to purchase needed materials for children, teens and adults in the community and to provide services and activities encouraging literacy and educational opportunities for all.

The library thanks the members of the Monterey Park Library Foundation for their dedication and effort in soliciting donors and putting this event together. In particular, Foundation Vice President Theresa Amador and Foundation member Carol Sullivan worked countless hours promoting the Gala and organizing site logistics, creating raffle and auction prize displays and handling financials. Special thanks as well go to Library Board of Trustees member Jason Dhing and former Library Foundation member Peter Chan for their assistance with the event.



Photo above left, from left: Monterey Park Library Foundation members Josephine Quach, Carol Sullivan and Alicia Martinez, Library Foundation President Bob Gin and Library Foundation Vice President Theresa Amador.

Photo above right, from left: Monterey Park Bruggemeyer Library staff members Joyce Hsiao, Diana Garcia, Anita Phan, Michael Le, Kristin Olivarez, Gwen Kishida, Deborah Niblick and Evena Shu

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 \$630.75 during the month of September 2019.

The Friends of the Library Board held a General Meeting open to members of the public on September 30 to discuss and approve updates to the group's mission statement and bylaws.

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 lists of sponsors, attendees and raffle and auction prizes for the evening, made final revisions to the program, ferried supplies including the printed programs and event posters to the site and helped set up the venue.

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. Management staff discussed the costs, capabilities, and pros and cons of the Millennium, Polaris, Apollo, Verso and Evolve ILS platforms. The library's senior managers decided to move forward with exploring a contract with Biblionix for their hosted Apollo integrated library system. City Librarian Diana Garcia is currently in communication with Biblionix to discuss the agreement requirements and contract process.
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. At the beginning of the month City Librarian Diana Garcia registered attendees for the California Library Association's 2019 Annual Conference to be held at the Pasadena Convention Center, October 24-26. All full-time and many part-time staff members, as well as Trustees of the Library Board, will be attending for the first time as an All-Staff Development Day. Attendees will have over 80 development and training sessions to choose from which will cover a host of topics including library technology; management; equity, diversity and inclusion; collection development; programming; and others. On that day the Library Foundation will generously support a team building lunch for the library's staff

members and Trustees.

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. Library Board members are currently attending meetings of the other library support organizations to better understand their goals and methodology to prepare for the joint meeting. The results of these discussions will impact the strategic development of the library.

ADULT / REFERENCE / TEEN SERVICES

Adult and Teen Services staff presented **18 public programs to adults and teens** in the month of September 2019 with a **total attendance of 412**.

In September, staff **answered 632 reference and 424 technology-related questions** in person or over the phone. A total of **3,167 items circulated** this month.

ADULT / REFERENCE SERVICES

The library was awarded the three sets of "Memory Kits" focusing on Alzheimer's and Dementia from the California State Library. For people with Alzheimer's disease and their families, a remembered moment from the past is a gift. Memory loss and confusion are the hallmarks of dementia and Alzheimer's, as the diseases progressively damage brains cells, but photographs, music, and memorabilia from the past can trigger memories and provide a bridge for caregivers and loved ones to communicate and connect.

A Memory Kit is a box or bag filled with items and activities centered around a place, time, or theme. Decade-themed kits could contain famous photographs from a decade, a CD with music from the era, informational booklets with facts from that time, political buttons, or anything that evokes a sense of the time period.

Patrons will be able to check these kits out to encourage meaningful interaction with a loved one experiencing Alzheimer's or Dementia, and to learn more about the disease and how to keep symptoms at bay.

Programming

Basic Computer Class in English

Adult/Reference/Teen Services Senior Librarian Deborah Niblick taught a weekly computer class on Monday nights. Each class brought in a total of 31 students who learned basic computer operation, how to use a computer mouse, how to use a keyboard, searching and using the internet, and how to use email. Volunteers from the Junior Friends were also present to provide additional assistance.

Computer Lab

Teen Librarian Darren Braden provided patrons with a weekly computer lab to teach patrons more advanced computer programming such as Microsoft Word, Excel, and other programs. Junior Friends volunteers were also on hand to assist patrons with questions and to help them practice other computer skills. There were 21 students in attendance.

Free Legal Clinic

The Asian Pacific American Bar Association (APABA) presented a free legal assistance clinic to 49 patrons on September 10.

Social Security Workshop

The Asian Pacific American Bar Association (APABA) presented a free workshop on Social Security focusing on the basics of Social Security, how to avoid problems in accessing benefits, and how to use services such as CalFresh. There were 20 patrons in attendance and the Senior Librarian Deborah Niblick is working with APABA to secure a second presentation. This presentation took place on September 10.

Voting Info Session

Patrons were provided with a presentation on September 12 to learn about district-based voting in the city of Monterey Park. 40 patrons attended this informative session.

Commercial Lease Program

On September 16, the Chinatown Service Center sponsored a program discussing commercial leases and identified the following concepts: term sheets, a lease checklist, explanations regarding rent payments, and options for lease renewals. Fourteen patrons were in attendance.

Monthly Film Screening

The Adult Services Department screened the film *Shoplifters* to an audience of 30 on Wednesday, September 18. This film was nominated for the 2018 Academy Award for Best Foreign Language Film.

Outreach**Golden Age Village**

Reference Librarian Maggie Wang and Senior Librarian Deborah Niblick met with the director of the Golden Age Village, Lily Kong, about resuming our monthly outreach to residents. Currently Ms. Kong is able to check out International Language films for free to bring to her residents in lieu of a staff visit.

YOUNG ADULT SERVICES

Programming**Midweek Movies**

On September 4, the library showed the latest installment of the *Men in Black* movie series: *Men in Black International*. There were 29 teens and adults in attendance.



Junior Friends

The Junior Friends met on September 9 and 21 with a total attendance of 45 teens. Volunteers were thanked for assisting with the weekly computer lab sessions and were asked to assist with the upcoming computer classes in October and November. Teens were also asked if they could assist with additional programs such as the upcoming Geranium Festival on October 12 and the Halloween Monster Mash on October 18. The Junior Friends volunteered 170 hours in September.

Teen Hong-Deng Craft

On September 11, the library hosted a teen Autumn Moon program where teens made a small craft using red envelopes while enjoying refreshments. There were 31 teens in attendance.

College Admissions Program

On September 22, UC Admissions expert Wei-Li Sun provided teens and parents with a 1.5 hour workshop on how to craft an essay that meets the standards of the UC system. There were 80 in attendance and was well received by both parents and teens. The Honorable Mike Eng also attended the program and spoke a few words to the audience. This program was sponsored by the Chinese American Education Association and the Chinese American Citizens Alliance Youth Council.



Animation Club

On September 28, the library showed *Pokémon Detective Pikachu*. There were 23 teens in attendance.

Outreach

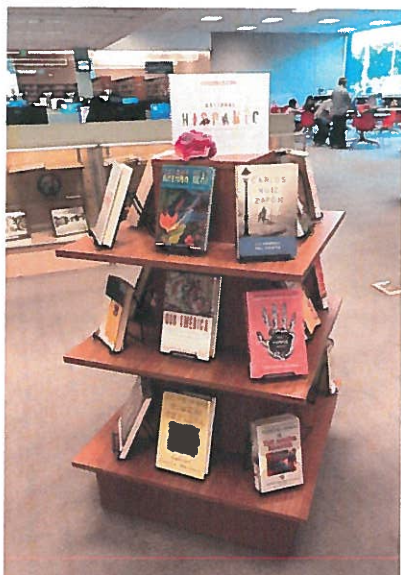
Monthly Outreach

Senior Librarian Deborah Niblick and **Teen Librarian Darren Braden** went to the Edelman Children's Courthouse monthly outreach on September 9. During this visit, Darren and Deborah provided teens with a variety of gaming activities. Darren and Deborah met with 12 teens that enjoyed the gaming activities and interaction.

Monthly Library Newsletter Distribution

Teen Librarian Darren Braden delivered 135 library newsletters to three high schools (Mark Keppel High School, Macy High School, and Schurr High School).

Staff Displays



Hispanic Heritage Month

Staff created a festive display to celebrate Hispanic Heritage Month featuring popular Hispanic authors and titles on Hispanic culture.

Teen Room Wall

Staff ordered additional display supplies to enhance the wall display in the teen room featuring the newsletter, teen event flyers, and will hold another display featuring pathfinders compiled by **Teen Librarian Darren Braden** to provide teens and YA fiction readers with book recommendations.



Library AV Collection Display and Promotion

The audio collection display theme for September was "Love That Country Music" to highlight American country music albums in the library's music CD collection. The display has been well received and patrons have been checking out CDs from the display, as well as from the greater music collection.

Library International Book Collection Display and Promotion

This month's International Book display "Healthy Living" promotes healthy related books in our International Book Collection.



2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter.	In progress. Staff identified a grant through the National Endowment of the Arts called the "Big Read" and will explore the possibility of applying in the next fiscal year.
2. Develop five new recommended book list brochures for teens with historical fiction, biography, award-winning books, and fiction for 7 th and 8 th graders.	In progress. Staff is finalizing these reading brochures.
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.	In progress. Additional signage was purchased for the slat wall in the Teens room. When brochures have been printed, the wall will be complete.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 499 order records in September and updated 1,732 records.

ILL (Inter Library Loans): In September, the library lent one book to another library. The library did not borrow any books from other libraries during the month.

Mending and processing: 309 items were in repair status. In September, staff cleaned one CD/DVD.

Overdrive: There were 313 overall circulations including 226 eBook circulations, 87 audio book circulations and 0 streaming videos.

Weeding: 2,145 items were weeded from the collection.

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

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 worked on getting the SSH certificate applied and tested. The next Step is the initial setup for the Content Keeper Appliance.

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

The library was closed due to the Labor Day holiday on September 1 and 2. Circulation checked in 518 items in the overnight drop from the holiday closure. The library was very busy on Tuesday, September 3, with 2,200 transactions in addition to issuing 22 library cards that day.

A new kiosk was installed for the MeeScan self-checkout. It is now not necessary to download the app to your personal device. The kiosk can scan a library card or a patron can type in the library account number and scan each book at the kiosk. Once patrons desensitize the items, they are done. MeeScan usage this first month was up 60%. Circulation had found that many patrons were hesitant to download the app onto their personal device so this makes self-checkout much simpler.

Circulation Staffing

Part-time **Library Page Jeffrey Lau** resigned from his position effective September 7 to attend college. Recruitment to fill the vacancy has begun.

Part-time **Library Clerk Tommy Lam** has been offered the position of full-time Library Clerk in Circulation. Tommy will transition and start work as a full-time member of the library staff once he passes the required physical.

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

September is the first full month of instruction for ESL. Students have begun to settle into their classes. The first couple of weeks they are getting a feel for the level and the teacher, but by now they are more comfortable with their assigned class.

ESL and Citizenship Classes

There was a steady flow of registrations for ESL and Citizenship classes this month. 52 more students were added to the classes. This puts most of the classes at capacity, with only a few spaces left in Intermediate High, Advanced and Conversation classes.

Claremont Colleges

Asian American Studies Professor Kathleen Yep returned for the Fall session of citizenship coaching and ESL conversation with a group of Claremont College students to assist ESL students in preparing for their naturalization exam and improving their English conversation skills. This is the tenth year of LAMP's partnership with the Claremont Colleges.

Passports

September was unusually busy for passports. By this time of year the number of appointments tends to decrease since Summer travel is over, but this year it remained steady. In all, 123 passport applications were executed and 47 photos taken.

New Citizens- September

Dengshou Jiao
Yiming Li
Min Sun
Zhixiong Liang
Dung My Do
Shuwen Yao



LAMP Statistics for September 2019

Programs	98	
Program Attendance	1085	
Students Served this month	262	
Student hours	1968	
Total Students	YTD 324	Projected 750
Total Hours	YTD 3,479	Projected 25,000
Items Circulated	56	
Passports	123	YTD 371
Passport Revenue	\$5,010	YTD \$15,490

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 **40 public programs and storytimes** to **2,139 parents and children** during the month of September 2019.

Staff hosted **one field trip** to the library and **three outreach visits** which served a total of **138 teachers, parents and children**, bringing **total programming attendance to 2,277** for the month. Staff answered **677 reference questions** in person and over the phone.

In September **80.7% of the library's total circulated items were Children's materials**. A total of **13,386 children's items** were checked out during the month.

Type	QTY	QTY		% Change vs.	
Month	September 2019	August 2019	September 2018	August 2019	September 2018
Program Attendance	2139	1305	1528	+64%	+40%
Outreach Attendance	138	312	158	-56%	-13%
Reference Questions	677	483	733	+40%	-8%

Programming

Baby Playtime

Children's Services held two sessions of Baby Playtime on September 5 and 19, which were attended by 181 children and caregivers.



Homework Help

Homework Help, which is offered weekly on Monday, Tuesday and Wednesday, resumed on Monday, September 9. Teen volunteers from local high schools provided 11 days of Homework Help during September and assisted 52 children with 141 questions.

Afterschool Art

On September 5, 30 children and 15 caregivers created works of art using marbles and tempera paint.

**Cantonese Parents Group**

In September, 56 children and caregivers attended this popular support circle and playgroup for parents raising English/Cantonese bilingual children.

Tween Program

On September 19, 13 tweens used their math skills to measure and cut felt to create their own pencil holder. A ribbon was added as a finishing touch and some children used foam shapes to decorate their pencil holder. Each child left with a sharpened pencil and ruler as library swag.



Community Partnerships Class Visits, Outreach and Field Trips

Alhambra, Los Angeles and Montebello School Districts

Staff hand delivered monthly library calendar/brochures to elementary, middle and high schools, and private preschools in Monterey Park.

Edmund D. Edelman Los Angeles County Children's Court

On September 23, staff visited and provided storytime services to 15 children ages 4-12.

Ralph Waldo Emerson Elementary

Children's Senior Librarian Kristin Olivarez visited Ralph Waldo Emerson Elementary School for the first session in a year-long partnership between Emerson Elementary and the library. Kristin will visit parents and children on a monthly basis to provide a storytime and share information about early literacy and library services.

In September Children's staff hosted one field trip to the library by Montebello Adult School at Bella Vista Elementary. Staff visited Emerson Elementary and Alpha Shen to provide services to children, teachers and parents.

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 September, children voted on a new "Would You Rather?" question each day. The activity encouraged kids to critically think about their own opinion and build vocabulary. **414 patrons participated in the Literacy Extension during this month.**

1,000 Books Before Kindergarten

Children read 2,600 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. **Twenty-five new children signed up for the program this month.**

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 September staff hosted one field trip and three outreach visits; serving a total of 138 children, teachers and caregivers.

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[illegible]

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

September 2019

Submitted by Evena Shu, Technical Services Senior Librarian

September 1st 2019	Cumulated Total	Cumulated Deleted	Added September 2019	Deleted September 2019	Gain/Loss September 2019	Changes September 2019
Items records	141,535	263,101	1,181	2,145	-964	
Bib records	127,124	204,112	904	1,758	-854	1,732
Authority records	107,822	85,279	1	187	-186	
Order records	16,830	74,102	499	0	499	
August 1st, 2019	Cumulated Total	Cumulated Deleted	Added August 2019	Deleted August 2019	Gain/Loss August 2019	Changes August 2019
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		24,454	
HOURS OPEN			164
CHECK-OUT AND RENEWAL	16,609		
CHECK-IN	13,709		

PATRON REQUESTED HOLDS 72

FILLED HOLDS	60
Monterey Park	47
Los Angeles (City)	1
Los Angeles County	7
Pasadena	4
Santa Fe Springs	1
Total	60

MEESCAN Total number of sessions 25
USAGE Items checked out 116

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	120	17	
MON	73	18	
TUE	84	4	
WED	50	2	
THU	77	8	
FRI	0	0	
SAT	41	9	
TOTAL	445	58	503 Patrons
August 2019 total	438	51	489

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	3	503	3	
MON	6	283	4	
TUE	6	307	1	
WED	3	237	0	
THU	3	181	1	
FRI	0	0	0	
SAT	2	163	0	
TOTAL	23	1,674	9	1,706 items
August 2019 total	21	1,768	11	1,800

LAMP MONTHLY STATISTICAL REPORT

September 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	42	0	0	6	83	6	125	10	1200
CITIZENSHIP	6	40	0	0	6	42	6	120	40	1000
BASIC	13	47	0	0	13	37	13	134	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
TOTAL	25	129	0	0	25	162	25	379	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	138	721	21	12	147	1486	173	2207	400	17400
CITIZENSHIP	83	354	31	18	96	445	132	1138	300	6500
BASIC (1-to-1)	19	47	0	0	19	37	19	134	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	240	1122	52	30	262	1968	324	3479	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	7
One-to-one	36
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	5

US CITIZENS	New	YTD
Passed	6	12

Passports	New	YTD
Executed	123	371

Reference Qs	New	YTD
ESL	160	539
Citizenship	113	350
Passports	294	963



Library Board of Trustees Staff Report

DATE: October 15, 2019

AGENDA ITEM NO:

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updated Library Conduct Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

The Library is submitting updates to the Conduct Policy, which protects the safety and well-being of Library users and preserves the Library's facilities and materials for their intended use.

These updates have been created in cooperation with, and reviewed and approved by, the Deputy City Attorney and reconcile with applicable law including, without limitation, the Monterey Park Municipal Code and the California Penal Code.

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. The Library has a Conduct Policy in place but the current policy lacks clearly defined, written guidelines on consequences for violations.

Public Library Conduct Policies vary in form, but they generally must meet three standards:

1. Consequences are applied progressively (unless behavior threatens the life or safety of any person or is damaging to Library property, equipment or facilities);
2. Written notice is delivered for longer bans (as far as is practicable);
3. and there is a defined appeals process to the appropriate body (in this case the Library Board of Trustees).

The proposed revisions address consequences and provide guidelines for staff to follow when individuals violate the Conduct Policy. Specifically the policy has been amended to:

- A. Codify staff response to violations of the policy,
- B. Set forth a written process for banning individuals,
- C. Provide for appeals for reinstatement, and
- D. Address consequences for non-compliance with a ban (trespassing).

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

- 1. Revised Conduct Policy
- 2. Draft Ban Letter
- 3. Current Conduct Policy

ATTACHMENT 1
Revised Conduct Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010, April 17, 2018, October 15, 2019
Subject: Conduct Policy	Library Board of Trustees' Review
	City Manager Approval
	Page Number 1 of 3

Purpose:

The Monterey Park Bruggemeyer Library is a public facility open to all. The Library Board of Trustees has established the following Conduct Policy to protect the safety and well-being of Library users and to preserve the Library's facilities and materials for their intended use.

No individual may engage in inappropriate conduct on the premises of the Library, when using Library facilities, or when participating in Library programs. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using Library facilities, materials and/or premises.

Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other Library patrons, silence all electronic devices.
3. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
4. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code § 6.20.010) or within 20 feet of any entrance.
5. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
6. The care, safety and behavior of minor children visiting the Library are the responsibility of the parent or guardian. The Library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the Library. Any child younger than nine years of age left unattended in the Library will have the parent or guardian called to come pick up the child. If staff cannot contact such a person, the police will be contacted to take custody of the child. If at closing

there is any child younger than thirteen years of age left unattended, staff will call the police to take custody of the child.

7. Damage, destruction or theft of Library property is prohibited. Education Code § 19910: “Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public Library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor.” Leaving the Library with materials that have not been properly checked out will be considered Library theft. People who trigger the Library’s security system will be reasonably detained and required to open bags, purses, briefcases, backpacks, shopping bags or other property in their immediate possession for reasonable examination (Penal Code § 490.5).
8. No skateboarding or rollerblading (Monterey Park Municipal Code § 13.12.060).
9. Sufficient clothing (*e.g.* shoes, tops, bottoms) is required at all times while in the Library.
10. Using Library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.
11. Taking Library materials into restrooms is prohibited.
12. Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.
13. Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of Library services and usage is prohibited.
14. Loitering or camping in the Library facility and grounds or overnight parking is prohibited. Penal Code § 653g states that “Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.”
15. Sleeping in the Library is prohibited for your own safety.
16. Animals may not be brought into the Library except for licensed guide or service animals or for Library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the Library unless this interferes with the service the animal provides. If a Service Animal becomes disruptive while in the Library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.
17. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the Library by others or with the functioning of the Library staff is prohibited.

18. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the Library or on Library grounds. Gathering of signatures for petitions within the Library is prohibited.
19. Do not leave personal belongings unattended. The Library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the Library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.
20. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the Library welcoming and comfortable for minors.

Library Staff's Response to Violations:

Violation of this Conduct Policy can result in expulsion from the Library and forfeiture of Library privileges. Lesser violations may first result in Library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. **However, any conduct that threatens the life or safety of any person or that is damaging to Library property, equipment or facilities may result in immediate expulsion from the Library premises. Library staff are authorized to contact the Monterey Park Police Department to respond to such situations.** Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Library from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determines that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Library. The letter must indicate the reasons for the ban and the time period of the ban (*see attachment*).
2. Staff will forward a copy of the ban letter to the City Librarian who will officially inform all staff involved about the reasons for the ban and the length of the ban. After consultation, if the City Librarian agrees with the reasons for the ban and the length of the ban, then the City Librarian will take no further action. If, after consultation with staff, the City Librarian deems it appropriate to rescind or modify the terms of the ban, the City Librarian must notify the banned individual, all staff and the Library Board President, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The City Librarian may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff's banning letter has been reviewed and/or modified by the

City Librarian or reversed on appeal by the Library Board, the individual may not use the Library.

Appeal for Reinstatement:

Banned individuals may file a written request to the City Librarian at 318 S. Ramona Avenue, Monterey Park, CA 91754, to reconsider a ban. The written request must set forth reasons for reconsideration. The length of the ban will remain unless the City Librarian issues a written determination altering the terms of the ban.

The City Librarian's written determination may be appealed to the Library Board, if the aggrieved individual files a written notice of appeal within 10 days after he/she receives the determination. Such notice must be filed with both the City Librarian and the Library Board President, 318 S. Ramona Avenue, Monterey Park, CA 91754.

The Library Board of Trustees must hold a hearing within 30 days after a timely and complete notice of appeal has been filed. Appellant must be notified of the hearing date at least 10 days before the hearing. Evidence submitted at the hearing may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply. Within 30 days of the completion of the hearing, the Board must issue a written decision stating the reasons therefore. The Board has the power to affirm or reverse the written determination or to remand it to the City Librarian or designee with instructions for reconsideration. The decision, except for remand, will be a final determination for the purposes of judicial review.

Non-Compliance with Ban - Trespassing:

If a banned individual enters the Library before the return date listed in the ban letter, the Monterey Park Police Department will be called and the individual may be arrested for trespassing (under Penal Code §§ 602-602.1).

ATTACHMENT 2

Draft Ban Letter

TO:

On _____ at approximately _____ you were observed at the Monterey Park Bruggemeyer Library ("Library") engaging in inappropriate conduct including, without limitation:

Because of the behavior listed above, you are banned from the Library until the date listed below. **If you enter the Library before the return date listed below, police will be called and you will subject to being arrested for trespassing under California Penal Code §§ 602-602.1.**

DATE BANNED FROM LIBRARY _____

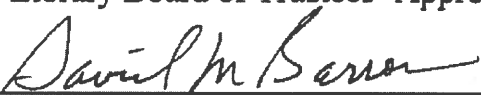
RETURN DATE _____

Staff Initials: _____

You may file a written request to the City Librarian at 318 S. Ramona Avenue, Monterey Park, CA 91754, to reconsider this ban. Your written request must set forth your reasons for reconsideration of the ban. The length of this ban will remain as stated in this document, unless the City Librarian issues a written determination altering the terms of this document.

The City Librarian's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice must be filed with both the City Librarian and the Library Board President at 318 S. Ramona Avenue, Monterey Park, CA 91754. The Board must hold a hearing within 30 days after a timely and complete notice of appeal has been filed. Appellant must be notified of the hearing date at least 10 days before the hearing. Evidence submitted at the hearing may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply. Within 30 days of the completion of the hearing, the Board must issue a written decision stating the reasons therefore. The Board has the power to affirm or reverse the written determination or to remand it to the City Librarian or designee with instructions for reconsideration. The decision, except for remand, will be a final determination for the purposes of judicial review. (See Library Conduct Policy No. 96-05, for more information.)

ATTACHMENT 3
Current Conduct Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010, April 17, 2018
Subject: Conduct Policy	Library Board of Trustees' Approval
	 Page Number 1 of 3

Purpose:

The Monterey Park Bruggemeyer Library is a public facility open to all. Each person is responsible for proper behavior to ensure a respectful atmosphere. The Library Board of Trustees has established Rules of Conduct to provide library visitors with good service in a pleasant, safe and family-friendly environment.

Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other library patrons, silence all electronic devices.
3. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
4. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code Section 6.20.010) or within 20 feet of any entrance.
5. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
6. The care, safety and behavior of minor children visiting the library are the responsibility of the parent or guardian. The library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the library. Any child younger than nine years of age left unattended in the library will have the parent or guardian called to come pick up the child. If staff cannot contact such a person, the police will be contacted to take custody of the child. If at closing there is any child younger than thirteen years of age left unattended, staff will call the police to take custody of the child.
7. Damage, destruction or theft of library property is prohibited. Calif. Education Code Section 19910: "Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor." Leaving the library with materials that have not been properly checked out will be considered library theft. People who trigger the library's security system will be required to open bags, purses, briefcases, backpacks, etc. and to allow inspection of strollers, wheelchairs, etc.

8. No skateboarding or rollerblading (Monterey Park Municipal Code Section 13.12.060).
9. Sufficient clothing (e.g. shoes, tops, bottoms) is required at all times while in the library.
10. Using library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.
11. Taking library materials into restrooms is prohibited.
12. Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.
13. Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of library services and usage is prohibited.
14. Loitering or camping in the library facility and grounds or overnight parking is prohibited. California Penal Code Section 653g states that "Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment."
15. Sleeping in the library is prohibited for your own safety.
16. Animals may not be brought into the library except for licensed guide or service animals or for library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the library unless this interferes with the service the animal provides. If a Service Animal becomes disruptive while in the library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.
17. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the library by others or with the functioning of the library staff is prohibited.
18. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the library or on library grounds. Gathering of signatures for petitions within the library is prohibited.
19. Do not leave personal belongings unattended. The library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.
20. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the library welcoming and comfortable for minors.

These rules are intended to maintain the library's pleasant atmosphere, facilitate library usage and preserve easy access to library materials. The Librarian may exclude persons from the Library for violating any of these Rules of Conduct; persons who fail to follow the Librarian's direction are trespassers for purposes of Penal Code § 602(m).