

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

David Barron
Jason Dhing
Lisa Duong
Larry Sullivan
Andrew Yam

Staff Liaison

Diana Garcia

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees Meeting of December 17, 2019 has been cancelled.

The next regular Library Board of Trustees Meeting will be held on Tuesday, January 21, 2020 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park.

Dated this 11th day of December 2019

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

Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: December 17, 2019

AGENDA ITEM NO:

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 November 19, 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 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. November 19, 2019 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
November 19, 2019

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

November 19, 2019

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, November 19, 2019 at 7:00 p.m.

CALL TO ORDER:

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

FLAG SALUTE:

Trustee Sullivan led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David Barron (late 7:30 p.m.), Larry Sullivan, Lisa Duong and Jason Dhing

BOARD MEMBERS ABSENT:

Andrew Yam

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary;
Mary Pat Dodson, Adult Literacy Coordinator; Jose Garcia, Senior Library Clerk;
Julie Villanueva, Circulation Services Supervisor; Tommy Lam, Library Clerk;
Deborah Niblick, Adult/Reference Senior Librarian

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

- 1. ORAL AND WRITTEN COMMUNICATIONS:** None
- 2. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH**

Adult Literacy Coordinator Mary Pat Dodson introduced Jose Garcia, LAMP Senior Library Clerk, who was selected as the library's Employee of the Month for November 2019. Adult Literacy Coordinator Dodson noted that Senior Library Clerk Garcia is very hard-working – he served as Acting Literacy Administrator/Coordinator of LAMP for an extended period of time while performing Senior Library Clerk duties concurrently. Adult Literacy Coordinator Dodson was familiar with literacy efforts before joining the Monterey Park Bruggemeyer Library but Senior Library Clerk Garcia graciously and generously provided necessary, intrinsic details of

elements specific to the LAMP program, advising her daily about every aspect of LAMP, while being welcoming and understanding, demonstrating a positive attitude and being open to new direction.

Trustee Duong noted that she has been impressed that Senior Library Clerk Garcia is making the extra effort to learn Mandarin. Senior Library Clerk Garcia noted that he has worked for the library and LAMP for 13 years, so he has picked up some of the language during that time. Trustee Dhing stated that he is very impressed with the LAMP division's very high levels of performance, so he was happy that Senior Library Clerk Garcia's efforts had been recognized. Trustee Sullivan noted that LAMP serves a diverse clientele and Senior Library Clerk Garcia is known to make people comfortable and has done a very good job for the library and community.

5. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of October 15, 2019

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of October 15, 2019 as presented.

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

3. INTRODUCTION OF NEW LIBRARY EMPLOYEE

Circulation Services Supervisor Julie Villanueva introduced Tommy Lam, the new full-time Circulation Library Clerk. Library Clerk Lam has worked for the library for eleven years, starting as a part-time Library Page in Children's, then Circulation and becoming a part-time Library Clerk in Circulation. Recently he worked full-time at the Braille Institute. He is fluent in Vietnamese.

Library Clerk Lam noted that since he started as a Library Page, he understands the process of sorting and shelving library materials. He worked in Circulation and did Reader Advisories at the Braille Institute, where he further developed his customer service skills, adapting his interactions with patrons to better meet their needs.

4. PRESENTATION: NEW ONLINE CONSUMER HEALTH RESOURCE CENTER:

Adult/Reference/Teen Services Senior Librarian Niblick announced that the library has launched an online collection of resources focused on consumer health. The information is well-vetted and therefore trustworthy and can be accessed via the library website at any time at no cost. Library staff will not treat or diagnose but will be able to provide information to assist consumers in making health care decisions. The information is meant to be used in conjunction with a patron's

own health care provider. A variety of topics are included but suggestions are welcome. There will be a program presented on January 4, 2020 discussing the resources available.

Trustee Sullivan said that this collection was of value to residents but suggested that finding the information online be made easier by making the announcement/link more prominent/visible on the website. Adult/Reference/Teen Services Senior Librarian Niblick and City Librarian Garcia said that they would look into options.

Trustee Duong suggested adding information about fitness. Adult/Reference/Teen Services Senior Librarian Niblick said that they will continue to add topics and hope to eventually provide information in Chinese as well.

6. CONSENT AGENDA:

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

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

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

7. CITY LIBRARIAN'S REPORT:

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

Staff Recruitment

City Librarian Garcia updated the status of current recruitment efforts:

- ☐ Librarian FT (Children's 6006): Outside panel interviews were held on November 14. Top-scoring candidates will be interviewed in-house on November 21 and 25.
- ☐ Librarian PT – 2 (Adult/Reference 6002 and Children's 6006): In-house interviews were held on November 19. References will be checked and offers made to selected candidates, who will begin pending successful completion of background checks. These part-time Librarians will each work ten hours per week.
- ☐ Library Page PT – 2 (Circulation 6004 and LAMP 6005): An offer was made to and accepted by a candidate for the Circulation Library Page position who will begin pending successful completion of the background check. An offer was made to a candidate for the LAMP Library Page position but the candidate withdrew, so the library will schedule additional interviews.

- ❑ Janitor PT: A Personnel Requisition has been submitted to Human Resources and recruitment will be reopened, probably in early December.

Census 2020

City Librarian Garcia provided a timeline of meetings and trainings for the Census 2020 effort. There will be monthly Complete Count Committee (CCC) meetings through March 2020 and mandatory trainings for Census Action Kiosk (CAK) sites. The library and Langley Center will be CAK sites. Computers will be available so people can complete their surveys via the Census 2020 website. Staff are still determining where to locate the computers to provide access and also privacy. The census will be available from March through July 2020.

City Librarian Garcia noted that it is not a requirement for CAK sites to station personnel to assist those responding to the census. Library staff can provide technical assistance and answer basic questions but they cannot help input answers. Because the census is available for so many months and all hours that the library is open, the commitment is too much for volunteers.

Trustee Sullivan asked if mobile access would be provided. City Librarian Garcia said that an iPad could be provided, but because it will be complicated to input so much data, having a keyboard would be a better option.

Trustee Barron asked about signage/publicity. City Librarian Garcia stated that the library has a policy against exterior signage, but the library being a Census 2020 CAK site will be promoted in the Cascades, on the website and in-house.

Trustee Duong asked how many languages the Census 2020 survey would be offered in. City Librarian Garcia said that she would check. Trustee Barron asked if the library is being compensated for serving as a CAK site. City Librarian Garcia said that it is not.

CSL Mental Health Initiative

City Librarian Garcia announced that the library has been awarded a funding opportunity from the California State Library's Mental Health Initiative to receive training and materials on mental health wellness and care. Five staff members will participate in four months of online, interactive training from January – April 2020. The initiative will provide funding for books related to mental health as well as a speaker fee for programming presented by the library and travel funding for one staff member to participate in a conference on March 26, 2020 in Sacramento. Given her professional interest in serving patrons with mental health issues (she wrote the applications for this funding opportunity and the grant the library received from the State Library for dementia and Alzheimer kits as well as the book *Serving Teens with Mental Illness in the Library: A Practical Guide*), the staff member participating in the conference will be Adult/Reference/Teen Services Senior Librarian Niblick.

CSL Copycat Grant

The library will apply for a California State Library grant to present low-impact chair exercise programs to serve older adults and adults with disabilities using video demonstrations from *Sit and Be Fit*, a program already successfully implemented by another library. Programming will take place in the library as well as at Golden Age Village and TELACU and will include

information about health and wellness. The library plans to partner with local social service organizations to deliver this information to the target audience.

Trustee Barron asked if this program would compete with existing City Recreation programs. City Librarian Garcia stated that she discussed this with Recreation and Community Services Director Inez Alvarez prior to applying and the consensus was that the program would serve a different audience. Trustee Barron encouraged making an effort to reach the southern part of Monterey Park. City Librarian Garcia stated that staff are working on developing partnerships which would include this area.

Staff Holiday Luncheon

City Librarian Garcia announced that the annual holiday luncheon for library staff would take place on Tuesday, December 10 beginning at 11:00 a.m. in the Friends Room. The Library Foundation and Friends of the Library have each contributed \$300 towards the cost. Traditionally Trustees donate as individuals and one or more of the Trustees volunteer to organize the event.

Trustee Dhing and Trustee Duong volunteered to organize the staff holiday luncheon with Trustee Dhing concentrating on the food/catering and Trustee Duong focusing on decorations.

In reference to the development of a new Strategic Plan for the library (Administration Goal #3 for the fiscal year), Trustee Barron stated definitely wanted to be involved, particularly to advocate for the library being open seven days per week again. He asked about the cost of a consultant. City Librarian Garcia stated that the process is expensive – costing an estimated \$15,000 - \$20,000. This cost is not included in the fiscal year 2019/20 budget, so they hope to include the costs in the fiscal year 2020/21 budget and proceed next year. Trustee Sullivan noted that the consultant hired must be strong in community outreach, especially to residents in areas of the community who do not utilize the library as frequently. City Librarian Garcia stated that they will work out the details of the process before they begin but closer to the launch of the project.

7. PRESIDENT'S REPORT:

None

9. INTEGRATED LIBRARY SYSTEMS MIGRATION STATUS UPDATE:

City Librarian Garcia presented a report updating the Library Board on the progress of updating the library's integrated library system software. Included in the report was a comparison grid of features and costs of systems from potential vendors, a copy of an international survey of library automation systems, product information sheets from each company under consideration and the quotations for costs for purchasing and installing these systems.

City Librarian Garcia stated that after this research, which included demonstrations of the systems, staff agreed that Biblionix' Apollo system met all of the needs of the library, with the product receiving the highest scores of any system for overall satisfaction, ILS functionality and customer support satisfaction. City Librarian Garcia noted that of all of the libraries that contracted with Biblionix's Apollo, only one opted out of service and now wants to return.

Additionally, Biblionix guarantees a fixed annual price for the first three years, whereas the other companies impose an annual increase of 3% - 5%.

Trustee Dhing asked if all data is still controlled and owned by the library. City Librarian Garcia stated that this is guaranteed. Trustee Dhing asked what would happen if the internet goes down. City Librarian Garcia stated that the system has a remote function. Once the internet is up again, data can be uploaded. Trustee Dhing asked about patron self-sign-up. City Librarian Garcia said that all systems provide more functions than what the library currently can offer under Millennium. Staff wish to focus on the overall system, migration and training and eventually decide on other functions. She noted that with Apollo, a dedicated self-checkout machine is not needed – patrons can use a PC and scanner to check out their items.

Trustee Sullivan said that because of a Consumer Price Index of 2.4%, he does not want to consider only three years on a contract. City Librarian Garcia stated that the library would not want to migrate again anytime soon. All other companies impose annual increases of 3% - 5%; Biblionix is the only company that fixes its price for three years. The library's current vendor, Innovative Interfaces, Inc., costs much more and imposes an annual increase of 5%. Trustee Sullivan asked about the mobile responsive website listed as one of Apollo's features. City Librarian Garcia stated that a mobile responsive website will change formatting/configuration depending upon the device being used – staff feel that this is better than an app. Trustee Sullivan asked about the target date for the migration. City Librarian Garcia stated that the library must provide written intent to terminate to Innovative Interfaces, Inc. by March 2020 if the intent is to migrate and go live by July 2020.

Trustee Duong asked who would sign the contract. City Librarian Garcia stated that she has signature authority for purchases up to \$2,500 and the City Manager has signature authority for purchases from \$2,500 up to \$25,000, when City Council approval is required.

Action Taken: The Library Board of Trustees received and filed the update report on the Integrated Library System migration as presented.

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

11. COLLECTION DEVELOPMENT POLICY:

City Librarian Garcia presented recommended updates to the library's Collection Development Policy. The packet included the current policy and proposed revisions.

Action Taken: The Library Board of Trustees voted to continue this agenda item to the next meeting.

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

Trustee Sullivan suggested submitting substantive questions about the proposed updates to City Librarian Garcia prior to the meeting so answers can be prepared. Trustee Barron suggested that any suggested minor revisions to the materials in the Board's information packet (such as typographical errors) be reported to City Librarian Garcia and/or Administrative Secretary Kishida prior to the meeting instead of taking up time within the Board meeting.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Sullivan reported that he is working with staff at the Jet Propulsion Laboratory (JPL) on a presentation about the Moon rover at the library.

Trustee Duong reported that she is currently working with the President of the Associated Student Body at East Los Angeles College on a possible field trip to view its aquaponics garden.

Trustee Barron mentioned that the Eastside Optimist Club is desperate for new members.

Trustee Dhing reminded the Library Board that the library's annual Photos with Santa/Holiday Book Giveaway will take place on Tuesday, December 17 at 6:00 p.m. in the Friends Room.

Trustee Duong reported that she spoke to volunteers in the Friends Bookstore about selling refreshments in the bookstore. Trustee Barron noted that he had suggested this previously – specifically selling coffee – but the proposal never progressed. There were concerns about the need for plumbing renovations and Los Angeles County Health Department permits and inspections for the sale of food. City Librarian Garcia stated that the idea of selling supplies such as flash drives, etc. in the bookstore has been broached with the Friends before, but members of the Friends Board have not favored the idea. She suggested proposing the ideas at a Friends meeting.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:59 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: December 17, 2019

AGENDA ITEM NO:

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, Trust and Agency Account Report and Library Fines Report for November 2019.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, likely belonging to Diana Garcia, is positioned above a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A handwritten signature in blue ink, likely belonging to Gwen Kishida, is positioned above a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
November 2019

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 11/01/2019 TO 11/30/2019

41.7% 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-	20,446.64	74,971.01		0.00	95,224.99-	44.0 0010
11300 PART TIME SALARIES	40,221.00-	6,059.81	20,306.54		0.00	19,914.46-	50.5 0010
11500 SEPARATION BENEFITS	14,300.00-	1,191.67	5,958.31		0.00	8,341.69-	41.7 0010
12200 LIFE INSURANCE	624.00-	130.00	390.00		0.00	234.00-	62.5 0010
12300 MEDICAL INSURANCE	17,607.00-	3,067.53	8,936.41		0.00	8,670.59-	50.8 0010
12350 MEDICARE INSURANCE	2,468.00-	384.36	1,381.60		0.00	1,086.40-	56.0 0010
12370 PART TIME RETIREMENT	1,570.00-	185.98	604.19		0.00	965.81-	38.5 0012
12400 DENTAL INSURANCE	897.00-	152.84	451.80		0.00	445.20-	50.4 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	1,728.75		0.00	2,420.25-	41.7 0010
12600 RETIREMENT	61,782.00-	7,962.79	29,190.50		0.00	32,591.50-	47.3 0012
12750 CITY 401 PLAN	650.00-	75.00	275.00		0.00	375.00-	42.3 0010
12900 LONG TERM DISABILITY	792.00-	192.00	516.00		0.00	276.00-	65.2 0010
12950 VISION PLAN	436.00-	72.64	217.92		0.00	218.08-	50.0 0010
Object 1000 Total	315,692.00-	40,267.01	144,928.03		0.00	170,763.97-	45.9
21250 OFFICE PAPER PRODUCTS	200.00-	0.00	0.00		0.00	200.00-	0.0 0010
21350 OTHER OFFICE SUPPLIES	4,000.00-	321.60	1,159.89		0.00	2,840.11-	29.0 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	779.44	3,649.54		0.00	8,350.46-	30.4 0010
Object 2000 Total	16,200.00-	1,101.04	4,809.43		0.00	11,390.57-	29.7
31700 DATA PROCESSING	10,531.00-	960.00	3,369.00		320.00	6,842.00-	35.0 0010
32050 TELEPHONE	4,000.00-	0.00	1,473.49		0.00	2,526.51-	36.8 0010
32150 TECHNOLOGY CHARGES	12,500.00-	1,041.67	5,208.31		0.00	7,291.69-	41.7 0010
32200 POSTAGE	1,000.00-	46.41	206.83		0.00	793.17-	20.7 0010
33100 MILEAGE AND PARKING	500.00-	135.27	304.81		0.00	195.19-	61.0 0010
33200 CONFERENCES/SEMINARS	9,793.00-	200.00	3,744.73		0.00	6,048.27-	38.2 0010
36100 ELECTRICITY	136,000.00-	0.00	54,770.50		0.00	81,229.50-	40.3 0010
36200 GAS SERVICE	7,600.00-	130.25	349.11		0.00	7,250.89-	4.6 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-	1,418.00	7,358.56		7,585.00	56.44-	99.6 0010
39250 PRINTING & DUPLICATING	1,000.00-	0.00	84.32		0.00	915.68-	8.4 0010
39300 DUES/MEMBERSHIPS	3,600.00-	0.00	750.00		0.00	2,850.00-	20.8 0010
Object 3000 Total	216,524.00-	3,931.60	77,619.66		7,905.00	130,999.34-	39.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019

41.7% 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-	45,299.65	227,357.12	7,905.00	313,153.88- 42.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	235,752.00-	27,202.19	98,045.52	0.00	137,706.48-	41.6	0010
11300 PART TIME SALARIES	26,376.00-	1,855.44	7,216.90	0.00	19,159.10-	27.4	0010
11500 SEPARATION BENEFITS	14,900.00-	1,241.67	6,208.31	0.00	8,691.69-	41.7	0010
12200 LIFE INSURANCE	936.00-	156.00	447.20	0.00	488.80-	47.8	0010
12300 MEDICAL INSURANCE	37,205.00-	5,497.73	15,648.61	0.00	21,556.39-	42.1	0010
12350 MEDICARE INSURANCE	3,712.00-	419.09	1,523.46	0.00	2,188.54-	41.0	0010
12370 PART TIME RETIREMENT	1,056.00-	74.23	288.73	0.00	767.27-	27.3	0012
12400 DENTAL INSURANCE	2,510.00-	440.25	1,312.42	0.00	1,197.58-	52.3	0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	1,728.75	0.00	2,420.25-	41.7	0010
12600 RETIREMENT	92,923.00-	9,903.18	35,664.49	0.00	57,258.51-	38.4	0012
12750 CITY 401 PLAN	1,300.00-	225.00	825.00	0.00	475.00-	63.5	0010
12900 LONG TERM DISABILITY	1,188.00-	198.00	567.60	0.00	620.40-	47.8	0010
12950 VISION PLAN	894.00-	165.71	534.34	0.00	359.66-	59.8	0010
Object 1000 Total	422,901.00-	47,724.24	170,011.33	0.00	252,889.67-	40.2	
21350 OTHER OFFICE SUPPLIES	2,200.00-	36.31	720.02	0.00	1,479.98-	32.7	0010
Object 2000 Total	2,200.00-	36.31	720.02	0.00	1,479.98-	32.7	
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-	1,686.29	6,015.82	0.00	20,984.18-	22.3	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-	1,686.29	6,015.82	0.00	25,984.18-	18.8	
DEPARTMENT: 6002 TOTAL	462,101.00-	49,446.84	176,747.17	0.00	285,353.83-	38.3	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	BALANCE		% USED	FUND
11200 PERMANENT SALARIES	260,532.00-	30,162.94	111,080.43	0.00	149,451.57-	42.6	0010
11300 PART TIME SALARIES	6,341.00-	1,560.92	5,741.48	0.00	599.52-	90.5	0010
11500 SEPARATION BENEFITS	18,100.00-	1,508.33	7,541.69	0.00	10,558.31-	41.7	0010
12200 LIFE INSURANCE	1,248.00-	208.00	624.00	0.00	624.00-	50.0	0010
12300 MEDICAL INSURANCE	49,805.00-	7,774.86	22,890.38	0.00	26,914.62-	46.0	0010
12350 MEDICARE INSURANCE	3,778.00-	465.10	1,709.17	0.00	2,068.83-	45.2	0010
12370 PART TIME RETIREMENT	400.00-	62.43	229.64	0.00	170.36-	57.4	0012
12400 DENTAL INSURANCE	3,726.00-	542.16	1,647.36	0.00	2,078.64-	44.2	0010
12500 WORKERS COMPENSATION	5,786.00-	482.17	2,410.81	0.00	3,375.19-	41.7	0010
12600 RETIREMENT	94,574.00-	10,987.53	40,413.82	0.00	54,160.18-	42.7	0012
12750 CITY 401 PLAN	1,300.00-	150.00	550.00	0.00	750.00-	42.3	0010
12900 LONG TERM DISABILITY	1,584.00-	264.00	792.00	0.00	792.00-	50.0	0010
12950 VISION PLAN	1,112.00-	161.56	484.68	0.00	627.32-	43.6	0010
Object 1000 Total	448,286.00-	54,330.00	196,115.46	0.00	252,170.54-	43.8	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,000.00-	0.00	368.82	0.00	6,631.18-	5.3	0010
Object 2000 Total	7,000.00-	0.00	368.82	0.00	6,631.18-	5.3	
31700 DATA PROCESSING	13,500.00-	2,339.59	4,722.23	0.00	8,777.77-	35.0	0010
38400 R&M MACHINERY AND EQUIPMENT	84,655.00-	1,485.00	45,541.13	0.00	39,113.87-	53.8	0010
Object 3000 Total	98,155.00-	3,824.59	50,263.36	0.00	47,891.64-	51.2	
DEPARTMENT: 6003 TOTAL	553,441.00-	58,154.59	246,747.64	0.00	306,693.36-	44.6	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION PERIOD TO DATE	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
		YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	214,453.00-	22,834.17	82,348.04	0.00	132,104.96-	38.4 0010
11300 PART TIME SALARIES	68,873.00-	6,553.85	26,074.02	0.00	42,798.98-	37.9 0010
11500 SEPARATION BENEFITS	28,000.00-	2,333.33	11,666.69	0.00	16,333.31-	41.7 0010
12200 LIFE INSURANCE	1,248.00-	182.00	514.80	0.00	733.20-	41.3 0010
12300 MEDICAL INSURANCE	51,047.00-	7,598.36	22,675.78	0.00	28,371.22-	44.4 0010
12350 MEDICARE INSURANCE	3,110.00-	409.62	1,527.03	0.00	1,582.97-	49.1 0010
12370 PART TIME RETIREMENT	2,657.00-	253.89	1,034.75	0.00	1,622.25-	38.9 0012
12400 DENTAL INSURANCE	2,175.00-	428.13	1,084.95	0.00	1,090.05-	49.9 0010
12500 WORKERS COMPENSATION	7,318.00-	609.83	3,049.19	0.00	4,268.81-	41.7 0010
12600 RETIREMENT	77,847.00-	8,402.37	29,909.78	0.00	47,937.22-	38.4 0012
12750 CITY 401 PLAN	1,950.00-	275.00	875.00	0.00	1,075.00-	44.9 0010
12900 LONG TERM DISABILITY	1,584.00-	231.00	686.40	0.00	897.60-	43.3 0010
12950 VISION PLAN	1,112.00-	167.08	479.45	0.00	632.55-	43.1 0010
Object 1000 Total	461,374.00-	50,278.63	181,925.88	0.00	279,448.12-	39.4
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	2,200.00-	0.00	130.43	0.00	2,069.57-	5.9 0010
Object 2000 Total	2,200.00-	0.00	130.43	0.00	2,069.57-	5.9
38400 R&M MACHINERY AND EQUIPMENT	8,100.00-	0.00	5,516.64	0.00	2,583.36-	68.1 0010
Object 3000 Total	8,100.00-	0.00	5,516.64	0.00	2,583.36-	68.1
DEPARTMENT: 6004 TOTAL	471,674.00-	50,278.63	187,572.95	0.00	284,101.05-	39.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	BALANCE	% USED FUND
11200 PERMANENT SALARIES	106,892.00-	11,897.00	28,989.68	77,902.32-	27.1 0010
11200 PERMANENT SALARIES	14,884.00-	872.18	11,491.68	3,392.32-	77.2 0142
11200 PERMANENT SALARIES	0.00	2,698.35	3,597.80	3,597.80	0.00 0454
11300 PART TIME SALARIES	34,516.00-	1,704.03	8,872.99	25,643.01-	25.7 0142
11300 PART TIME SALARIES	20,013.20-	1,848.84	7,386.68	12,626.52-	36.9 0163
11300 PART TIME SALARIES	15,774.00-	1,286.09	3,165.53	12,608.47-	20.1 0454
11500 SEPARATION BENEFITS	14,700.00-	1,225.00	6,125.00	8,575.00-	41.7 0010
12200 LIFE INSURANCE	625.00-	53.43	118.43	506.57-	18.9 0010
12200 LIFE INSURANCE	0.00	2.47	54.47	54.47	0.00 0142
12200 LIFE INSURANCE	13.00-	0.00	13.00	0.00	100.0 0163
12200 LIFE INSURANCE	0.00	20.80	20.80	20.80	0.00 0454
12300 MEDICAL INSURANCE	22,483.00-	3,757.20	6,888.20	15,594.80-	30.6 0010
12300 MEDICAL INSURANCE	0.00	250.48	2,755.28	2,755.28	0.00 0142
12300 MEDICAL INSURANCE	626.20-	0.00	626.20	0.00	100.0 0163
12300 MEDICAL INSURANCE	0.00	1,001.92	1,001.92	1,001.92	0.00 0454
12350 MEDICARE INSURANCE	1,760.00-	164.39	411.50	1,348.50-	23.4 0010
12350 MEDICARE INSURANCE	741.00-	37.10	298.25	442.75-	40.3 0142
12350 MEDICARE INSURANCE	335.00-	26.81	107.12	227.88-	32.0 0163
12350 MEDICARE INSURANCE	0.00	53.89	93.00	93.00	0.00 0454
12370 PART TIME RETIREMENT	292.00-	0.00	0.00	292.00-	0.0 0142
12370 PART TIME RETIREMENT	700.00-	73.96	295.49	404.51-	42.2 0163
12400 DENTAL INSURANCE	1,308.00-	270.00	495.00	813.00-	37.8 0010
12400 DENTAL INSURANCE	0.00	18.00	198.00	198.00	0.00 0142
12400 DENTAL INSURANCE	45.00-	0.00	45.00	0.00	100.0 0163
12400 DENTAL INSURANCE	0.00	72.00	72.00	72.00	0.00 0454
12500 WORKERS COMPENSATION	2,184.00-	182.00	910.00	1,274.00-	41.7 0010
12600 RETIREMENT	25,288.00-	5,791.86	13,023.09	12,264.91-	51.5 0012
12600 RETIREMENT	0.00	946.67	7,447.01	7,447.01	0.00 0142
12600 RETIREMENT	2.60-	0.00	2.60	0.00	100.0 0163
12750 CITY 401 PLAN	1,300.00-	0.00	0.00	1,300.00-	0.0 0010
12900 LONG TERM DISABILITY	793.00-	99.00	181.50	611.50-	22.9 0010
12900 LONG TERM DISABILITY	0.00	6.60	72.60	72.60	0.00 0142
12900 LONG TERM DISABILITY	16.50-	0.00	16.50	0.00	100.0 0163
12900 LONG TERM DISABILITY	0.00	26.40	26.40	26.40	0.00 0454
12950 VISION PLAN	535.00-	78.90	144.65	390.35-	27.0 0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
12950 VISION PLAN	0.00	5.26	57.86	0.00	57.86	0.00 0142
12950 VISION PLAN	13.50-	0.00	13.15	0.00	0.35-	97.4 0163
12950 VISION PLAN	0.00	21.04	21.04	0.00	21.04	0.00 0454
Object 1000 Total	265,840.00-	34,491.67	105,039.42	0.00	160,800.58-	39.5
21350 OTHER OFFICE SUPPLIES	7,440.00-	0.00	664.83	0.00	6,775.17-	8.9 0163
Object 2000 Total	7,440.00-	0.00	664.83	0.00	6,775.17-	8.9
32200 POSTAGE	2,000.00-	0.00	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	3,184.00-	0.00	1,081.00	0.00	2,103.00-	34.0 0142
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	0.00	5,116.00-	0.0 0445
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	0.00	1,150.00-	0.0 0163
Object 3000 Total	11,700.00-	0.00	2,551.00	0.00	9,149.00-	21.8
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	1,233.97	0.00	3,766.03-	24.7 0445
40500 LIBRARY DATABASES	5,000.00-	0.00	2,347.00	2,347.00	306.00-	93.9 0445
Object 4000 Total	15,113.00-	0.00	3,580.97	2,347.00	9,185.03-	39.2
DEPARTMENT: 6005 TOTAL	300,093.00-	34,491.67	111,836.22	2,347.00	185,909.78-	38.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 11/01/2019 TO 11/30/2019

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	197,175.00-	14,429.11	52,643.01	0.00	144,531.99-	26.7 0010
11300 PART TIME SALARIES	29,712.00-	1,773.42	6,174.56	0.00	23,537.44-	20.8 0010
11500 SEPARATION BENEFITS	14,400.00-	1,200.00	6,000.00	0.00	8,400.00-	41.7 0010
12200 LIFE INSURANCE	792.00-	104.00	312.00	0.00	480.00-	39.4 0010
12300 MEDICAL INSURANCE	38,124.00-	2,775.55	7,948.31	0.00	30,175.69-	20.9 0010
12350 MEDICARE INSURANCE	2,568.00-	232.53	846.80	0.00	1,721.20-	33.0 0010
12370 PART TIME RETIREMENT	1,127.00-	70.94	246.97	0.00	880.03-	21.9 0012
12400 DENTAL INSURANCE	2,830.00-	152.84	451.80	0.00	2,378.20-	16.0 0010
12500 WORKERS COMPENSATION	4,258.00-	354.83	1,774.19	0.00	2,483.81-	41.7 0010
12600 RETIREMENT	0.00	0.00	4,902.79	0.00	4,902.79	0.00 0010
12600 RETIREMENT	69,606.00-	5,256.97	14,265.03	0.00	55,340.97-	20.5 0012
12750 CITY 401 PLAN	1,950.00-	150.00	550.00	0.00	1,400.00-	28.2 0010
12900 LONG TERM DISABILITY	1,188.00-	132.00	396.00	0.00	792.00-	33.3 0010
12950 VISION PLAN	938.00-	72.64	217.92	0.00	720.08-	23.2 0010
Object 1000 Total	364,668.00-	26,704.83	96,729.38	0.00	267,938.62-	26.5
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,000.00-	270.75	460.35	0.00	5,539.65-	7.7 0010
Object 2000 Total	6,000.00-	270.75	460.35	0.00	5,539.65-	7.7
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	950.00	5,092.00	0.00	92.00	101.8 0010
Object 3000 Total	5,000.00-	950.00	5,092.00	0.00	92.00	101.8
40000 BOOKS & SUBSCRIPTIONS	23,459.00-	1,417.52	7,805.48	0.00	15,653.52-	33.3 0010
40500 LIBRARY DATABASES	599.00-	0.00	0.00	0.00	599.00-	0.0 0010
Object 4000 Total	24,058.00-	1,417.52	7,805.48	0.00	16,252.52-	32.4
DEPARTMENT: 6006 TOTAL	399,726.00-	29,343.10	110,087.21	0.00	289,638.79-	27.5
DEPT SERIES: 6000 TOTAL	2,735,451.00-	267,014.48	1,060,348.31	10,252.00	1,664,850.69-	39.1
REPORT TOTALS	\$2,735,451.00-	\$267,014.48	\$1,060,348.31	\$10,252.00	\$1,664,850.69-	39.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019
OBJECT CATEGORY SUMMARY

41.7% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED
		PERIOD TO DATE	YEAR TO DATE		
1000 SALARY & BENEFITS	2,278,761.00-	253,796.38	894,749.50	1,384,011.50-	39.3
2000 OPERATION EXPENDITURES	41,040.00-	1,408.10	7,153.88	33,886.12-	17.4
3000 PROFESSIONAL EXPENDITURES	344,479.00-	8,706.19	141,042.66	195,531.34-	43.2
4000 OTHER OVERHEAD	71,171.00-	3,103.81	17,402.27	51,421.73-	27.8
TOTALS	\$2,735,451.00-	\$267,014.48	\$1,060,348.31	\$10,252.00	\$1,664,850.69- 39.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2019 TO 11/30/2019
FUND SUMMARY

41.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
0010	GENERAL FUND	2,184,396.00-	207,089.42	840,928.15	7,905.00	1,335,562.85-	38.9
0012	RETIREMENT FUND	428,830.00-	48,952.17	164,870.99	0.00	263,959.01-	38.5
0142	EL CIVIC EDUCATION GRANT	53,730.00-	3,842.79	32,329.14	0.00	21,400.86-	60.2
0163	CAL LIBRARY LITERACY SVC GRAN'	35,605.00-	1,949.61	9,170.57	0.00	26,434.43-	25.8
0445	LITERACY TRUST GRANT	15,116.00-	0.00	3,580.97	2,347.00	9,188.03-	39.2
0454	LIBRARY PASSPORT TRUST GRANT	17,774.00-	5,180.49	9,468.49	0.00	8,305.51-	53.3
TOTALS		\$2,735,451.00-	\$267,014.48	\$1,060,348.31	\$10,252.00	\$1,664,850.69-	39.1

ATTACHMENT 2
Trust and Agency Account Report
November 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: November 30, 2019

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

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 21,538.44
Deposits (Donation: Teresa Real Sebastian)	50.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,588.44</u>

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

Beginning Balance	\$ 20,127.57
Deposits (Water Bill Donation: 11/30/19)	324.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 20,451.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 61,473.70
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 61,473.70</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 7,757.23
Deposits	0.00
Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(0.00)
Total Ending Balance	<u>\$ 7,757.23</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$111,270.94**

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	\$ 144,129.31
Deposits	(Passport fees) 2,185.00
	(Passport fees) 1,485.00
	(Passport fees) 1,575.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 149,374.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 338,132.76

Interest income is recorded quarterly.

ATTACHMENT3
Library Fines Report
November 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 11/01/2019 To: 11/30/2019

BEGIN DATE: 11/01/2019 END DATE: 11/30/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	11/01/2019	CR 312291	161317	17.25-
0010-701-0010-07410		FINES	11/05/2019	CR 312329	161584	24.00-
0010-701-0010-07410		FINES	11/05/2019	CR 312330	161582	12.25-
0010-701-0010-07410		FINES	11/05/2019	CR 312331	161581	150.85-
0010-701-0010-07410		FINES	11/06/2019	CR 312341	161663	69.04-
0010-701-0010-07410		FINES	11/07/2019	CR 312351	161745	37.75-
0010-701-0010-07410		FINES	11/12/2019	CR 312383	161829	60.35-
0010-701-0010-07410		FINES	11/12/2019	CR 312384	161828	21.00-
0010-701-0010-07410		FINES	11/14/2019	CR 312395	161920	78.35-
0010-701-0010-07410		FINES	11/15/2019	CR 312404	161988	43.50-
0010-701-0010-07410		FINES	11/15/2019	CR 312405	161987	55.85-
0010-701-0010-07410		FINES	11/18/2019	CR 312442	162148	57.54-
0010-701-0010-07410		FINES	11/18/2019	CR 312443	162152	70.25-
0010-701-0010-07410		FINES	11/18/2019	CR 312444	162150	75.75-
0010-701-0010-07410		FINES	11/19/2019	CR 312469	162257	56.75-
0010-701-0010-07410		FINES	11/20/2019	CR 312519	162353	36.25-
0010-701-0010-07410		FINES	11/21/2019	CR 312539	162452	2.20-
0010-701-0010-07410		FINES	11/26/2019	CR 312581	162578	131.75-
0010-701-0010-07410		FINES	11/26/2019	CR 312582	162577	25.00-
0010-701-0010-07410		FINE	11/26/2019	CR 312583	162575	56.00-
0010-701-0010-07410		FINES	11/26/2019	CR 312707	162656	40.25-
0010-701-0010-07410		FINES	11/27/2019	CR 312719	162768	18.50-
REPORT TOTAL						\$1,140.43-

Previous balance 07/01/2019 - 10/31/2019 = \$4,380.85

Month to date 11/01/2019 - 11/30/2019 = \$1,140.43

Fiscal year to date 07/01/2019 - 11/30/2019 = \$5,521.28



Library Board of Trustees Staff Report

DATE: December 17, 2019

AGENDA ITEM NO:

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 handwritten signature of Diana Garcia, written in dark ink, is positioned above a horizontal line.

Diana Garcia
City Librarian

Prepared by:

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: December 2019 Report

Training/Workshops/Classes

Evena Shu, Technical Services Senior Librarian, attended the Infopeople online course on *Emerging Technologies: Identify, Evaluate, and Recommend the Best New Technology for Library Services*. Evena learned the methods and strategies for tracking technology trends. She learned that there are two types of people: visionaries and implementers, and the strategies for each type. She also learned about the best resources for keeping up with new technology, how to evaluate what she has learned, the importance of experimenting with new technologies, and how to plan for implementation of new technologies that meet the users' needs.

On November 7, LAMP hosted a New Passport Acceptance Training as a community service. **Adult Literacy Coordinator Mary Pat Dodson** participated in this training. After exam completion, she received her Passport Acceptance Agent Certification.

On November 24, **Jose Garcia, Senior Library Clerk and Mary Pat Dodson, Adult Literacy Coordinator** completed the California Adult Literacy Professional Development Project (CALPRO) facilitated online course - *Optimizing ESL Instructional Planning: Management, Monitoring, and Reflection*. The course content was valuable and applicable to LAMP. The information will help LAMP achieve the goal of increasing tutor knowledge of research based strategies and eventual integration into their ESL classes.

Meetings and Conferences

Adult/Reference Senior Librarian Deborah Niblick met with Ophelia Ng, new outreach coordinator for Garfield Health Center, about conducting two flu shot presentations in Mandarin and Cantonese on November 4.

Senior Librarian Deborah Niblick and City Librarian Diana Garcia attended the mandatory webinar for libraries chosen to participate in the Mental Health Initiative from the California Center for the Book and the California State Library. .

Reference Librarian Maggie Wang and Senior Librarian Deborah Niblick met with Recreation and Community Services staff on November 25 about securing the Barnes Park Amphitheater to host the library's 2020 Chinese New Year Event. Deborah is working with Parks staff to secure the venue and Maggie will assist with planning details such as set-up and publicity.

Deborah and Maggie had a meeting with Ms. Kong of Golden Age Village regarding the *Sit & Be Fit* Copycat grant program. Ms. Kong was very supportive and agreed to host the program at their facility.

On November 18, **Adult Literacy Coordinator Mary Pat Dodson** attended a partner convening of the Los Angeles County Workforce Development Board (WDB) which will develop the first major update to its Workforce Innovation and Opportunity Act (WIOA) MOU. Phase I kicked off the process by establishing the purpose, partners and responsibilities of the Task Force. There will be four more meetings: one in each month between now and March. An MOU with the County WDB is a requirement of the WIOA Title II Grant.

Staffing

Tommy Lam started as a **full-time Library Clerk (Circulation)** on November 2. Tommy was initially hired by the library as a part-time Library Page in Circulation in January 2007 and was promoted to part-time Library Clerk in October 2007. Since then, Tommy has continued to work as a part-time Library Clerk in Circulation on evenings and weekends in addition to earning an Associate's Degree from East Los Angeles College and working almost full-time at the Braille Institute library.

Gelli Nocon began working on November 18 as a **part-time Library Clerk (Circulation)**. Gelli has worked part-time for the Downey Unified School District as an Elementary Library Media Technician and the Signal Hill Library as a Library Aide and will be a great asset to the department.

Interviews for the position of **full-time Librarian (Children's)** were held on November 21 and 25. City Librarian Diana Garcia and Children's Senior Librarian Kristin Olivarez interviewed five candidates. One has been offered the position and is undergoing the background check prior to officially being appointed.

The library has two vacant positions for **part-time Librarian in Adult/Reference and Children's**. Interviews were held on November 19. Adult/Reference Senior Librarian Deb Niblick and Children's Senior Librarian Kristin Olivarez interviewed the candidates. Offers have been made to two candidates, one in each division, pending background checks.

A candidate has been offered the **part-time Library Page position (Circulation)** and will start working as soon as the background check is completed.

Part-time Janitor Jacob Loaiza has resigned after three months on staff as he found a full-time position elsewhere. The library is currently recruiting to replace him to have a full crew of janitors. Recruitment opened on November 26 and will close on December 20 or upon receipt of 30 qualified applications, whichever comes first.

ADMINISTRATION

The **Monterey Park Library Foundation** will sponsor the annual **Photos with Santa and Holiday Book Giveaway** on December 17 in the Friends Room. Families will have the chance to take photos with Santa and will receive a children's book as a gift. Richard Gorman will make his annual visit as Santa's merry match in Monterey Park. All are welcome to attend.

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 \$245.90 during the month of November 2019. This total is lower than usual as the bookstore has been closed since November 19 due to flooding in the lobby and hallway from a severely leaking water fountain, which necessitated closing off that area including the back door and bookstore. The area has since been cleaned and deemed safe but will remain off limits until the floor is re-carpeted.

The Friends of the Library are planning a holiday party and cookie exchange for the bookstore volunteers on December 16 in the Friends Room. It is another chance to thank the volunteers for their service throughout the year, have everyone get better acquainted and to celebrate the season.

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.

2019 – 2020 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate options for updating the library's software system and select a hosted system that provides increased functionality and services to the public.

PROGRESS

In progress. City Librarian Diana Garcia, consulting with Deputy City Attorney Natalie Karpeles, continues to communicate with Biblionix to work out the agreement requirements and contract process to migrate the library's ILS to Apollo.

2. Increase staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and investigating the possibility of holding an All Staff Development Day.

Ongoing. Staff meetings are held weekly to keep staff current as to library activities and staffing. Training opportunities are publicized and made available to all staff members. All full-time and many part-time staff members, as well as Trustees of the Library Board, attended the California Library Association's 2019 Annual Conference held at the Pasadena Convention Center on October 25 as an All-Staff Development Day.

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. 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 11 public programs in the month of November 2019 with a total attendance of 260 teens and adults.

In November staff answered 400 reference and 220 technology-related questions in person or over the phone. A total of 2,487 items circulated this month.

ADULT/REFERENCE SERVICES

2019-2020 CSL Copycat Grant

Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang applied for the 2019-2020 Copycat Grant sponsored by the California State Library. The grant will provide funding to purchase equipment for a program called *Get Fit While You Sit* to be delivered to neighboring senior living facilities. This opportunity is a replica of a program created by the Fresno Public Library that provides with a low impact exercise program for seniors who may not have access to physical fitness programs due to mobility or transportation issues. The Monterey Park Bruggemeyer Library plans to provide this program to the Golden Age Village and one additional facility.

2019 Mental Health Initiative Funding Opportunity

The Monterey Park Bruggemeyer Library was one of 20 libraries awarded the 2019-2020 California State Library's Mental Health Initiative Funding Opportunity. The funding will provide mental health training for five staff members focusing on trauma, trauma stewardship, building successful community partnerships, and delivering sustainable mental health programming. In addition to staff training, the library will receive up to \$1,000 in program funds related to mental health and wellness. Reference staff will be working on a series of mental health programs in May 2020 including youth and adult workshops. The library will also be receiving \$1,000 worth of mental health books to add to the collection.

Programming

Author Talk with Dr. Russell Low

On Sunday, November 3, 50 adults attended an author talk with Dr. Russell Low who discussed his book *Three Coins: A Young Girl's Story of Kidnappings, Slavery, and Romance in 19th Century America*. This event was sponsored by the Chinese American Citizens Alliance (CACA-GSGV) of Greater San Gabriel Valley. The discussion was inspiring and insightful as the audience had many great questions about his research process in regards to his own family history. Dr. Low and CACA-GSGV donated copies of his book to the library.

Basic Computer Class in Cantonese

Technical Services Senior Librarian Evena Shu taught a weekly entry-level computer class in Cantonese on Monday nights. These classes brought in a total of 40 students who learned basic computer operation, how to use a mouse, how to use a keyboard, how to search and use the internet, and how to use email. Many students expressed their appreciation at the end of the classes and planned to sign up for other computer classes offered by the library.

Free Legal Clinic

The Asian Pacific American Bar Association (APABA) presented a free legal assistance clinic to 44 patrons, lawyers, and volunteers on Tuesday, November 12.



Weave a Fall Basket

Senior Librarian Deborah Niblick led a craft workshop on Saturday, November 16, with 10 adults in attendance. Participants spent two hours weaving a simple fall basket using yarn, a plastic free form, and paint while chatting with one another. Several adults noted how relaxing this activity was and are looking forward to the upcoming craft event on Sunday, December 8. The craft supplies were provided by the Friends of the Monterey Park Library.

Monthly Film Screening

This month, staff showed the film ***The Upside*** with 20 adults in attendance.

YOUNG ADULT SERVICES

Programming

Midweek Movie

On November 6, teens and adults watched ***Avengers: Endgame***. There were 41 in attendance.

Teen International Game Day Fun

On November 13, teens celebrated International Game Day with a variety of board and card games. There were 19 teens in attendance.

Junior Friends

The Junior Friends hosted their annual Thanksgiving Potluck on November 25 with a total attendance of 22 teens. The Junior Friends volunteered 141 hours in November.

Animation Club

On November 27, the library showed *Toy Story 4*, the newest film in the series. There were 24 teens in attendance.

Outreach

Monthly Library Newsletter Distribution

Teen Librarian Darren Braden delivered 267 library newsletters to three high schools (Mark Keppel High School, Macy High School, and Schurr High School) and one elementary school (Meher Monterssori).

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 has compiled reading brochures and in the design process.
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 260 order records in November and updated 1,095 records.

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

Mending and processing: 345 items were in repair status. In November, staff cleaned two CD/DVDs.

Overdrive: There were 270 overall circulations including 117 eBook circulations, 93 audio book circulations and 0 streaming videos.

Weeding: 1,467 items were weeded from the collection.

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. | Completed. Technical Services staff purchased the content filter hardware. Staff mounted the hardware on the rack. Staff applied and SSH certificate. Staff installed Content Appliance and set up the Policy in October. |
| 2. Develop new coding and robotics classes to build 21st Century technology skills for tweens and teens. | Completed. Staff recruited volunteers from Mark Keppel Zero Robotics Club to develop the curriculum for the coding robotics class. Volunteers taught the youth how to design webpage and video game using JavaScript. |

CIRCULATION SERVICES

The library was closed for the Veteran's Day holiday Sunday, November 10 and Monday, November 11. On the morning of Tuesday, November 12, 850 library materials were checked in from the overnight drop. The day was busy with 2,433 circulation transactions the entire day.

Due to the lobby flooding, Circulation chose to leave the outside book return slots open for returns since the back door had to remain locked to keep the public out of the area. The inside return drops were also blocked off so a makeshift drop was created before the security gates for patrons to drop off returned items as they entered the library through the front doors.

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.	Completed. Biblionix has been selected as the company to update the library's ILS. The Apollo technology combined with 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

November is the last *full month* of instruction for the Fall Semester in LAMP. Semester wrap-up includes post-testing 259 active students in the program in order to make future class adjustments and required federal reporting. With seven ESL and three Citizenship classes to test, LAMP staff got a head start and began testing some of these classes in late November.

A significant area of focus in the LAMP office during November has been gathering documents for the California Department of Education's Workforce Innovation Opportunity Act (WIOA) Federal Program Monitoring which will take place in January. Approximately 40 types of documents are required as evidence to support program services, financial accountability, data collection, staffing, equal access and teaching and learning.

Jose Garcia, Senior Library Clerk and Mary Pat Dodson, Adult Literacy Coordinator completed a required survey: *National Study of the Implementation of Adult Education under the Workforce Innovation and Opportunity Act (WIOA)*. Its purpose is to determine how adult education is being implemented and the challenges that local providers experience. Information will be shared with policymakers, state administrators and program providers, including LAMP, at a later date.

ESL and Citizenship Classes

Even though the end of the semester is near, in November enrollment continued in ESL and Citizenship classes. Ten more students were added to total class enrollment. Beginning, Beginning Low, and Beginning High classes will end the Fall Semester at or near capacity, while a few openings remain in Advanced ESL and Conversation.

Claremont Colleges Partnership

Asian American Studies Professor Kathleen Yep and 14 Claremont College students met with LAMP Citizenship students for coaching and ESL conversation to assist LAMP students in preparing for their naturalization exam and improving their English conversation skills. While continuing the tenth year of LAMP's partnership with the Claremont Colleges, Ms. Yep will be on a research fellowship in Colorado next semester. She would like to develop an alternative arrangement and is meeting with a Pitzer student who speaks Mandarin and English about a proposal. This student worked with LAMP last year. Once this arrangement is established, Dr. Yep will explore the possibility of other volunteers.

Passports

This month, the LAMP office processed a total of 72 applications and took 26 photos. 33 appointments were made online through Acuity software.

On November 20, the U.S. Department of State inspected the Monterey Park Bruggemeyer Library Passport Office to assess compliance with the new Passport Agent's Reference Guide. **Jose Garcia, Senior Library Clerk (and Passport Agent)**, represented the office with the Department of State's representative. According to the Inspection Agent, each inspection is expected to last approximately two hours, however; due to Mr. Garcia's expertise, the process was very efficient. The inspection appeared to go smoothly and we will receive results in the future.

New Citizens - November

Phuong Thi Huynh, Jiang Feng Yu, Kechun Liu, Chi Vi Tu, Chun Lu Chang, Lina Wang

LAMP provides multi-dimensional citizenship preparation through group Citizenship Classes, 1-1 Citizenship Coaching, and the Claremont Colleges Partnership Citizenship Coaching. After a student is notified of their scheduled naturalization interview, they experience 1-1 Citizenship Interview Testing (CIT) with certified test administrator **Jose Garcia**. The CIT is a standardized oral assessment that assesses the speaking skills of adult ESL and citizenship learners.

LAMP Statistics for November 2019

Programs	87	
Program Attendance	935	
Students Served this month	259	
Student hours	1603	
Total Students	YTD 362	Projected 750
Total Hours	YTD 6515	Projected 25,000
Items Circulated	36	
Passports	72	YTD 571
Passport Revenue	\$2,910	YTD \$23,705

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. The Adult Literacy Coordinator performed an informal learner assessment utilizing an assessment tool not currently used by LAMP. Particular consideration is being given to an assessment instrument consistent with evidence based reading instruction (EBRI).

In Progress Staff continues researching online training material provided by Proliteracy as well as online training tools used by other Southern California Library Literacy Network (SCLLN) programs.

CHILDREN'S SERVICES

Children's staff presented **37 public programs and storytimes** to **1,477 parents and children** during the month of November 2019.

Staff hosted **five field trips** to the library and **five outreach visits** which served a total of **287 teachers, parents and children**, bringing **total programming attendance to 1,764** for the month. Staff answered **464 reference questions** in person and over the phone.

In November **81.7% of the library's total circulated items were Children's materials**. A total of **11,241 children's items** were checked out during the month.

Type	QTY	QTY		% Change vs.	
Month	November 2019	October 2019	November 2018	October 2019	November 2018
Program Attendance	1477	3779	1795	-54%	-18%
Outreach Attendance	287	186	213	+54%	+35%
Reference Questions	464	609	502	-24%	-8%

Programming

Second Annual Preschool Fair

On Sunday, November 17, Children's Services in partnership with the MOMs Club of Monterey Park/Alhambra hosted the Second Annual Preschool Fair. **Over 100 attendees visited with representatives from nine preschools from Monterey Park and the surrounding area.** Representatives from community organizations WIC, The Whole Child and Garfield Health Center were also in attendance and provided families with information about their programs and services.



In-N-Out Cover to Cover Program

Saturday, November 16 marked the end of the 2019 In-N-Out Reading program in which children would read five books and be rewarded with a certificate for a free burger from In-N-Out. A record-breaking **566 children registered for the program**. Participants read **5,140 books** since the start of the program on October 5 and received **1,028 certificates**.

Homework Help

In November, teen volunteers from local high schools provided ten days of Homework Help and **assisted 39 children with 112 questions**. Homework Help was not offered during the last week of November due to the Thanksgiving holiday.

Afterschool Art

On November 14, **26 children and 10 caregivers** learned about Pointillism and used markers to create fall inspired art.



Cantonese Parents Group

In November, **44 children and caregivers** attended this popular support circle and playgroup for parents raising English/Cantonese bilingual children.

Tween Program

On November 21, 12 kids and 4 adults learned how to code robotic cars and then created mazes to race their cars. Kids learned problem solving skills, time management, teamwork, and coding skills to complete the tasks required.



Community Partnerships, Class Visits, Outreach and Field Trips

Garvey Head Start Policy Council

Children's Senior Librarian Kristin Olivarez was recently asked to serve on Garvey Head Start's Policy Council. She attended the first meeting of the year on November 20. The Policy Council is made up of parents and representatives from community organizations serving children. The group meets monthly and is collectively responsible for setting policy for Garvey School District's Head Start program.

Alhambra, Los Angeles and Montebello School Districts

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

In November Children's staff hosted five field trips to the library by Ynez Elementary, Bella Vista Elementary, SPARK and Montebello Adult School at Bella Vista Elementary. Staff visited Children's Court, Monterey Highlands Options, Ynez Options and Emerson Elementary to provide services to children, teachers and parents.



Outreach efforts served a total of **287 children, teachers and parents** in November.



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 November, the City's Recreation Department collected letters to Santa from children. In order to assist them in their efforts and encourage children to submit letters, Children's staff created a template for children and collected the letters, which were then delivered to the Santa mailbox at City Hall. Children who included their name and address were guaranteed a response from Santa.

1,000 Books Before Kindergarten

Children read **2,100 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. **Twenty-seven 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.	Completed. The collection has been processed and shelved in the Children's Department. Signage has been created and staff is promoting the collection in storytimes and via the web and print.
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 November staff hosted five field trips and five outreach visits; serving a total of 287 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2019-2020

[illegible]

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT / YA													
Adult Reference Questions	691	572	632	572	400								
Adult Outreach	0	0	0	250	0								
Number of Technology Reference Questions	444	573	424	408	220								
Adult Programs - Number	8	2	12	13	5								
Adult Programs - Attendance	158	47	219	169	154								
Adult Friends Sp. Programs - Num	1	0	0	2	1								
Adult Friends Sp. Program - Attendance	90	0	0	55	10								
Young Adult Outreach	0	0	238	1,455	271								
Young Adult Program Number	3	3	6	7	4								
Young Adult Programs Attendance	183	70	192	216	106								
Young Adult Friends Sp. Programs - Number	2	0	0	0	0								
YA Friends SP Program- Attendance	32	0	0	0	0								

LAMP													
LAMP Reference Questions	581	704	567	587	376								
ESL/Citizenship Programs- Number	11	34	65	69	53								
ESL/Citizenship Program Attendance	158	642	1,048	1,133	872								
Adult Literacy (1-1) Programs	46	47	33	40	63								

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
LAMP School Age - Number	0	0	0	0	0	0							
LAMP School Age - Attendance	0	0	0	0	0	0							
Passport Services	143	105	123	128	72								
CHILDREN'S													
Children's Reference Questions	438	483	677	609	464								
Children's Outreach	261	312	138	186	287								
Total Children's Program Number	42	23	44	57	47								
Total Children's Program Attendance	2,782	1,617	2,277	3,965	1,764								
Pre-School Programs- Number	13	11	18	19	17								
Pre-School Programs- Attendance	971	926	1,091	1,317	890								
School Age Programs - Number	17	12	26	38	30								
School Age Programs - Attendance	1,550	691	1,186	2,648	874								
Children's Program Friends Sp. - Number	2	0	0	1	0								
Children's Program Friends Sp. - Attendance	399	0	0	953	0								

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
INTERLIBRARY LOANS													
ILL loans to other	1	1	1	1	3	1							
ILL loans received	0	0	0	0	0	0							
COLLECTION TOTALS													
Adult volume added	244	179	511	424	501								
Children's volume added	154	231	695	108	175								
Items Deleted	2123	2,656	2,145	1,209	1,467								
Total Vols in Collection	142,667	142,499	141,535	141,004	140,401								

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

November 2019

Submitted by Evena Shu, Technical Services Senior Librarian

November 1st 2019	Cumulated Total	Cumulated Deleted	Added November 2019	Deleted November 2019	Gain/Loss November 2019	Changes November 2019
Items records	140,401	265,777	864	1,467	-603	
Bib records	126,237	206,193	595	1,083	-488	1,095
Authority records	107,527	86,407	433	254	179	
Order records	17,381	74,102	260	0	260	
October 1st, 2019	Cumulated Total	Cumulated Deleted	Added October 2019	Deleted October 2019	Gain/Loss October 2019	Changes October 2019
Item records	141,004	264,310	678	1,209	-531	
Bib records	126,725	205,110	599	998	-399	1,261
Authority records	107,348	86,153	400	874	-474	
Order records	17,121	74,102	291	0	291	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		18,601	
HOURS OPEN			143
CHECK-OUT AND RENEWAL	13,764		
CHECK-IN	11,654		

PATRON REQUESTED HOLDS	30
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FILLED HOLDS	27
Monterey Park	19
Alhambra	4
Los Angeles County	2
Rosemead	2
Los Angeles (City)	2
Total	27

MEESCAN	Total number of sessions	39
USAGE	Items checked out	247

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	51	7	
MON	62	3	
TUE	73	5	
WED	64	3	
THU	23	0	
FRI	0	0	
SAT	30	3	
TOTAL	303	21	324 Patrons
Oct 2019 total	425	61	486

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	6	204	4	
MON	2	219	5	
TUE	4	204	1	
WED	7	183	5	
THU	1	87	0	
FRI	0	0	0	
SAT	1	199	1	
TOTAL	21	1,096	16	1,133 items
Oct 2019 total	19	1,671	33	1,723

LAMP MONTHLY STATISTICAL REPORT

November 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	88	0	0	6	76	6	289	10	1200
CITIZENSHIP	5	60	0	0	5	45	6	225	40	1000
BASIC	13	41	0	0	13	44	13	219	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
TOTAL	24	189	0	0	24	165	25	733	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	149	1392	4	4	149	1222	195	4821	400	17400
CITIZENSHIP	103	549	6	13	94	337	148	1475	300	6500
BASIC (1-to-1)	19	41	0	3	16	44	19	219	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	271	1982	10	20	259	1603	362	6515	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	27
One-to-one	39
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	3

US CITIZENS	New	YTD
Passed	6	22

Passports	New	YTD
Executed	72	571

Reference Qs	New	YTD
ESL	123	830
Citizenship	88	547
Passports	165	1438