

**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
January 21, 2020
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

Shirley Ko, Circulation Library Page, part-time

3. INTRODUCTION OF NEW LIBRARY EMPLOYEE

Lauren Frazier, Children's Librarian

4. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of December 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

UNFINISHED BUSINESS

8. COLLECTION DEVELOPMENT POLICY

Presentation of updates to the library's Collection Development Policy, which defines the guidelines by which library staff manage the library's collection, serves as a source of information to the public about the purpose and scope of the Library's collection and lays out a process by which staff and the Library Board of Trustees respond to requests for reconsideration of library materials

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed updates to the Collection Development Policy; 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 February 18, 2020 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: January 21, 2020

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 December 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. December 17, 2019 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
December 17, 2019

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

December 17, 2019

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, December 17, 2019 at 7:00 p.m., was cancelled.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for January 21, 2020 at 7:00 p.m. in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park.



City Librarian

DRAFT



Library Board of Trustees Staff Report

DATE: January 21, 2020

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 December 2019.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
December 2019

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE			
11200 PERMANENT SALARIES	170,196.00-	13,631.09	88,602.10	81,593.90-	52.1	0010
11300 PART TIME SALARIES	40,221.00-	3,389.82	23,696.36	16,524.64-	58.9	0010
11500 SEPARATION BENEFITS	14,300.00-	1,191.67	7,149.98	7,150.02-	50.0	0010
12200 LIFE INSURANCE	624.00-	65.00	455.00	169.00-	72.9	0010
12300 MEDICAL INSURANCE	17,607.00-	1,600.31	10,536.72	7,070.28-	59.8	0010
12350 MEDICARE INSURANCE	2,468.00-	246.82	1,628.42	839.58-	66.0	0010
12370 PART TIME RETIREMENT	1,570.00-	101.09	705.28	864.72-	44.9	0012
12400 DENTAL INSURANCE	897.00-	78.10	529.90	367.10-	59.1	0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	2,074.50	2,074.50-	50.0	0010
12600 RETIREMENT	61,782.00-	5,275.56	34,466.06	27,315.94-	55.8	0012
12750 CITY 401 PLAN	650.00-	50.00	325.00	325.00-	50.0	0010
12900 LONG TERM DISABILITY	792.00-	96.00	612.00	180.00-	77.3	0010
12950 VISION PLAN	436.00-	36.32	254.24	181.76-	58.3	0010
Object 1000 Total	315,692.00-	26,107.53	171,035.56	144,656.44-	54.2	
21250 OFFICE PAPER PRODUCTS	200.00-	0.00	0.00	200.00-	0.0	0010
21350 OTHER OFFICE SUPPLIES	4,000.00-	404.58	1,564.47	2,435.53-	39.1	0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	955.42	4,604.96	7,395.04-	38.4	0010
Object 2000 Total	16,200.00-	1,360.00	6,169.43	10,030.57-	38.1	
31700 DATA PROCESSING	10,531.00-	0.00	3,369.00	6,842.00-	35.0	0010
32050 TELEPHONE	4,000.00-	425.42	1,898.91	2,101.09-	47.5	0010
32150 TECHNOLOGY CHARGES	12,500.00-	1,041.67	6,249.98	6,250.02-	50.0	0010
32200 POSTAGE	1,000.00-	49.45	256.28	743.72-	25.6	0010
33100 MILEAGE AND PARKING	500.00-	0.00	304.81	195.19-	61.0	0010
33200 CONFERENCES/SEMINARS	9,793.00-	0.00	3,744.73	6,048.27-	38.2	0010
36100 ELECTRICITY	136,000.00-	6,902.92	61,673.42	74,326.58-	45.4	0010
36200 GAS SERVICE	7,600.00-	442.82	791.93	6,808.07-	10.4	0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	0.00	0.00	15,000.00-	0.0	0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,083.00	8,441.56	56.44-	99.6	0010
39250 PRINTING & DUPLICATING	1,000.00-	41.61	125.93	874.07-	12.6	0010
39300 DUES/MEMBERSHIPS	3,600.00-	0.00	750.00	2,850.00-	20.8	0010
Object 3000 Total	216,524.00-	9,986.89	87,606.55	122,095.45-	43.6	

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
 DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
DEPARTMENT: 6001 TOTAL	548,416.00-	37,454.42	264,811.54	6,822.00	276,782.46-	49.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
11200 PERMANENT SALARIES	235,752.00-	18,134.78	116,180.30	119,571.70-	49.3	0010
11300 PART TIME SALARIES	26,376.00-	1,139.26	8,356.16	18,019.84-	31.7	0010
11500 SEPARATION BENEFITS	14,900.00-	1,241.67	7,449.98	7,450.02-	50.0	0010
12200 LIFE INSURANCE	936.00-	78.00	525.20	410.80-	56.1	0010
12300 MEDICAL INSURANCE	37,205.00-	2,793.07	18,441.68	18,763.32-	49.6	0010
12350 MEDICARE INSURANCE	3,712.00-	277.61	1,801.07	1,910.93-	48.5	0010
12370 PART TIME RETIREMENT	1,056.00-	45.58	334.31	721.69-	31.7	0012
12400 DENTAL INSURANCE	2,510.00-	225.00	1,537.42	972.58-	61.3	0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	2,074.50	2,074.50-	50.0	0010
12600 RETIREMENT	92,923.00-	6,597.32	42,261.81	50,661.19-	45.5	0012
12750 CITY 401 PLAN	1,300.00-	150.00	975.00	325.00-	75.0	0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	666.60	521.40-	56.1	0010
12950 VISION PLAN	894.00-	74.46	608.80	285.20-	68.1	0010
Object 1000 Total	422,901.00-	31,201.50	201,212.83	221,688.17-	47.6	
21350 OTHER OFFICE SUPPLIES	2,200.00-	72.66	792.68	1,407.32-	36.0	0010
21350 OTHER OFFICE SUPPLIES	7,075.00-	0.00	0.00	7,075.00-	0.0	0534
Object 2000 Total	9,275.00-	72.66	792.68	8,482.32-	8.6	
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	0.00	5,000.00-	0.0	0010
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	1,000.00-	0.0	0534
33100 MILEAGE AND PARKING	162.00-	0.00	0.00	162.00-	0.0	0534
Object 3000 Total	6,162.00-	0.00	0.00	6,162.00-	0.0	
40000 BOOKS & SUBSCRIPTIONS	27,000.00-	3,289.70	9,305.52	17,694.48-	34.5	0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	5,000.00-	0.0	0010
Object 4000 Total	32,000.00-	3,289.70	9,305.52	22,694.48-	29.1	
DEPARTMENT: 6002 TOTAL	470,338.00-	34,563.86	211,311.03	259,026.97-	44.9	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	260,532.00-	20,076.94	131,157.37	129,374.63-	50.3	0010
11300 PART TIME SALARIES	6,341.00-	961.97	6,703.45	362.45	105.7	0010
11500 SEPARATION BENEFITS	18,100.00-	1,508.33	9,050.02	9,049.98-	50.0	0010
12200 LIFE INSURANCE	1,248.00-	104.00	728.00	520.00-	58.3	0010
12300 MEDICAL INSURANCE	49,805.00-	3,995.98	26,886.36	22,918.64-	54.0	0010
12350 MEDICARE INSURANCE	3,778.00-	354.73	2,063.90	1,714.10-	54.6	0010
12370 PART TIME RETIREMENT	400.00-	38.48	268.12	131.88-	67.0	0012
12400 DENTAL INSURANCE	3,726.00-	265.86	1,913.22	1,812.78-	51.4	0010
12500 WORKERS COMPENSATION	5,786.00-	482.17	2,892.98	2,893.02-	50.0	0010
12600 RETIREMENT	94,574.00-	7,307.12	47,720.94	46,853.06-	50.5	0012
12750 CITY 401 PLAN	1,300.00-	100.00	650.00	650.00-	50.0	0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	924.00	660.00-	58.3	0010
12950 VISION PLAN	1,112.00-	80.78	565.46	546.54-	50.9	0010
Object 1000 Total	448,286.00-	35,408.36	231,523.82	216,762.18-	51.6	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,000.00-	133.35	502.17	6,497.83-	7.2	0010
Object 2000 Total	7,000.00-	133.35	502.17	6,497.83-	7.2	
31700 DATA PROCESSING	13,500.00-	0.00	4,722.23	8,777.77-	35.0	0010
38400 R&M MACHINERY AND EQUIPMENT	84,655.00-	0.00	45,541.13	39,113.87-	53.8	0010
Object 3000 Total	98,155.00-	0.00	50,263.36	47,891.64-	51.2	
DEPARTMENT: 6003 TOTAL	553,441.00-	35,541.71	282,289.35	271,151.65-	51.0	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
11200 PERMANENT SALARIES	214,453.00-	16,285.86	98,633.90	115,819.10-	46.0	0010
11300 PART TIME SALARIES	68,873.00-	4,008.10	30,082.12	38,790.88-	43.7	0010
11500 SEPARATION BENEFITS	28,000.00-	2,333.33	14,000.02	13,999.98-	50.0	0010
12200 LIFE INSURANCE	1,248.00-	78.00	592.80	655.20-	47.5	0010
12300 MEDICAL INSURANCE	51,047.00-	4,895.15	27,570.93	23,476.07-	54.0	0010
12350 MEDICARE INSURANCE	3,110.00-	283.29	1,810.32	1,299.68-	58.2	0010
12370 PART TIME RETIREMENT	2,657.00-	133.34	1,168.09	1,488.91-	44.0	0012
12400 DENTAL INSURANCE	2,175.00-	321.69	1,406.64	768.36-	64.7	0010
12500 WORKERS COMPENSATION	7,318.00-	609.83	3,659.02	3,658.98-	50.0	0010
12600 RETIREMENT	77,847.00-	6,180.79	36,090.57	41,756.43-	46.4	0012
12750 CITY 401 PLAN	1,950.00-	200.00	1,075.00	875.00-	55.1	0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	818.40	765.60-	51.7	0010
12950 VISION PLAN	1,112.00-	110.78	590.23	521.77-	53.1	0010
Object 1000 Total	461,374.00-	35,572.16	217,498.04	243,875.96-	47.1	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	2,200.00-	95.65	226.08	1,973.92-	10.3	0010
Object 2000 Total	2,200.00-	95.65	226.08	1,973.92-	10.3	
38400 R&M MACHINERY AND EQUIPMENT	8,100.00-	0.00	5,516.64	2,583.36-	68.1	0010
Object 3000 Total	8,100.00-	0.00	5,516.64	2,583.36-	68.1	
DEPARTMENT: 6004 TOTAL	471,674.00-	35,667.81	223,240.76	248,433.24-	47.3	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE			
11200 PERMANENT SALARIES	106,892.00-	7,931.36	69,970.96-	34.5	0010
11200 PERMANENT SALARIES	34,516.00-	581.44	22,442.88-	35.0	0142
11200 PERMANENT SALARIES	0.00	1,798.89	5,396.69	0.00	0454
11300 PART TIME SALARIES	14,884.00-	1,001.11	5,009.90-	66.3	0142
11300 PART TIME SALARIES	20,013.20-	1,258.60	11,367.92-	43.2	0163
11300 PART TIME SALARIES	15,774.00-	733.49	11,874.98-	24.7	0454
11500 SEPARATION BENEFITS	14,700.00-	1,225.00	7,350.00-	50.0	0010
12200 LIFE INSURANCE	625.00-	30.81	475.76-	23.9	0010
12200 LIFE INSURANCE	0.00	1.69	56.16	0.00	0142
12200 LIFE INSURANCE	13.00-	0.00	0.00	100.0	0163
12200 LIFE INSURANCE	0.00	10.40	31.20	0.00	0454
12300 MEDICAL INSURANCE	22,483.00-	1,878.60	13,716.20-	39.0	0010
12300 MEDICAL INSURANCE	0.00	125.24	2,880.52	0.00	0142
12300 MEDICAL INSURANCE	626.20-	0.00	0.00	100.0	0163
12350 MEDICAL INSURANCE	0.00	500.96	1,502.88	0.00	0454
12350 MEDICAL INSURANCE	1,760.00-	107.86	1,240.64-	29.5	0010
12350 MEDICAL INSURANCE	741.00-	22.66	420.09-	43.3	0142
12350 MEDICAL INSURANCE	335.00-	18.25	209.63-	37.4	0163
12370 PART TIME RETIREMENT	0.00	33.63	126.63	0.00	0454
12370 PART TIME RETIREMENT	292.00-	0.00	292.00-	0.0	0142
12370 PART TIME RETIREMENT	700.00-	50.35	345.84	49.4	0163
12400 DENTAL INSURANCE	1,308.00-	135.00	678.00-	48.2	0010
12400 DENTAL INSURANCE	0.00	9.00	207.00	0.00	0142
12400 DENTAL INSURANCE	45.00-	0.00	0.00	100.0	0163
12400 DENTAL INSURANCE	0.00	36.00	108.00	0.00	0454
12500 WORKERS COMPENSATION	2,184.00-	182.00	1,092.00-	50.0	0010
12600 RETIREMENT	25,288.00-	3,811.77	8,453.14-	66.6	0012
12600 RETIREMENT	0.00	580.23	8,027.24	0.00	0142
12600 RETIREMENT	2.60-	0.00	0.00	100.0	0163
12750 CITY 401 PLAN	1,300.00-	0.00	1,300.00-	0.0	0010
12900 LONG TERM DISABILITY	793.00-	49.50	562.00-	29.1	0010
12900 LONG TERM DISABILITY	0.00	3.30	75.90	0.00	0142
12900 LONG TERM DISABILITY	16.50-	0.00	0.00	100.0	0163
12900 LONG TERM DISABILITY	0.00	13.20	39.60	0.00	0454
12950 VISION PLAN	535.00-	39.45	350.90-	34.4	0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
12950 VISION PLAN	0.00	2.63	60.49	60.49	0.00	0142
12950 VISION PLAN	13.50-	0.00	13.15	0.35-	97.4	0163
12950 VISION PLAN	0.00	10.52	31.56	31.56	0.00	0454
Object 1000 Total	265,840.00-	22,182.94	127,222.36	138,617.64-	47.9	
21350 OTHER OFFICE SUPPLIES	7,440.00-	0.00	664.83	6,775.17-	8.9	0163
Object 2000 Total	7,440.00-	0.00	664.83	6,775.17-	8.9	
32200 POSTAGE	2,000.00-	0.00	1,470.00	530.00-	73.5	0454
33100 MILEAGE AND PARKING	250.00-	0.00	0.00	250.00-	0.0	0163
38400 R&M MACHINERY AND EQUIPMENT	3,184.00-	0.00	1,081.00	2,103.00-	34.0	0142
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	5,116.00-	0.0	0445
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	1,150.00-	0.0	0163
Object 3000 Total	11,700.00-	0.00	2,551.00	9,149.00-	21.8	
40000 BOOKS & SUBSCRIPTIONS	113.00-	0.00	0.00	113.00-	0.0	0142
40000 BOOKS & SUBSCRIPTIONS	5,000.00-	0.00	0.00	5,000.00-	0.0	0163
40000 BOOKS & SUBSCRIPTIONS	5,000.00-	0.00	1,233.97	3,766.03-	24.7	0445
40500 LIBRARY DATABASES	5,000.00-	0.00	2,347.00	306.00-	93.9	0445
Object 4000 Total	15,113.00-	0.00	3,580.97	9,185.03-	39.2	
DEPARTMENT: 6005 TOTAL	300,093.00-	22,182.94	134,019.16	163,726.84-	45.4	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE			
11200 PERMANENT SALARIES	197,175.00-	8,315.30	136,216.69-	30.9	0010
11300 PART TIME SALARIES	29,712.00-	973.48	22,563.96-	24.1	0010
11500 SEPARATION BENEFITS	14,400.00-	1,200.00	7,200.00-	50.0	0010
12200 LIFE INSURANCE	792.00-	52.00	428.00-	46.0	0010
12300 MEDICAL INSURANCE	38,124.00-	1,482.36	28,693.33-	24.7	0010
12350 MEDICARE INSURANCE	2,568.00-	132.88	1,588.32-	38.1	0010
12370 PART TIME RETIREMENT	1,127.00-	38.93	841.10-	25.4	0012
12400 DENTAL INSURANCE	2,830.00-	78.10	2,300.10-	18.7	0010
12500 WORKERS COMPENSATION	4,258.00-	354.83	2,128.98-	50.0	0010
12600 RETIREMENT	0.00	0.00	4,902.79	0.00	0010
12600 RETIREMENT	69,606.00-	3,028.04	52,312.93-	24.8	0012
12750 CITY 401 PLAN	1,950.00-	100.00	1,300.00-	33.3	0010
12900 LONG TERM DISABILITY	1,188.00-	66.00	726.00-	38.9	0010
12950 VISION PLAN	938.00-	36.32	683.76-	27.1	0010
Object 1000 Total	364,668.00-	15,858.24	252,080.38-	30.9	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,000.00-	72.29	5,467.36-	8.9	0010
Object 2000 Total	6,000.00-	72.29	5,467.36-	8.9	
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	92.00	101.8	0010
Object 3000 Total	5,000.00-	0.00	92.00	101.8	
40000 BOOKS & SUBSCRIPTIONS	23,459.00-	240.09	15,413.43-	34.3	0010
40500 LIBRARY DATABASES	599.00-	0.00	599.00-	0.0	0010
Object 4000 Total	24,058.00-	240.09	16,012.43-	33.4	
DEPARTMENT: 6006 TOTAL	399,726.00-	16,170.62	273,468.17-	31.6	
DEPT SERIES: 6000 TOTAL	2,743,688.00-	181,581.36	1,492,589.33-	45.6	
REPORT TOTALS	\$2,743,688.00-	\$181,581.36	\$1,492,589.33-	45.6	

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 12/01/2019 TO 12/31/2019
 OBJECT CATEGORY SUMMARY

50.0% YEAR COMPLETE

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE		
1000 SALARY & BENEFITS	2,278,761.00-	1,061,080.23	1,217,680.77-	46.6
2000 OPERATION EXPENDITURES	48,115.00-	8,887.83	39,227.17-	18.5
3000 PROFESSIONAL EXPENDITURES	345,641.00-	9,986.89	6,822.00	45.7
4000 OTHER OVERHEAD	71,171.00-	3,529.79	2,347.00	32.7
TOTALS	\$2,743,688.00-	\$181,581.36	\$9,169.00	45.6
		\$1,241,929.67	\$1,492,589.33-	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2019 TO 12/31/2019
50.0% YEAR COMPLETE
FUND SUMMARY

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	% USED	
			PERIOD TO DATE	YEAR TO DATE			BALANCE
0010	GENERAL FUND	2,184,396.00-	142,231.75	983,159.90	1,194,414.10-	45.3	
0012	RETIREMENT FUND	428,830.00-	32,558.02	197,429.01	231,400.99-	46.0	
0142	EL CIVIC EDUCATION GRANT	53,730.00-	2,327.30	34,656.44	19,073.56-	64.5	
0163	CAL LIBRARY LITERACY SVC GRAN	35,605.00-	1,327.20	10,497.77	25,107.23-	29.5	
0445	LITERACY TRUST GRANT	15,116.00-	0.00	3,580.97	9,188.03-	39.2	
0454	LIBRARY PASSPORT TRUST GRANT	17,774.00-	3,137.09	12,605.58	5,168.42-	70.9	
0534	GET FIT WHILE YOU SIT	8,237.00-	0.00	0.00	8,237.00-	0.0	
TOTALS		\$2,743,688.00-	\$181,581.36	\$1,241,929.67	\$9,169.00	\$1,492,589.33-	45.6

ATTACHMENT 2
Trust and Agency Account Report
December 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: December 31, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of December 31, 2019

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 21,588.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,588.44</u>

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

Beginning Balance	\$ 20,451.57
Deposits (Water Bill Donation: 12/31/19)	483.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 20,934.57</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: \$111,753.94

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	\$ 149,374.31
Deposits (Passport fees)	1,055.00
(Passport fees)	820.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 151,249.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 340,490.76

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
December 2019

CITY OF MONTEREY PARK
YTD INQUIRY

From: 12/01/2019 To: 12/31/2020

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 12/31/2020

BEGIN DATE: 12/01/2019

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
0010-701-0010-07410		FINES	12/03/2019	CR 312744	162926			23.40-
0010-701-0010-07410		FINES	12/04/2019	CR 312763	163005			28.00-
0010-701-0010-07410		FINES	12/05/2019	CR 312785	163123			126.17-
0010-701-0010-07410		FINES	12/06/2019	CR 312790	101867			54.83-
0010-701-0010-07410		FINES	12/10/2019	CR 313023	163337			61.00-
0010-701-0010-07410		FINES	12/10/2019	CR 313024	163331			43.50-
0010-701-0010-07410		FINES	12/10/2019	CR 313025	163329			26.40-
0010-701-0010-07410		FINES	12/11/2019	CR 313036	163414			49.45-
0010-701-0010-07410		FINES	12/12/2019	CR 313057	163520			41.05-
0010-701-0010-07410		FINES	12/12/2019	CR 313071	163592			38.00-

REPORT TOTAL

\$491.80-

Previous balance 07/01/2019 - 11/30/2019 = \$ 5,521.28
Month to date 12/01/2019 - 12/31/2019 = \$ 491.80
Fiscal year to date 07/01/2019 - 12/31/2019 = \$ 6,013.08



Library Board of Trustees Staff Report

DATE: January 21, 2020

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 blue ink signature of Diana Garcia.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida.

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: January 2020 Report

Employee of the Month



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Part-time Library Page (Circulation) Shirley Ko** was selected as the library's Employee of the Month for January 2020.

Circulation Services Supervisor Julie Villanueva nominated Shirley, stating:

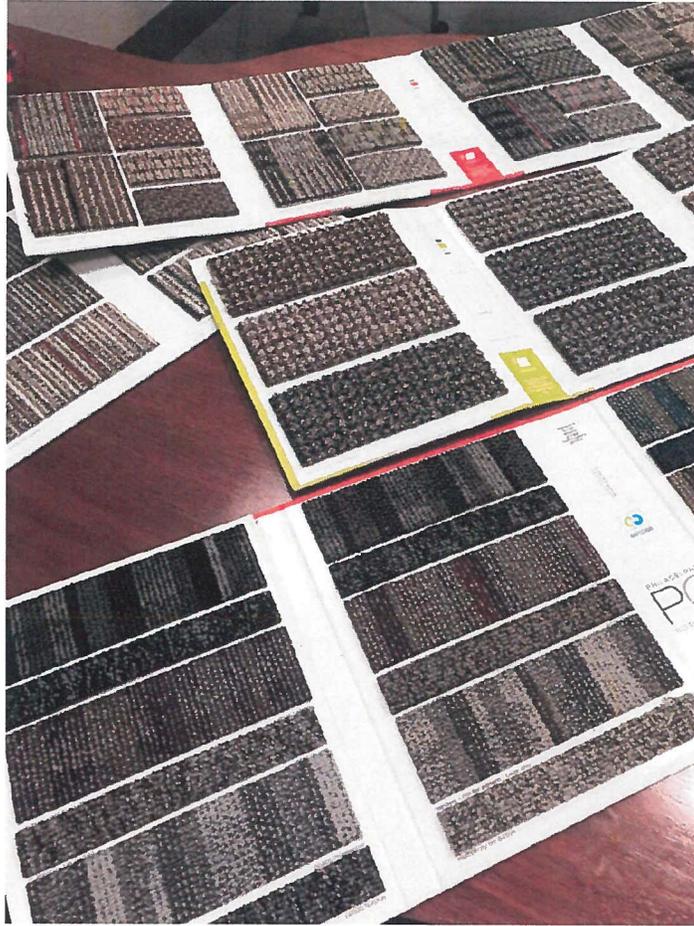
In the month of December, Shirley Ko processed the mail for the entire City of Monterey Park. Every department in the City is assigned a month (or two) that the department is responsible for sorting the mail the City receives to the recipients. When the library's turn comes up, Shirley Ko is the

library staff member who goes over each morning (except Friday) during the week to sort the incoming mail. She does this even though her assigned shifts at the library are not until the afternoon. It is a great help that she always agrees to accept the task as otherwise we would have to train different staff each time it was the library's turn.

Congratulations to Shirley!!!

Carpeting Project – Building Maintenance

The City's Building Maintenance Division completed the carpeting project necessitated by the water fountain leak in the Library lobby which happened in late November. Staff and patrons are happy to have new carpet in the lobby since it is an extremely high traffic area.



Before and After:



Training/Workshops/Classes

Health Insurance Training

On December 3, **Adult/Reference/Teen Services Senior Librarian Deborah Niblick** attended a health insurance training led by Consumer Action, a nonprofit organization dedicated to consumer education and supporting our community's most vulnerable. Presenters provided a wealth of information on traditional health care coverage such as HMOs, PPOs, and Medicare. They spent the last half of the training on Medicare and its complexities. Senior Librarian Niblick met several community partners at the training who she had not met in person before.

Maximizing Performance through Evaluation, Documentation, and Corrective Action Training

On December 4, **Adult/Reference/Teen Services Senior Librarian Deborah Niblick** attended a valuable training for first time supervisors in regards to employee evaluations, development, and discipline. This workshop was presented by Liebert Cassidy Whitmore under the auspices of the San Gabriel Valley ERC and provided by the City of Monterey Park.

Technical Services Senior Librarian Evena Shu attended the Infopeople online course on *Using Infographics for Board Reports* in December. Evena learned to make library data more interesting/compelling by presenting it visually using Infographics. Infographics can be used to visually tell the story of the library's data and the short format course provided participants with the tools, techniques, and practical advice needed to create reports in an infographic format. She learned to clarify what data to share and how data can be represented graphically; choose an online tool to use to turn a library report into an infographic by customizing a template with library's statistics and understand and apply graphic design techniques as they apply to infographics.

On December 4, **Adult Literacy Coordinator Mary Pat Dodson** participated in a ProLiteracy webinar: *Census 2020 and Adult Education: Call to Action*. Speakers included representatives of the Census Bureau, Goodling Institute for Research in Family Literacy, and ProLiteracy. Participants learned of unique role adult education can play in the 2020 count and how to incorporate the Census into adult education programs and content.

On December 18 and 19, **Adult Literacy Coordinator Dodson** attended full day trainings at Monterey Park City Hall on the integrated **Enterprise Resource Planning (ERP) system**. The City will begin using this business process management software for financial applications in July 2020.

Meetings and Conferences

On December 3, **City Librarian Diana Garcia** was an invited speaker for UCLA's Public Libraries course in the Graduate School of Education and Information Science. She spoke to students about her own career path in public libraries, and gave them advice on interviewing and presenting in the real world. This was the final meeting of the Public Libraries class, and students were asked to create and present proposals for new library services in the form of a staff report or a PowerPoint presentation. City Librarian Garcia and Professor Robert Karatsu evaluated and critiqued these presentations, asking students to support or justify their plans and budgets and giving advice on how to strengthen their ideas.

Meeting with Chinatown Service Center

Adult/Reference/Teen Services Senior Librarian Deborah Niblick met with Elaine Peng to talk about upcoming workshops for the library including a series of mini workshops that provided one-on-one coaching with a Chinatown Service Center representative. This series will start in February 2020 and will be conducted in English and Chinese. Senior Librarian Niblick also discussed the Scudder grant the library received and Elaine was thrilled with this opportunity. Elaine will be in touch in January about schedule a meeting where **City Librarian Diana Garcia** and Senior Librarian Niblick will meet with Elaine and her director to discuss the grant partnership in more detail.

On December 16, **Adult Literacy Coordinator Mary Pat Dodson** attended a required partner convening of the Los Angeles County Workforce Development Board (WDB) which is developing the first major update to its Workforce Innovation and Opportunity Act (WIOA) MOU. The focus of Phase II is to establish the System Partners and Service Delivery. Attendance at these meetings provides the opportunity for Adult Literacy Coordinator Dodson to better understand and participate in the system.

Adult Literacy Coordinator Dodson attended a WIOA II Grant Regional Network Meeting on December 17. Regional meetings provide an opportunity for professional development. Cory Rayala, LAMP's California Department of Education (CDE) Education Programs Regional Consultant, provided an update on upcoming grant deliverables and offered a Q&A session. Adult Literacy Coordinator Dodson benefited from brief individual program consultation with the regional consultant. Local programs discussed policies, procedures and shared ideas.

Staffing

Lauren Frazier has been hired as the new **full-time Children's Librarian**. She will start on January 6, 2020. Lauren worked for the library as a part-time Library Page from July 2016 through September 2017, when she was promoted to part-time Library Clerk (Circulation). She resigned in June 2018 to take a full-time position as Library Assistant at the Santa Clarita Public Library and was promoted to Children's Librarian in September 2018. Lauren received her Master's in Library Sciences degree in December 2018.

The library is waiting for the candidates for **part-time Librarian in Adult/Reference** and in **Children's** to clear background checks.

Gelli Nocon resigned from her position as a **part-time Library Clerk (Circulation)** effective December 30, 2019. Gelli also works part-time for two other organizations and the three jobs proved to be too much. Interviews to fill the vacant position were conducted on December 19 with an offer made to a candidate at the end of December. The candidate will start working once she clears her background check.

Candidates under consideration for the position of **part-time Library Page in Circulation** and in **LAMP** withdrew. Recruitment was reopened because there were no more viable names on the current list. Recruitment closed January 3 with the first 40 qualified applicants invited to the Page Test scheduled on Tuesday, January 14 from 7 – 8 p.m.

Recruitment for **part-time Janitor** opened on November 26 and closed on December 20 with seven qualified applicants. These candidates will be interviewed on January 9 by **Administrative Secretary Gwen Kishida** and **Circulation Supervisor Julie Villanueva** to fill the vacant position.

HOLIDAY ACTIVITIES



Staff Holiday Luncheon

On December 10, the **Library Board of Trustees, Library Foundation and Friends of the Library** contributed towards a holiday luncheon for library staff. Trustee Jason Dhing and Foundation member Carol Sullivan organized a delicious array of Italian pastas, salad, bread and desserts while Trustee Lisa Duong arranged for fresh flowers at each table. She also gifted staff with special candy ornaments and holiday cards. City Librarian Diana Garcia presented a slide show highlighting some of the library's activities throughout the year. Trustee Duong also presented certain library employees with awards for milestone years of service: **Technical Services Senior Librarian Evena Shu (30 years), Circulation Services Supervisor Julie Villanueva (20 years), Administrative Secretary Gwen Kishida (15 years) and City Librarian Diana Garcia (10 years)**. Everyone who attended had a wonderful time and appreciated the generosity and thoughtfulness of these special library supporters.

City Employee Holiday Luncheon

The City provided a buffet luncheon for all City employees on December 19 at Luminarias restaurant. The annual event is the City's way to recognize the value of employees and offer an opportunity for employees to gather together in a congenial, celebratory atmosphere. For library staff, the event is a rare chance to mingle with City officials and other employees.





Cookie Decorating Contest

Sprinkles were flying and icing was piped and spread and dotted as the library's inaugural, hopefully to be annual, Cookie Decorating Contest was held on December 17.

Library staff members **Children's Senior Librarian Kristin Olivarez, Adult Reference Senior Librarian Deb Niblick, Technical Services Library Technician Michael Le and Children's part-time Library Clerk Anita Phan** organized the event. All supplies including cookies, icing, and other decorations were provided by Kristin. Deb created the sweater-shaped cookie cutter and trophies on the 3-D printer and Anita hand-decorated the highly coveted trophies.

Winners were voted on by participants and each received a trophy, a gift card from City Librarian Diana Garcia and bragging rights! Circulation Supervisor Julie Villanueva won for Most Festive, Michael Le won for Funniest (#8 – an ugly sweater piñata). Circulation Library Clerk Tommy Lam won for Most Creative (#4 – he turned the cookie sideways to create a Santa hat-wearing fish) and Kristin won for Ugliest (#2 – an attempt at Baby Yoda).

Ugly Christmas Sweater Day

Library staff donned their most holiday-specific apparel to celebrate the City's annual Ugly Christmas Sweater Day on December 16.



ADMINISTRATION



The **Monterey Park Library Foundation** sponsored the annual **Photos with Santa and Holiday Book Giveaway** on December 17 in the Friends Room. Families took photos with Santa and received the children's book *Merry Christmas Baby Shark!* as a gift. Richard Gorman made his annual visit as Santa's local representative.

Foundation members set the date for its third annual tea party fundraiser. **Novel-Tea at the Library** is scheduled for Saturday, March 28 at 2 p.m. Please save the date and plan to join us!



The **Friends of the Library** continues provide funding for library programs including author honorariums, refreshments and activities for the community to enjoy.

The Friends Bookstore earned \$201.30 during the month of December 2019. This total is lower than usual as the bookstore was only open for seven days during the month due to the area being blocked off for cleaning and re-carpeting after the flooding incident. However, once the bookstore re-opened on December 21, visitors expressed their excitement in having the bookstore available again.

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 of the Library held its first holiday party and cookie exchange for the bookstore volunteers on December 16 in the Friends Room. Yummy cookies were exchanged – and eaten! – while volunteers became further acquainted by sharing holiday memories.



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 Garcia, along with Deputy City Attorney Natalie Karpeles, arrived at mutually acceptable contract with Biblionix for its Apollo ILS. She is currently working on putting together the necessary documentation for the agreement packet with Biblionix, and is setting up timelines for data migration, with a go-live date of July 1, 2020. City Librarian Garcia is in talks with Biblionix to schedule an all-day in-person training for library staff in April 2020.

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 nine public programs to adults and teens in the month of December 2019 with a total attendance of 204 teens and adults.

In December staff answered 359 reference and 262 technology-related questions in person or over the phone. A total of 1860 items circulated this month.

ADULT/REFERENCE SERVICES

Grant Funding: 2020 Laura Scudder Foundation

City Librarian Diana Garcia and Adult/Reference/Teen Services Senior Librarian Deborah Niblick applied for and received \$5,000 in grant funding from the Scudder Foundation to provide workshops to aspiring women entrepreneurs. In honor of Laura Scudder, John Scudder's grandmother, this series of workshops will take place during the month of March which is Women's History Month. Senior Librarian Deborah Niblick met with Elaine Peng, Economic Development Advisor, from Chinatown Service Center, who is excited about being a part of this opportunity. Deborah will also be reaching out to Score LA and Asian American Economic Development Enterprises (AAED) to see if they would be willing to provide workshops and other opportunities to support and encourage women entrepreneurs.

National Network of Libraries of Medicine Membership

The National Network of Libraries of Medicine (NNLM) is a national organization that is part of the National Library of Medicine, which operates under the National Institute of Health. As a member of the National Network of Libraries of Medicine-Pacific Southwest Region (NNLM-PSR), the Monterey Park Bruggemeyer Library now has access NNLM's print materials, staff training opportunities, and grant funding to improve the public's access to information to assist citizens in making informed decisions about their health care. City Librarian Garcia and Deborah Niblick will meet with Kelli Ham, Community Engagement Librarian for NNLM's *All of Us* Community Engagement Network in January to discuss the work of the NNLM.

Programming

Adult Craft Afternoon

On Sunday, December 19 attendees made Christmas ornaments using beads and pipe cleaners. The workshop was successful and adults are looking for more opportunities to be creative while having fun at the library.



Flu Shot Information Session

Ophelia Ng, from Garfield Medical Center, spoke with several families and adults about the importance of flu shots and how to keep the flu at bay. Ten people attended the session in Mandarin on Saturday, December 14, and 15 people attended the session in Cantonese on Saturday, December 21.



Author Talk with Tori Eldridge

Local author and martial artist Tori Eldridge stopped by the library on Sunday, December 15 to talk about growing up mixed race in Hawaii and how her heritage influenced her main character, Lily Wong, in her book *The Ninja Daughter*. This event was sponsored by the Southern California Chinese American Historical Society and the Friends of the Monterey Park Library, who provided refreshments and two books that were raffled off to attendees. There were 20 adults in attendance.

Monthly Film Screening

On Wednesday, December 18, staff showed the film *Avengers: Endgame* with 24 adults in attendance. Refreshments were provided.

Holiday Family Film

On Sunday, December 22, 33 attendees escaped the holiday rush with the movie *The Preacher's Wife*, a remake of the classic holiday film *The Bishop's Wife*, while enjoying holiday treats provided by the Friends of the Monterey Park Library.

YA/TEEN SERVICES

Programming

Midweek Movie

On December 4, teens and adults watched the classic adventure/comedy/romance film *The Princess Bride*. There were 24 in attendance.

Junior Friends

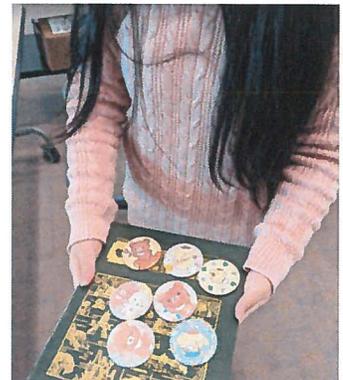
The Junior Friends met for the last time in 2020 on Monday, December 9. Fourteen volunteers discussed upcoming events and deadlines. The Junior Friends volunteered 105 hours in December.

Tuesday is Your Day (Teen Study Hall)

On December 10, 28 teens packed the Friends Room to study for finals and to work on group projects. This program will become a regular series during the school year to provide teens with a place to talk, snack, and do homework.

Teen Holiday Program

26 teens participated in a special holiday themed program where they made small gifts for themselves and their friends.



Outreach

Monthly Library Newsletter Distribution

Teen Librarian Darren Braden delivered 397 library newsletters to three high schools (Mark Keppel High School, Macy High School, and Schurr High School) and one elementary school (Meher Montessori).

Staff Displays

Merry Christmas

Staff created a festive display to provide inspiration and entertainment during for the Christmas season. Display items included cookbooks, decoration inspirations, and more!





Teen Reader’s Advisory Materials
Teen Librarian Darren Braden created and designed pathfinders to assist teens looking for their next great read. Topics include: Biographies, Historical Fiction, Graphic Novels, Current and Classic Fantasy, and Current and Classic Mysteries. These pathfinders will be uploaded to the website for 24/7 access.

Library AV Collection Display and Promotion

The December display theme of the AV Collection is *Sound of the Holidays* to promote albums featuring famous guitar musicians in the Music CD collection. Next month’s display theme will be *Celebrating Music around the World* to promote the international music collection.

Library International Book Collection Display and Promotion

November’s International Book Collection theme is *Delicious Chinese Cuisine* highlighting Chinese cookbooks. Next month’s display theme will focus on the Chinese Zodiac.

2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter. | <p>In progress. Staff will be offering a quarterly Reader’s Advisory program for Adults, entitled “New Reviews” on February 23.</p> |
| <ol style="list-style-type: none"> 2. Develop five new recommended book list brochures for teens with historical fiction, biography, award-winning books, and fiction for 7th and 8th graders. | <p>In progress. Staff has compiled reading brochures and in the design process.</p> |
| <ol style="list-style-type: none"> 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. | <p>In progress. Additional signage was purchased for the slat wall in the Teens room. When brochures have been printed, the wall will be complete.</p> |

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 342 order records in December and updated 2,088 records.

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

Mending and processing: 451 items were in repair status. In December, staff cleaned one CD/DVD.

Overdrive: There were 297 overall circulations including 194 eBook circulations, 98 audio book circulations and 0 streaming videos.

Weeding: 2,368 items were weeded from the collection.

Grant: Evena Shu, Technical Services Senior Librarian, successfully applied for Southern California Edison's *Building 21st Century Coding and Robotics Skills for Tweens and Teens* grant for the amount of \$5,000. Coding classes will be offered February 1 through March 21 for eight Saturdays from 10:30 a.m. to 12:30 p.m. in the library's Computer Lab. The intended age range for the classes is 11 to 18 years of age. Classes will be led by the Mark Keppel High School's *Keppel Hacks Club*.

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 closure of the library November 28 – December 1 due to the Thanksgiving holiday had Circulation staff check in 512 items from the book return drop when the library reopened on December 2. As local schools were still off on December 1, it remained a fairly quiet day with a total of 2,016 transactions.

Additionally, the Christmas holiday closure from December 24 -25 was also slow, with 466 items returned in the book returns and a quiet day on December 26.

On Friday, December 20, carpet was installed in the lobby area of the library where the water leak happened and ruined the previous carpet. Final details were finished Saturday morning before opening. Circulation was able to begin reusing the book returns inside the library and locking the outside drops while the library is open.

2019 – 2020 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.
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.

PROGRESS

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.

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

During December, children dropped off letters to Santa at the City of Monterey Park Holiday Snow Village. In the weeks before Christmas, students in **Tutor Daisy Liu's ESL Conversation Class** and **Tutor Sam Fechenbach's Advanced ESL Class** gave back to the community by becoming Santa volunteers and writing letters back to some of the children who wrote to him. Letter writing was a risk-taking task and an opportunity to apply a curriculum skill. For Advanced ESL students, writing response letters was a low-demand task for some, while a medium-demand task for others.

On December 5, all requested deliverables for the WIOA Title II Grant Federal Program Monitoring were completed by **Jose Garcia, Senior Library Clerk** and **Mary Pat Dodson, Adult Literacy Coordinator** and submitted. These will be under review through January 6 by LAMP's Regional Education Programs Consultant. Following the review, Lamp will be advised if additional information is required.

Senior Library Clerk Garcia and **Adult Literacy Coordinator Dodson** completed a CLLS Program Essentials Survey on December 30. Two of the primary purposes were to help programs identify areas of strength and areas for improvement, as well as to help State Library staff identify areas where they could provide more training.

ESL and Citizenship Classes

The LAMP Literacy division continued the substantial process of post-testing all students to evaluate progress. This not only helps in making class adjustments, but is also a requirement of the WIOA II Grant. Testing dates were carefully scheduled to include as many of the 259 students as possible participating in the seven ESL and three Citizenship Classes. Registration for the Spring Semester begins January 2 and classes begin January 21.

Claremont Colleges

December 9 was the last Fall Semester Citizenship Coaching by Asian American Studies Professor Kathleen Yep, who will be on a research fellowship next semester. Twelve Claremont College students met with LAMP Citizenship students for coaching and ESL conversation in preparation for their naturalization exam. Languages represented included Cantonese, Mandarin, Spanish, and Vietnamese. In Professor Yep's absence, a limited number of Claremont College students will continue Citizenship Coaching in the Spring Semester.

Passports

This month, the LAMP office processed a total of 100 passport applications and took 41 passport photos. 100 applications represents a 33% increase over December applications of the previous two years. 41 appointments were made online through Acuity software.

New Citizens

New citizens during December included Hongxia Chen, Yanpei Huang, and Yinan Xia.

LAMP provides multi-dimensional citizenship preparation through group Citizenship Classes, One-to-One Citizenship Coaching, and the Claremont Colleges Partnership Citizenship Coaching. After a student is notified of their scheduled naturalization interview, they experience One-to-One 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 in preparation for the official naturalization interview.

LAMP Statistics for December 2019

Programs	58	
Program Attendance	413	
Students Served this month	205	
Student hours	717	
Total Students	YTD 365	Projected 750
Total Hours	YTD 7232	Projected 25,000
Items Circulated	34	
Passports	100	YTD 671
Passport Revenue	\$4,115	YTD \$27820

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	Annabelle Chu
Citizenship Preparation	Sundays	p.m.	Lee Zambrana
Citizenship Support	Wednesdays	1:00 – 3:00 p.m.	Betty Li
Citizenship Support	Thursdays	10:00 a.m. – 12:00	Sam Ma
Citizenship Support	Sundays	p.m.	Kok Bing Lee
		10:30 – 11:30 a.m.	
		1:00 – 3:00 p.m.	
ESL Beginning Literacy	Saturdays	10:00 a.m. – 12:00	Phuong Nguyen
ESL Beginning Low	Mondays	p.m.	Yun Chen
ESL Beginning High	Mon/Wed	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	12:00- 2:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	1:00-3:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	3:00 – 5:00 p.m.	Sam Fechenbach
ESL Conversation	Sundays	7:00 – 8:30 p.m.	Daisy Liu
		1:00 – 3:00 p.m.	

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
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.	In Progress Staff is researching various assessment tools. Particular consideration is being given to an assessment instrument consistent with evidence based reading instruction (EBRI). Adult Literacy Coordinator Dodson is reviewing the <i>Adult Learner Idea Assessment Source Book</i> provided by Cathay Reta, Adult Literacy Consultant.
2. Develop an online tutor training course for potential volunteers to complete if they are unable to attend the scheduled trainings at the library.	In Progress Staff continues researching online training material. Adult Literacy Coordinator Dodson participated in Monrovia Public Library Adult Literacy Center's Online Training Tool, developed by Victor Castellanos, MPL Literacy Coordinator . Some of the information was previously co-presented in face-to-face trainings by Adult Literacy Coordinator Dodson and Mr. Castellanos

CHILDREN'S SERVICES



Children’s staff presented **28 public programs and storytimes** to **1,278 parents and children** during the month of December 2019.

Staff hosted **two fieldtrips** to the library and **three outreach visits** which served a total of **198 teachers, parents and children**, bringing **total programming attendance to 1,476** for the month. Staff answered **382 reference questions** in person and over the phone.

In December **80.4% of the library’s total circulated items were Children’s materials**. A total of **11,922 children’s items** were checked out during the month.

Type	QTY		% Change vs.		
Month	December 2019	November 2019	December 2018	November 2019	December 2018
Program Attendance	1278	1477	1350	-13%	-5%
Outreach Attendance	198	287	120	-31%	+65%
Reference Questions	382	464	364	-18%	+5%

Programming



Photos with Santa

Children’s Services held its annual Santa program on Tuesday, December 17.

310 community members attended the program to take photos with Santa and receive books and treats from the Library Foundation and Friends of the Library.

Homework Help

In December, teen volunteers from local high schools provided 11 days of Homework Help and assisted **40 children** with **181 questions**.

Afterschool Art

On December 12, **12 children and 5 caregivers** created winter scenes using construction paper and chalk.



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 a meeting on December 18. 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 December, Children's staff hosted two field trips to the library by Ynez Elementary and Montebello Adult School at Bella Vista Elementary. Staff visited Children's Court and Alpha Shen to provide services to children, teachers and parents.

Outreach efforts served a total of **198 children, teachers and parents** in December.

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 December, children were invited to help decorate the Children's Division's Christmas tree. Each week they were provided with a different ornament to decorate and hang on the tree.

1,000 Books Before Kindergarten

Children read 1,300 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Nine new children signed up for the program this month and one child completed the program.

2019-20 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add a new Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.	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 December staff hosted two field trips and three outreach visits; serving a total of 198 children, teachers and caregivers.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT / YA													
Adult Reference Questions	691	572	632	572	400	359							
Adult Outreach	0	0	0	250	0	0							
Number of Technology Reference Questions	444	573	424	408	220	262							
Adult Programs - Number	8	2	12	13	5	4							
Adult Programs - Attendance	158	47	219	169	154	49							
Adult Friends Sp. Programs - Num	1	0	0	2	1	77							
Adult Friends Sp. Program - Attendance	90	0	0	55	10	0							
Young Adult Outreach	0	0	238	1,455	271	397							
Young Adult Program Number	3	3	6	7	4	4							
Young Adult Programs Attendance	183	70	192	216	106	92							
Young Adult Friends Sp. Programs - Number	2	0	0	0	0	0							
YA Friends SP Program-Attendance	32	0	0	0	0	0							

LAMP													
LAMP Reference Questions	581	704	567	587	376	396							
ESL/Citizenship Programs-Number	11	34	65	69	53	28							
ESL/Citizenship Program Attendance	158	642	1,048	1,133	872	413							
Adult Literacy (1-1) Programs	46	47	33	40	63	30							

	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	1						
ILL loans received	0	0	0	0	0	0	0						
COLLECTION TOTALS													
Adult volume added	244	179	511	424	501	233							
Children's volume added	154	231	695	108	175	149							
Items Deleted	2123	2,656	2,145	1,209	1,467	2,368							
Total Vols in Collection	142,667	142,499	141,535	141,004	140,401	138,536							

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

December 2019

Submitted by Evena Shu, Technical Services Senior Librarian

December 1st 2019	Cumulated Total	Cumulated Deleted	Added December 2019	Deleted December 2019	Gain/Loss December 2019	Changes December 2019
Items records	138,536	268,145	503	2,368	-1,865	
Bib records	125,022	208,027	619	1,834	-1,215	2,088
Authority records	105,785	88,534	385	2,127	-1,742	
Order records	17,723	74,102	342	0	342	
November 1st, 2019	Cumulated Total	Cumulated Deleted	Added November 2019	Deleted November 2019	Gain/Loss November 2019	Changes November 2019
Item 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	

<i>CIRCULATION STATISTICS</i>	<i>ITEMS</i>	<i>PERSONS</i>	<i>HOURS</i>
ATTENDANCE		17,309	
HOURS OPEN			156
CHECK-OUT AND RENEWAL	14,803		
CHECK-IN	13,667		

PATRON REQUESTED HOLDS 48

FILLED HOLDS	24
Monterey Park	20
Commerce	1
Los Angeles County	2
Los Angeles (City)	1
Total	24

MEESCAN	Total number of sessions	39
USAGE	Items checked out	215

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	60	3	
MON	65	9	
TUE	55	7	
WED	33	3	
THU	54	4	
FRI	0	0	
SAT	36	2	
TOTAL	303	28	331 Patrons
Nov 2019 total	303	21	324

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	2	311	4	
MON	5	378	1	
TUE	4	165	1	
WED	0	123	0	
THU	3	282	8	
FRI	0	0	0	
SAT	1	228	0	
TOTAL	15	1,487	14	1,516 items
Nov 2019 total	21	1,096	16	1,133



Library Board of Trustees Staff Report

DATE: January 21, 2020

AGENDA ITEM NO: 10

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Library Collection Development Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

- Approve the proposed updates to the library's Collection Development Policy;
- Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting updates to the Collection Development Policy, which defines the guidelines by which library staff manage the library's collection. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collection and lays out a process by which staff and the Library Board of Trustees respond to requests for reconsideration of library materials.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes periodic review of the library's policies to ensure that they are current and up to date with the needs of staff and patrons. Library leadership reviewed the Collection Development policy in September and October 2019 and is submitting the attached updates for approval.

Respectfully submitted by:

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

Diana Garcia
City Librarian

ATTACHMENTS:

1. Current Collection Development Policy – see November 19, 2019 packet
2. Updated Collection Development Policy – see November 19, 2019 packet