

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

**REGULAR MEETING**  
**Monterey Park Bruggemeyer Library, Friends Room**  
**318 S. Ramona Avenue, Monterey Park, CA 91754**

**Tuesday**  
**June 21, 2022**  
**6:00 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*

## **GENERAL INFORMATION**

Documents related to an Agenda item are available to the public at the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue, Monterey Park, CA 91754, during normal business hours, and the City's website at <http://www.montereypark.ca.gov/AgendaCenter>.

## **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**

**Library Board of Trustees President**

## **FLAG SALUTE**

**Library Board of Trustees Vice President**

## **ROLL CALL**

**Lisa Duong, Jennifer Tang, Jason Dhing, Andrew Yam and Larry Sullivan**

## **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 to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's 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.

## **ORAL AND WRITTEN COMMUNICATIONS**

### **1. PRESENTATIONS:**

- 1A. PRESENTATION: FRIENDS OF THE LIBRARY EFFORTS AND MEMBERSHIP:**  
Friends President Nancy Ishino-Gilmore
- 1B. PRESENTATION: JUNIOR FRIENDS OFFICERS:** Adult Services Senior Librarian  
Deborah Niblick
- 1C. PRESENTATION: INTRODUCTION OF NEW TRUSTEE TRAVIS KAYA:** City  
Librarian Diana Garcia

### **2. CONSENT CALENDAR: 2-A – 2-B**

#### **2-A. MINUTES**

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of May 17, 2022; and
- (2) Taking such additional, related, action that may be desirable.

#### **2-B. FINANCIAL REPORTS AND EXPENDITURES**

- a. YEAR-TO-DATE BUDGET REPORT:  
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:  
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the financial reports and expenditures; and
- (2) Taking such additional, related, action that may be desirable.

### **3. PRESIDENT'S REPORT**

### **4. CITY LIBRARIAN'S REPORT**

### **5. OLD BUSINESS:**

None.

### **6. NEW BUSINESS:**

#### **6-A. BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES:** *Presentation of proposed changes to Library Policy 59-01 By-Laws of the Library Board of Trustees*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 59-01; and
- (2) Taking such additional, related, action that may be desirable.

**7. BOARD COMMUNICATIONS**

**ADJOURN**



# Library Board of Trustees Staff Report

**DATE:** June 21, 2022

**AGENDA ITEM NO:** 2-A

**TO:** Library Board of Trustees  
**FROM:** Diana Garcia, City Librarian  
**SUBJECT:** Approval of Minutes

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the regular meeting of May 17, 2022.
2. Taking 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.

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Diana Garcia  
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

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Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. Library Board of Trustees May 17, 2022 meeting minutes

Approval of Minutes  
June 21, 2022

**ATTACHMENT 1**  
Draft Minutes  
Library Board of Trustees  
May 17, 2022

**MINUTES**  
**MONTEREY PARK LIBRARY BOARD OF TRUSTEES**  
Regular Meeting  
May 17, 2022

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, May 17, 2022, at 6:00 p.m.

**CALL TO ORDER:**

Trustee Duong called the meeting to order at 6:00 p.m.

**FLAG SALUTE:**

Trustee Tang led the flag salute.

**ROLL CALL:**

**TRUSTEES PRESENT:** Lisa Duong, Jennifer Tang, Jason Dhing, Andrew Yam and Larry Sullivan

**ALSO PRESENT:** City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian Kristin Olivarez and Adult Services Senior Librarian Deborah Niblick

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

None.

**ORAL AND WRITTEN COMMUNICATIONS**

None.

**1. PRESENTATIONS:**

**1A. PRESENTATION: 2022 SUMMER READING PROGRAM**

The theme of the 2022 Summer Reading Program is *Read Beyond the Beaten Path*. Children's Senior Librarian Olivarez noted that children ages 0-12 can participate in the Summer Reading Program. Throughout the summer kids keep track of the books they read or listen to and receive prizes for the time that they read. In 2021, 500 children registered for and 230 completed the Summer Reading Program. In 2022, prizes include vouchers for Panda Express and Raising Cane's, free books and raffle tickets for a chance to win one of ten themed baskets. Performances are scheduled biweekly in June and July and will take place at Langley Center. There will also be weekly craft programs and storytimes.

Adult Services Senior Librarian Deborah Niblick noted that for adults, the structure for the Summer Reading Program is the same with age-appropriate prizes such as

**MISSION STATEMENT**

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

free books and hiking poles. Teens can also win free books and participate in activities to win a gaming keyboard and mouse. Programs scheduled for the summer include a showing of a documentary on Turnbull Canyon with the filmmaker, craft kits and crafting sessions for adults and teens and the launch of a Dungeons and Dragons (D&D) club at the Library.

Participants register online at Beanstack.org and log their reading. Library staff can generate statistics and reports from the website. The Summer Reading Program will be promoted on the City website, in the Library's monthly newsletter, on flyers sent to schools and posted on-site and via social media.

As this was his second-to-last meeting as a Library Board member before his second term expires, Trustee Dhing expressed his appreciation to Senior Librarians Olivarez and Niblick for their leadership, energy and enthusiasm. Children's and Adult/Teen Services have grown despite the pandemic, with new programming created to engage these audiences remotely and now again on-site. The community sees and appreciates their efforts. Trustee Dhing considers both tremendous assets to the Library.

## **2. CONSENT CALENDAR 2A – 2B**

### **2A. LIBRARY BOARD OF TRUSTEES MINUTES**

### **2B. FINANCIAL REPORTS AND EXPENDITURES**

Trustee Dhing noted that he wanted to explore how to move forward with fundraising for a bookmobile and getting stakeholders to support this campaign. City Librarian Garcia noted that she planned for the Library to apply once another grant opportunity reopens, possibly at the end of the year. She noted that a grant would provide funds for both the vehicle and staffing for the duration of the grant. Fundraising could be run concurrently. If the grant does not reopen or the Library does not receive the grant, they could concentrate on fundraising. Trustee Dhing said that he would approach the Monterey Park Library Foundation to gain their support and assistance. Trustee Sullivan said that the subject should be added to future meeting agendas.

Approve the minutes from the regular meeting of April 19, 2022.

**Action Taken:** The Library Board of Trustees approved the minutes from the meeting of April 19, 2022, as presented.

**Motion:** Moved by Trustee Sullivan and seconded by Trustee Yam. Motion carried by the following vote:

|          |                                          |
|----------|------------------------------------------|
| Ayes:    | Trustees: Duong, Dhing, Yam and Sullivan |
| Noes:    | Trustees: None                           |
| Absent:  | Trustees: None                           |
| Abstain: | Trustees: Tang                           |

Approve the financial reports and expenditures of April 2022.

**Action Taken:** The Library Board of Trustees approved the financial report and expenditures of April 2022.

**Motion:** Moved by Trustee Tang and seconded by Trustee Dhing. Motion carried by the following vote:

|          |                                                |
|----------|------------------------------------------------|
| Ayes:    | Trustees: Duong, Tang, Dhing, Yam and Sullivan |
| Noes:    | Trustees: None                                 |
| Absent:  | Trustees: None                                 |
| Abstain: | Trustees: None                                 |

### 3. PRESIDENT'S REPORT

Trustee Duong thanked Trustee Dhing for his years of service and said that she hopes to continue to see him around the Library.

### 4. CITY LIBRARIAN'S REPORT

City Librarian Garcia announced that the Library is seeking to hire a consulting firm to develop a new strategic plan. This had been considered in 2019 but the Library did not have the funding. In 2020 the pandemic hit, and everything was in flux. Now in 2022, the Library is open, people can meet in-person and the process can proceed. It is a prime time to develop a new strategy as expectations about libraries have changed. The Library is currently in the midst of selecting a consulting firm. The consultant will work using input from Library stakeholders including Library staff, City leadership, the Library Board, the Library Foundation, the Friends of the Library, elected officials, community members and partners to develop a new vision statement, values and specific goals and actions related to specific areas of focus. Engagement will include surveys, focus groups and interviews. The resulting strategic plan will be integrated into staff efforts and implemented. The budget for this project will be \$50,000. City Librarian Garcia will provide regular updates and reports on the progress at Library Board meetings.

Trustee Dhing's second term will end on June 30. The City Clerk's Office has thus far received three applications to fill the vacancy. City Librarian Garcia will meet with the applicants to discuss the duties of a Trustee and give them a tour of the Library. The City Council will conduct interviews of candidates in early June. Trustee Duong's first term also ends on June 30. City Librarian Garcia will submit a report requesting that Trustee Duong be reappointed.

City Librarian Garcia presented statistics showing a 25% increase in door counts and a 15% increase in circulation. A graph shows the impact of COVID-19 cases on patron visits circulation of physical materials The Library now hosts 200 to 400 visitors per day. In-person programming has definitely increased the amount of people coming into the Library. City Librarian Garcia noted that she was thankful for newly hired part-time staff who help serve these visitors.

In June, the Library will expand its hours on Saturdays to be open in the mornings. With the Library open on Saturday mornings, storytimes will be moved back into the building and Pop-Up Library will no longer be offered weekly in Barnes Park. Pop-Up Library will be scheduled for special events and outreach. The Library is still short-staffed to the full-time equivalent of five staff members vacant – the equivalent of missing 200 hours per week of staff time. Once recruitment to fill all vacant positions, full and part-time, is complete, the Library anticipates expanding hours again. The Library plans to be open five days per week, Tuesday through Saturday, but will add Tuesday and Wednesday evening hours to be open until 8 p.m. on those days. The Library would then be open 40 service hours per week. Pre-pandemic, the Library had been open 41 service hours per week. The expanded hours will be announced on the website, via press release and social media and at the entrances and all published materials.

## 5. BOARD COMMUNICATIONS

Trustee Yam asked about patron access to newspapers – national and local. City Librarian Garcia noted that the Library offers the Los Angeles Times and New York Times but the Washington Post does not license to aggregators. Local newspapers do not license their content to libraries, so the Library subscribes individually.

Trustee Yam stated that he would like to request an amendment to the Trustee By-Laws. He would like to delete the provision *Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service*. He noted his appreciation of those who serve as Trustees but thought that heartfelt thanks would be more meaningful than a plaque. City Librarian Garcia noted that recent practice has been to provide certificates to out-going Trustees, but that has not always been consistent. She noted that any proposed amendment to the By-Laws must be sent to Trustees at least 15 days prior to the meeting at which the vote will be taken. Trustee Tang said that as long as the By-Laws do not preclude presenting a plaque, she thought that it would be best to match recent practice.

Trustee Tang announced that on June 4 the Alhambra Teachers Association would present the second annual San Gabriel Valley Pride Parade and Festival in celebration of Pride Month. Parade participants will line up at 9:30 a.m. at Mark Keppel High School and march to City Hall. The festival will take place in Barnes Park from 10 a.m. to noon. At 1:30 p.m., the Library will present local LGBTQIA+ young adult author Felipe J. Garcia. Mr. Garcia is the teacher who took over Trustee Tang's classes when she left for her new job as district director for recently elected 49<sup>th</sup> District State Assemblymember Mike Fong.

City Librarian Garcia noted that the Library Board meeting on June 21 will be Trustee Dhing's last meeting. The July meeting will include the rotation of officers and the swearing-in of the newly appointed Trustee.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 7:14 p.m.



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Diana Garcia  
City Librarian



# Library Board of Trustees Staff Report

**DATE:** June 21, 2022

**AGENDA ITEM NO:** 2-B

**TO:** Library Board of Trustees  
**FROM:** Diana Garcia, City Librarian  
**SUBJECT:** Consent Agenda

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

Attached are the Year-To-Date Budget Report and the Library Services Fund Account Report for May 2022.

**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

Prepared by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia  
City Librarian

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. Year-To-Date Budget Reports for May 2022
2. Library Services Fund Account Reports for May 2022

Consent Agenda  
June 21, 2022

**ATTACHMENT 1**  
Year-To-Date Budget Report  
May 2022

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

| ACCOUNTS FOR:                                 | ORIGINAL | TRANFRS/ | REVISED |              |              |            | AVAILABLE | PCT |
|-----------------------------------------------|----------|----------|---------|--------------|--------------|------------|-----------|-----|
| 101 GENERAL FUND                              | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET     | USED      |     |
| <b>1016001 GENERAL FUND LIB ADMIN</b>         |          |          |         |              |              |            |           |     |
| 1016001 5103 PERMANENT SALARIES               | 193,992  | 0        | 193,992 | 173,256.37   | .00          | 20,735.63  | 89.3%     |     |
| 1016001 5121 MEDICARE INSURANCE               | 2,817    | 0        | 2,817   | 2,591.68     | .00          | 225.55     | 92.0%     |     |
| 1016001 5122 MEDICAL INSURANCE                | 33,208   | 0        | 33,208  | 18,832.08    | .00          | 14,375.52  | 56.7%     |     |
| 1016001 5125 DENTAL INSURANCE                 | 2,760    | 0        | 2,760   | 921.05       | .00          | 1,838.95   | 33.4%     |     |
| 1016001 5126 ADMINISTRATION VIS               | 720      | 0        | 720     | 417.68       | .00          | 302.32     | 58.0%     |     |
| 1016001 5127 LONG TERM DISABILI               | 1,152    | 0        | 1,152   | 1,104.00     | .00          | 48.00      | 95.8%     |     |
| 1016001 5128 LIFE INSURANCE                   | 780      | 0        | 780     | 747.50       | .00          | 32.50      | 95.8%     |     |
| 1016001 5129 RETIREMENT                       | 0        | 0        | 0       | 3,941.04     | .00          | -3,941.04  | 100.0%    |     |
| 1016001 5133 401 DEFERRED COMP                | 2,600    | 0        | 2,600   | 1,800.00     | .00          | 800.00     | 69.2%     |     |
| 1016001 5141 EMPLOYEE ASSISTANC               | 0        | 0        | 0       | 43.20        | .00          | -43.20     | 100.0%    |     |
| 1016001 5142 EMPLOYEE STIPEND                 | 0        | 0        | 0       | 525.00       | .00          | -525.00    | 100.0%    |     |
| 1016001 5208 DUES MEMBERSHIPS                 | 4,450    | 0        | 4,450   | 4,311.00     | .00          | 139.00     | 96.9%     |     |
| 1016001 5211 OTHER PROFESSIONAL               | 0        | 30,000   | 30,000  | .00          | .00          | 30,000.00  | .0%       |     |
| 1016001 5213 DATA PROCESSING                  | 10,000   | 0        | 10,000  | 2,674.49     | .00          | 7,325.51   | 26.7%     |     |
| 1016001 5251 REPAIR AND MAINT B               | 15,000   | 0        | 15,000  | 6,434.41     | .00          | 8,565.59   | 42.9%     |     |
| 1016001 5254 REPAIR AND MAINT M               | 15,000   | 16,000   | 31,000  | .00          | 1,000.00     | 30,000.00  | 3.2%      |     |
| 1016001 5265 MILEAGE                          | 500      | 0        | 500     | 79.50        | .00          | 420.50     | 15.9%     |     |
| 1016001 5266 CONFERENCES                      | 3,000    | 0        | 3,000   | 2,705.20     | .00          | 294.80     | 90.2%     |     |
| 1016001 5269 ELECTRICITY                      | 110,000  | 0        | 110,000 | 87,255.49    | .00          | 22,744.51  | 79.3%     |     |
| 1016001 5270 GAS                              | 6,500    | 0        | 6,500   | 6,244.03     | .00          | 255.97     | 96.1%     |     |
| 1016001 5272 TELEPHONE                        | 4,100    | 0        | 4,100   | 4,983.60     | .00          | -883.60    | 121.6%    |     |
| 1016001 5303 POSTAGE                          | 800      | 0        | 800     | 938.54       | .00          | -138.54    | 117.3%    |     |
| 1016001 5308 OTHER OFFICE SUPPL               | 3,500    | 0        | 3,500   | 2,423.44     | .00          | 1,076.56   | 69.2%     |     |
| 1016001 5310 CLEANING SUPPLIES                | 15,000   | 0        | 15,000  | 12,381.92    | .00          | 2,618.08   | 82.5%     |     |
| 1016001 5342 PRINTING                         | 500      | 0        | 500     | 167.58       | .00          | 332.42     | 33.5%     |     |
| 1016001 5402 SEPARATION BENEFIT               | 7,300    | 0        | 7,300   | 5,475.00     | .00          | 1,825.00   | 75.0%     |     |
| 1016001 5403 PENSION CHARGES                  | 25,500   | 0        | 25,500  | 19,125.00    | .00          | 6,375.00   | 75.0%     |     |
| 1016001 5404 OPEB CHARGES                     | 7,400    | 0        | 7,400   | 5,550.00     | .00          | 1,850.00   | 75.0%     |     |
| 1016001 5405 TECHNOLOGY CHARGES               | 3,840    | 0        | 3,840   | 2,880.00     | .00          | 960.00     | 75.0%     |     |
| 1016001 5408 WORKERS COMPENSATI               | 17,500   | 0        | 17,500  | 13,125.00    | .00          | 4,375.00   | 75.0%     |     |
| TOTAL GENERAL FUND LIB ADMIN                  | 487,919  | 46,000   | 533,919 | 380,933.80   | 1,000.00     | 151,985.03 | 71.5%     |     |
| <b>1016002 GENERAL FUND REFERENCE N ADULT</b> |          |          |         |              |              |            |           |     |
| 1016002 5103 PERMANENT SALARIES               | 244,457  | 0        | 244,457 | 201,916.86   | .00          | 42,540.54  | 82.6%     |     |
| 1016002 5121 MEDICARE INSURANCE               | 3,545    | 0        | 3,545   | 2,968.53     | .00          | 576.09     | 83.7%     |     |
| 1016002 5122 MEDICAL INSURANCE                | 38,790   | 0        | 38,790  | 27,998.70    | .00          | 10,791.30  | 72.2%     |     |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2022 11                            |                    |                 |                  |                |              |              |                  |          |  |
|----------------------------------------|--------------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|--|
| ACCOUNTS FOR:                          | GENERAL FUND       | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |  |
| 1016002 5125                           | DENTAL INSURANCE   | 3,540           | 0                | 3,540          | 2,226.74     | .00          | 1,313.26         | 62.9%    |  |
| 1016002 5126                           | VISION PLAN        | 1,062           | 0                | 1,062          | 730.60       | .00          | 331.40           | 68.8%    |  |
| 1016002 5127                           | LONG TERM DISABILI | 1,168           | 0                | 1,168          | 936.86       | .00          | 231.34           | 80.2%    |  |
| 1016002 5128                           | LIFE INSURANCE     | 920             | 0                | 920            | 738.11       | .00          | 182.29           | 80.2%    |  |
| 1016002 5129                           | RETIREMENT         | 0               | 0                | 0              | 3,294.76     | .00          | -3,294.76        | 100.0%   |  |
| 1016002 5133                           | 401 DEFERRED COMP  | 3,494           | 0                | 3,494          | 1,614.83     | .00          | 1,878.92         | 46.2%    |  |
| 1016002 5141                           | EMPLOYEE ASSISTANC | 0               | 0                | 0              | 56.64        | .00          | -56.64           | 100.0%   |  |
| 1016002 5207                           | LIBRARY DATABASES  | 5,000           | 0                | 5,000          | 3,216.00     | .00          | 1,784.00         | 64.3%    |  |
| 1016002 5308                           | OTHER OFFICE SUPPL | 2,200           | 0                | 2,200          | 1,681.78     | .00          | 518.22           | 76.4%    |  |
| 1016002 5346                           | BOOKS SUBSCRIPTION | 25,000          | 0                | 25,000         | 24,779.01    | .00          | 220.99           | 99.1%    |  |
| 1016002 5402                           | SEPERATION BENEFIT | 5,500           | 0                | 5,500          | 4,125.00     | .00          | 1,375.00         | 75.0%    |  |
| 1016002 5403                           | PENSION CHARGES    | 19,400          | 0                | 19,400         | 14,550.00    | .00          | 4,850.00         | 75.0%    |  |
| 1016002 5404                           | OPEB CHARGES       | 5,600           | 0                | 5,600          | 4,200.00     | .00          | 1,400.00         | 75.0%    |  |
| 1016002 5405                           | TECHNOLOGY CHARGES | 5,670           | 0                | 5,670          | 4,252.00     | .00          | 1,418.00         | 75.0%    |  |
| 1016002 5408                           | WORKERS COMPENSATI | 16,700          | 0                | 16,700         | 12,525.00    | .00          | 4,175.00         | 75.0%    |  |
| TOTAL GENERAL FUND REFERENCE N ADULT   |                    | 382,046         | 0                | 382,046        | 311,811.42   | .00          | 70,234.95        | 81.6%    |  |
| 1016003 GENERAL FUND TECHNICAL SERVICE |                    |                 |                  |                |              |              |                  |          |  |
| 1016003 5103                           | PERMANENT SALARIES | 274,668         | 0                | 274,668        | 227,451.59   | .00          | 47,216.41        | 82.8%    |  |
| 1016003 5121                           | MEDICARE INSURANCE | 3,983           | 0                | 3,983          | 3,980.05     | .00          | 2.64             | 99.9%    |  |
| 1016003 5122                           | MEDICAL INSURANCE  | 61,115          | 0                | 61,115         | 41,844.10    | .00          | 19,270.90        | 68.5%    |  |
| 1016003 5125                           | DENTAL INSURANCE   | 4,800           | 0                | 4,800          | 2,779.68     | .00          | 2,020.32         | 57.9%    |  |
| 1016003 5126                           | VISION PLAN        | 1,440           | 0                | 1,440          | 810.62       | .00          | 629.38           | 56.3%    |  |
| 1016003 5127                           | LONG TERM DISABILI | 1,584           | 0                | 1,584          | 1,402.50     | .00          | 181.50           | 88.5%    |  |
| 1016003 5128                           | LIFE INSURANCE     | 1,248           | 0                | 1,248          | 1,079.00     | .00          | 169.00           | 86.5%    |  |
| 1016003 5129                           | RETIREMENT         | 0               | 0                | 0              | 3,191.15     | .00          | -3,191.15        | 100.0%   |  |
| 1016003 5133                           | 401 DEFERRED COMP  | 4,225           | 0                | 4,225          | 3,350.00     | .00          | 875.00           | 79.3%    |  |
| 1016003 5141                           | EMPLOYEE ASSISTANC | 0               | 0                | 0              | 84.00        | .00          | -84.00           | 100.0%   |  |
| 1016003 5213                           | DATA PROCESSING    | 760             | 6                | 766            | 765.24       | .00          | .76              | 99.9%    |  |
| 1016003 5254                           | REPAIR AND MAINT M | 62,954          | -18,998          | 43,956         | 36,912.96    | 613.55       | 6,429.32         | 85.4%    |  |
| 1016003 5313                           | SUPPLIES PROC CATA | 6,000           | 0                | 6,000          | 4,165.36     | .00          | 1,834.64         | 69.4%    |  |
| 1016003 5402                           | SEPARATION BENEFIT | 9,300           | 0                | 9,300          | 6,975.00     | .00          | 2,325.00         | 75.0%    |  |
| 1016003 5403                           | PENSION CHARGES    | 32,500          | 0                | 32,500         | 24,375.00    | .00          | 8,125.00         | 75.0%    |  |
| 1016003 5404                           | OPEB CHARGES       | 9,400           | 0                | 9,400          | 7,050.00     | .00          | 2,350.00         | 75.0%    |  |
| 1016003 5405                           | TECHNOLOGY CHARGES | 7,570           | 0                | 7,570          | 5,677.00     | .00          | 1,893.00         | 75.0%    |  |
| 1016003 5408                           | WORKERS COMPENSATI | 27,900          | 0                | 27,900         | 20,925.00    | .00          | 6,975.00         | 75.0%    |  |
| TOTAL GENERAL FUND TECHNICAL SERVICE   |                    | 509,447         | -18,992          | 490,455        | 392,818.25   | 613.55       | 97,022.72        | 80.2%    |  |
| 1016004 GENERAL FUND CIRCULATION       |                    |                 |                  |                |              |              |                  |          |  |
| 1016004 5103                           | PERMANENT SALARIES | 207,796         | 0                | 207,796        | 126,924.15   | .00          | 80,871.85        | 61.1%    |  |

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

| ACCOUNTS FOR:<br>101               | GENERAL FUND            | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|-------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 1016004                            | 5104 PART TIME SALARIES | 38,841             | 0                    | 38,841            | 1,627.12     | .00          | 37,213.44           | 4.2%        |
| 1016004                            | 5121 MEDICARE INSURANCE | 3,563              | 0                    | 3,563             | 1,886.25     | .00          | 1,676.63            | 52.9%       |
| 1016004                            | 5122 MEDICAL INSURANCE  | 66,115             | 0                    | 66,115            | 36,445.16    | .00          | 29,670.04           | 55.1%       |
| 1016004                            | 5125 DENTAL INSURANCE   | 4,800              | 0                    | 4,800             | 2,192.92     | .00          | 2,607.08            | 45.7%       |
| 1016004                            | 5126 VISION PLAN        | 1,440              | 0                    | 1,440             | 754.92       | .00          | 685.08              | 52.4%       |
| 1016004                            | 5127 LONG TERM DISABILI | 1,584              | 0                    | 1,584             | 955.37       | .00          | 628.63              | 60.3%       |
| 1016004                            | 5128 LIFE INSURANCE     | 1,248              | 0                    | 1,248             | 752.70       | .00          | 495.30              | 60.3%       |
| 1016004                            | 5129 RETIREMENT         | 0                  | 0                    | 0                 | 2,381.95     | .00          | -2,381.95           | 100.0%      |
| 1016004                            | 5130 PART TIME RETIREME | 1,517              | 0                    | 1,517             | 29.60        | .00          | 1,487.18            | 2.0%        |
| 1016004                            | 5133 401 DEFERRED COMP  | 4,550              | 0                    | 4,550             | 2,695.04     | .00          | 1,854.96            | 59.2%       |
| 1016004                            | 5141 EMPLOYEE ASSISTANC | 0                  | 0                    | 0                 | 57.60        | .00          | -57.60              | 100.0%      |
| 1016004                            | 5254 REPAIR AND MAINT M | 5,110              | 0                    | 5,110             | 5,109.54     | .00          | .46                 | 100.0%      |
| 1016004                            | 5313 LIBRARY SUPPLIES   | 2,000              | 0                    | 2,000             | 396.53       | .00          | 1,603.47            | 19.8%       |
| 1016004                            | 5402 SEPARATION BENEFIT | 8,000              | 0                    | 8,000             | 6,000.00     | .00          | 2,000.00            | 75.0%       |
| 1016004                            | 5403 PENSION CHARGES    | 27,900             | 0                    | 27,900            | 20,925.00    | .00          | 6,975.00            | 75.0%       |
| 1016004                            | 5404 OPEB CHARGES       | 8,100              | 0                    | 8,100             | 6,075.00     | .00          | 2,025.00            | 75.0%       |
| 1016004                            | 5405 TECHNOLOGY CHARGES | 7,570              | 0                    | 7,570             | 5,677.00     | .00          | 1,893.00            | 75.0%       |
| 1016004                            | 5408 WORKER COMPENSATIO | 24,000             | 0                    | 24,000            | 18,000.00    | .00          | 6,000.00            | 75.0%       |
| TOTAL GENERAL FUND CIRCULATION     |                         | 414,133            | 0                    | 414,133           | 238,885.85   | .00          | 175,247.57          | 57.7%       |
| 1016005 GENERAL FUND LITERACY      |                         |                    |                      |                   |              |              |                     |             |
| 1016005                            | 5103 PERMANENT SALARIES | 67,590             | 0                    | 67,590            | 61,395.80    | .00          | 6,194.20            | 90.8%       |
| 1016005                            | 5121 MEDICARE INSURANCE | 980                | 0                    | 980               | 857.59       | .00          | 122.47              | 87.5%       |
| 1016005                            | 5122 MEDICAL INSURANCE  | 16,529             | 0                    | 16,529            | 11,480.95    | .00          | 5,047.85            | 69.5%       |
| 1016005                            | 5125 DENTAL INSURANCE   | 1,200              | 0                    | 1,200             | 680.65       | .00          | 519.35              | 56.7%       |
| 1016005                            | 5126 VISION PLAN        | 360                | 0                    | 360               | 253.68       | .00          | 106.32              | 70.5%       |
| 1016005                            | 5127 LONG TERM DISABILI | 396                | 0                    | 396               | 360.59       | .00          | 35.41               | 91.1%       |
| 1016005                            | 5128 LIFE INSURANCE     | 312                | 0                    | 312               | 297.15       | .00          | 14.85               | 95.2%       |
| 1016005                            | 5129 RETIREMENT         | 0                  | 0                    | 0                 | 1,179.44     | .00          | -1,179.44           | 100.0%      |
| 1016005                            | 5133 401 DEFERRED COMP  | 813                | 0                    | 813               | 714.30       | .00          | 98.20               | 87.9%       |
| 1016005                            | 5141 EMPLOYEE ASSISTANC | 0                  | 0                    | 0                 | 20.09        | .00          | -20.09              | 100.0%      |
| 1016005                            | 5402 SEPARATION BENEFIT | 3,000              | 0                    | 3,000             | 2,250.00     | .00          | 750.00              | 75.0%       |
| 1016005                            | 5403 PENSION CHARGES    | 10,300             | 0                    | 10,300            | 7,725.00     | .00          | 2,575.00            | 75.0%       |
| 1016005                            | 5404 OPEB CHARGES       | 3,000              | 0                    | 3,000             | 2,250.00     | .00          | 750.00              | 75.0%       |
| 1016005                            | 5405 TECHNOLOGY CHARGES | 3,780              | 0                    | 3,780             | 2,835.00     | .00          | 945.00              | 75.0%       |
| 1016005                            | 5408 WORKERS COMPENSATI | 8,900              | 0                    | 8,900             | 6,675.00     | .00          | 2,225.00            | 75.0%       |
| TOTAL GENERAL FUND LITERACY        |                         | 117,159            | 0                    | 117,159           | 98,975.24    | .00          | 18,184.12           | 84.5%       |
| 1016006 GENERAL FUND CHILDREN SERV |                         |                    |                      |                   |              |              |                     |             |
| 1016006                            | 5103 PERMANENT SALARIES | 203,716            | 0                    | 203,716           | 133,365.25   | .00          | 70,350.75           | 65.5%       |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2022 11                       |                    |                      |                   |              |              |                     |             |  |  |
|-----------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|--|--|
| ACCOUNTS FOR:<br>101 GENERAL FUND | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |  |  |
| 1016006 5104 PART TIME SALARIES   | 0                  | 0                    | 0                 | 3,995.13     | .00          | -3,995.13           | 100.0%      |  |  |
| 1016006 5121 MEDICARE INSURANCE   | 2,954              | 0                    | 2,954             | 2,021.33     | .00          | 932.55              | 68.4%       |  |  |
| 1016006 5122 MEDICAL INSURANCE    | 39,586             | 0                    | 39,586            | 20,257.91    | .00          | 19,328.09           | 51.2%       |  |  |
| 1016006 5125 DENTAL INSURANCE     | 3,600              | 0                    | 3,600             | 1,386.45     | .00          | 2,213.55            | 38.5%       |  |  |
| 1016006 5126 VISION PLAN          | 1,080              | 0                    | 1,080             | 417.68       | .00          | 662.32              | 38.7%       |  |  |
| 1016006 5127 LONG TERM DISABILI   | 1,188              | 0                    | 1,188             | 759.00       | .00          | 429.00              | 63.9%       |  |  |
| 1016006 5128 LIFE INSURANCE       | 936                | 0                    | 936               | 598.00       | .00          | 338.00              | 63.9%       |  |  |
| 1016006 5129 RETIREMENT           | 0                  | 0                    | 0                 | 1,974.35     | .00          | -1,974.35           | 100.0%      |  |  |
| 1016006 5130 PART TIME RETIREME   | 0                  | 0                    | 0                 | 159.80       | .00          | -159.80             | 100.0%      |  |  |
| 1016006 5133 401 DEFERRED COMP    | 2,925              | 0                    | 2,925             | 2,675.00     | .00          | 250.00              | 91.5%       |  |  |
| 1016006 5141 EMPLOYEE ASSISTANC   | 0                  | 0                    | 0                 | 43.20        | .00          | -43.20              | 100.0%      |  |  |
| 1016006 5207 LIBRARY DATABASES    | 599                | 0                    | 599               | 599.00       | .00          | .00                 | 100.0%      |  |  |
| 1016006 5313 LIBRARY SUPPLIES     | 4,500              | 0                    | 4,500             | 3,187.04     | .00          | 1,312.96            | 70.8%       |  |  |
| 1016006 5346 BOOKS SUBSCRIPTION   | 23,000             | 0                    | 23,000            | 22,817.27    | .00          | 182.73              | 99.2%       |  |  |
| 1016006 5402 SEPARATION BENEFIT   | 6,600              | 0                    | 6,600             | 4,950.00     | .00          | 1,650.00            | 75.0%       |  |  |
| 1016006 5403 PENSION CHARGES      | 23,200             | 0                    | 23,200            | 17,400.00    | .00          | 5,800.00            | 75.0%       |  |  |
| 1016006 5404 OPEB CHARGES         | 6,700              | 0                    | 6,700             | 5,025.00     | .00          | 1,675.00            | 75.0%       |  |  |
| 1016006 5405 TECHNOLOGY CHARGES   | 5,670              | 0                    | 5,670             | 4,252.00     | .00          | 1,418.00            | 75.0%       |  |  |
| 1016006 5408 WORKERS COMPENSATI   | 20,000             | 0                    | 20,000            | 15,000.00    | .00          | 5,000.00            | 75.0%       |  |  |
| TOTAL GENERAL FUND CHILDREN SERV  | 346,254            | 0                    | 346,254           | 240,883.41   | .00          | 105,370.47          | 69.6%       |  |  |
| TOTAL GENERAL FUND                | 2,256,959          | 27,008               | 2,283,966         | 1,664,307.97 | 1,613.55     | 618,044.86          | 72.9%       |  |  |
| TOTAL EXPENSES                    | 2,256,959          | 27,008               | 2,283,966         | 1,664,307.97 | 1,613.55     | 618,044.86          |             |  |  |

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

| ACCOUNTS FOR:                              | ORIGINAL | TRANFRS/ | REVISED |              |              |          | AVAILABLE | PCT |
|--------------------------------------------|----------|----------|---------|--------------|--------------|----------|-----------|-----|
| 112 LIBRARY SERVICES FUND                  | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET   | USED      |     |
| <b>1126005 LIB PASSPORT TRUST LITERACY</b> |          |          |         |              |              |          |           |     |
| 1126005 5103 PERMANENT SALARIES            | 33,795   | 0        | 33,795  | 30,696.95    | .00          | 3,098.05 | 90.8%     |     |
| 1126005 5121 MEDICARE                      | 490      | 0        | 490     | 428.76       | .00          | 61.27    | 87.5%     |     |
| 1126005 5122 MEDICAL INSURANCE             | 8,264    | 0        | 8,264   | 5,706.55     | .00          | 2,557.85 | 69.0%     |     |
| 1126005 5125 DENTAL INSURANCE              | 600      | 0        | 600     | 337.86       | .00          | 262.14   | 56.3%     |     |
| 1126005 5126 VISION PLAN                   | 180      | 0        | 180     | 126.19       | .00          | 53.81    | 70.1%     |     |
| 1126005 5127 LONG TERM DISABILI            | 198      | 0        | 198     | 179.39       | .00          | 18.61    | 90.6%     |     |
| 1126005 5128 LIFE INSURANCE                | 156      | 0        | 156     | 147.90       | .00          | 8.10     | 94.8%     |     |
| 1126005 5129 RETIREMENT                    | 0        | 0        | 0       | 589.71       | .00          | -589.71  | 100.0%    |     |
| 1126005 5133 CITY 401 PLAN                 | 406      | 0        | 406     | 357.10       | .00          | 49.15    | 87.9%     |     |
| 1126005 5141 EMPLOYEE ASSISTANC            | 0        | 0        | 0       | 9.98         | .00          | -9.98    | 100.0%    |     |
| 1126005 5303 POSTAGE                       | 3,000    | -300     | 2,700   | 1,617.80     | .00          | 1,082.20 | 59.9%     |     |
| 1126005 5308 OTHER OFFICE SUPPL            | 0        | 300      | 300     | 439.48       | .00          | -139.48  | 146.5%    |     |
| TOTAL LIB PASSPORT TRUST LITERACY          | 47,090   | 0        | 47,090  | 40,637.67    | .00          | 6,452.01 | 86.3%     |     |
| TOTAL LIBRARY SERVICES FUND                | 47,090   | 0        | 47,090  | 40,637.67    | .00          | 6,452.01 | 86.3%     |     |
| TOTAL EXPENSES                             | 47,090   | 0        | 47,090  | 40,637.67    | .00          | 6,452.01 |           |     |

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

| ACCOUNTS FOR:                   | ORIGINAL | TRANFRS/ | REVISED | YTD EXPENDED | ENCUMBRANCES | AVAILABLE | PCT    |
|---------------------------------|----------|----------|---------|--------------|--------------|-----------|--------|
| 351 WIOA GRANT                  | APPROP   | ADJSTMTS | BUDGET  |              |              | BUDGET    | USED   |
| <b>3516005 WIOA GRANT</b>       |          |          |         |              |              |           |        |
| 3516005 5103 PERMANENT SALARIES | 13,518   | 14,909   | 28,427  | 12,056.17    | .00          | 16,370.83 | 42.4%  |
| 3516005 5104 PART TIME SALARIES | 4,684    | 0        | 4,684   | 600.43       | .00          | 4,083.67  | 12.8%  |
| 3516005 5121 MEDICARE INSURANCE | 262      | 0        | 262     | 177.82       | .00          | 84.08     | 67.9%  |
| 3516005 5122 MEDICAL INSURANCE  | 3,306    | 0        | 3,306   | 2,571.19     | .00          | 734.57    | 77.8%  |
| 3516005 5125 DENTAL INSURANCE   | 240      | 0        | 240     | 156.91       | .00          | 83.09     | 65.4%  |
| 3516005 5126 VISION PLAN        | 72       | 0        | 72      | 56.09        | .00          | 15.91     | 77.9%  |
| 3516005 5127 LONG TERM DISABILI | 79       | 0        | 79      | 78.72        | .00          | .48       | 99.4%  |
| 3516005 5128 LIFE INSURANCE     | 62       | 0        | 62      | 64.61        | .00          | -2.21     | 103.5% |
| 3516005 5129 RETIREMENT         | 1,448    | 0        | 1,448   | 1,053.58     | .00          | 394.51    | 72.8%  |
| 3516005 5130 PART TIME RETIREME | 182      | 0        | 182     | 25.80        | .00          | 155.97    | 14.2%  |
| 3516005 5133 CITY 401 PLAN      | 163      | 0        | 163     | 141.45       | .00          | 21.05     | 87.0%  |
| 3516005 5141 EMPLOYEE ASSISTANC | 0        | 0        | 0       | 4.61         | .00          | -4.61     | 100.0% |
| 3516005 5211 OTHER PROFESSIONAL | 0        | 624      | 624     | 490.00       | .00          | 134.00    | 78.5%  |
| 3516005 5266 CONFERENCES_SEMINA | 0        | 500      | 500     | 500.00       | .00          | .00       | 100.0% |
| 3516005 5308 OTHER OFFICE SUPPL | 1,003    | -521     | 482     | 390.52       | .00          | 91.48     | 81.0%  |
| 3516005 5343 BOOKS_SUBSCRIPTION | 0        | 8,397    | 8,397   | 8,384.36     | .00          | 12.64     | 99.8%  |
| TOTAL WIOA GRANT                | 25,019   | 23,909   | 48,928  | 26,752.26    | .00          | 22,175.46 | 54.7%  |
| TOTAL WIOA GRANT                | 25,019   | 23,909   | 48,928  | 26,752.26    | .00          | 22,175.46 | 54.7%  |
| TOTAL EXPENSES                  | 25,019   | 23,909   | 48,928  | 26,752.26    | .00          | 22,175.46 |        |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2022 11                          |                                |          |          |         |              |        |              |           |        |  |
|--------------------------------------|--------------------------------|----------|----------|---------|--------------|--------|--------------|-----------|--------|--|
| ACCOUNTS FOR:                        |                                | ORIGINAL | TRANFRS/ | REVISED |              |        | ENCUMBRANCES | AVAILABLE | PCT    |  |
| 353                                  | CAL LIBRARY LITERACY SVC GRANT | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED |        |              | BUDGET    | USED   |  |
| 3536005 CAL LIBRARY LITERACY SVC     |                                |          |          |         |              |        |              |           |        |  |
| 3536005                              | 5103 PERMANENT SALARIES        | 20,277   | -5,065   | 15,212  | 18,084.26    |        | .00          | -2,872.26 | 118.9% |  |
| 3536005                              | 5104 PT SALARIE                | 10,930   | 0        | 10,930  | 1,401.01     |        | .00          | 9,528.57  | 12.8%  |  |
| 3536005                              | 5121 MEDICARE INSURANCE        | 448      | 0        | 448     | 274.64       |        | .00          | 173.12    | 61.3%  |  |
| 3536005                              | 5122 MEDICAL INSURANCE         | 4,959    | 0        | 4,959   | 3,411.24     |        | .00          | 1,547.40  | 68.8%  |  |
| 3536005                              | 5125 DENTAL INSURANCE          | 360      | 0        | 360     | 202.37       |        | .00          | 157.63    | 56.2%  |  |
| 3536005                              | 5126 VISION PLAN               | 108      | 0        | 108     | 75.33        |        | .00          | 32.67     | 69.8%  |  |
| 3536005                              | 5127 LONG TERM DISABILI        | 119      | 0        | 119     | 107.30       |        | .00          | 11.50     | 90.3%  |  |
| 3536005                              | 5128 LIFE INSURANCE            | 94       | 0        | 94      | 88.34        |        | .00          | 5.26      | 94.4%  |  |
| 3536005                              | 5129 RETIREMENT                | 2,172    | 0        | 2,172   | 1,580.24     |        | .00          | 591.90    | 72.8%  |  |
| 3536005                              | 5130 PART TIME RETIREME        | 0        | 0        | 0       | 60.22        |        | .00          | -60.22    | 100.0% |  |
| 3536005                              | 5133 CITY 401 PLAN             | 244      | 0        | 244     | 212.15       |        | .00          | 31.60     | 87.0%  |  |
| 3536005                              | 5141 EMPLOYEE ASSISTANC        | 0        | 0        | 0       | 6.12         |        | .00          | -6.12     | 100.0% |  |
| 3536005                              | 5207 LIBRARY DATABASE          | 2,441    | 700      | 3,141   | 3,114.66     |        | .00          | 26.34     | 99.2%  |  |
| 3536005                              | 5308 OTHER OFFICE SUPPL        | 0        | 200      | 200     | .00          | 200.00 | .00          | .00       | 100.0% |  |
| 3536005                              | 5346 BOOKS SUBSCRIPTION        | 1,327    | -700     | 627     | 624.21       |        | .00          | 2.79      | 99.6%  |  |
| TOTAL CAL LIBRARY LITERACY SVC       |                                | 43,477   | -4,865   | 38,612  | 29,242.09    |        | 200.00       | 9,170.18  | 76.3%  |  |
| TOTAL CAL LIBRARY LITERACY SVC GRANT |                                | 43,477   | -4,865   | 38,612  | 29,242.09    |        | 200.00       | 9,170.18  | 76.3%  |  |
| TOTAL EXPENSES                       |                                | 43,477   | -4,865   | 38,612  | 29,242.09    |        | 200.00       | 9,170.18  |        |  |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2022 11                         |                 |                  |                |              |              |                  |          |  |
|-------------------------------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|--|
| ACCOUNTS FOR:                       | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |  |
| 363 AMERICAN RESCUE PLAN            |                 |                  |                |              |              |                  |          |  |
| 3636001 ARPA LIB ADMIN              |                 |                  |                |              |              |                  |          |  |
| 3636001 5211 OTHER PROFESSIONAL     | 0               | 40,000           | 40,000         | .00          | .00          | 40,000.00        | .0%      |  |
| 3636001 5505 IMPROVEMENTS           | 0               | 40,000           | 40,000         | .00          | .00          | 40,000.00        | .0%      |  |
| 3636001 5506 EQUIPMENT              | 0               | 50,000           | 50,000         | .00          | .00          | 50,000.00        | .0%      |  |
| 3636001 5518 IT_NETWORK_COMMUNI     | 0               | 12,000           | 12,000         | .00          | .00          | 12,000.00        | .0%      |  |
| 3636001 5523 LARGE HARDWARE_FUR     | 0               | 30,000           | 30,000         | 437.99       | .00          | 29,562.01        | 1.5%     |  |
| TOTAL ARPA LIB ADMIN                | 0               | 172,000          | 172,000        | 437.99       | .00          | 171,562.01       | .3%      |  |
| 3636002 ARPA REFER N ADULT SERVICES |                 |                  |                |              |              |                  |          |  |
| 3636002 5104 PART TIME SALARIES     | 0               | 32,115           | 32,115         | 13,320.06    | .00          | 18,795.14        | 41.5%    |  |
| 3636002 5121 EMPLOYER MEDICARE      | 0               | 466              | 466            | 193.15       | .00          | 272.52           | 41.5%    |  |
| 3636002 5130 PART TIME RETIREME     | 0               | 1,285            | 1,285          | 302.20       | .00          | 982.41           | 23.5%    |  |
| TOTAL ARPA REFER N ADULT SERVICES   | 0               | 33,865           | 33,865         | 13,815.41    | .00          | 20,050.07        | 40.8%    |  |
| 3636003 ARPA LIB TECHNICAL SERVICES |                 |                  |                |              |              |                  |          |  |
| 3636003 5104 PART TIME SALARIES     | 0               | 5,970            | 5,970          | 5,140.00     | .00          | 829.60           | 86.1%    |  |
| 3636003 5121 EMPLOYER MEDICARE      | 0               | 87               | 87             | 74.55        | .00          | 12.01            | 86.1%    |  |
| 3636003 5130 PART TIME RETIREME     | 0               | 239              | 239            | 139.71       | .00          | 99.07            | 58.5%    |  |
| TOTAL ARPA LIB TECHNICAL SERVICES   | 0               | 6,295            | 6,295          | 5,354.26     | .00          | 940.68           | 85.1%    |  |
| 3636004 ARPA LIBRARY CIRCULATION    |                 |                  |                |              |              |                  |          |  |
| 3636004 5103 PERMANENT SALARIES     | 0               | 49,008           | 49,008         | .00          | .00          | 49,008.00        | .0%      |  |
| 3636004 5104 PART TIME SALARIES     | 0               | 47,849           | 47,849         | 43,887.23    | .00          | 3,961.57         | 91.7%    |  |
| 3636004 5121 EMPLOYER MEDICARE      | 0               | 1,984            | 1,984          | 636.38       | .00          | 1,348.05         | 32.1%    |  |
| 3636004 5122 MEDICAL INSURANCE      | 0               | 16,529           | 16,529         | .00          | .00          | 16,528.80        | .0%      |  |
| 3636004 5125 DENTAL INSURANCE       | 0               | 1,200            | 1,200          | .00          | .00          | 1,200.00         | .0%      |  |
| 3636004 5126 VISION PLAN            | 0               | 360              | 360            | .00          | .00          | 360.00           | .0%      |  |
| 3636004 5127 LONG TERM DISABILI     | 0               | 396              | 396            | .00          | .00          | 396.00           | .0%      |  |
| 3636004 5128 LIFE INSURANCE         | 0               | 312              | 312            | .00          | .00          | 312.00           | .0%      |  |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2022 11                            |          |          |         |              |              |            |        |  |
|----------------------------------------|----------|----------|---------|--------------|--------------|------------|--------|--|
| ACCOUNTS FOR:                          | ORIGINAL | TRANFRS/ | REVISED | YTD EXPENDED | ENCUMBRANCES | AVAILABLE  | PCT    |  |
| 363 AMERICAN RESCUE PLAN               | APPROP   | ADJSTMTS | BUDGET  |              |              | BUDGET     | USED   |  |
| 3636004 5129 RETIREMENT                | 0        | 5,267    | 5,267   | .00          | .00          | 5,267.05   | .0%    |  |
| 3636004 5130 PART TIME RETIREME        | 0        | 3,514    | 3,514   | 880.97       | .00          | 2,632.98   | 25.1%  |  |
| 3636004 5133 CITY 401 PLAN             | 0        | 1,300    | 1,300   | .00          | .00          | 1,300.00   | .0%    |  |
| TOTAL ARPA LIBRARY CIRCULATION         | 0        | 127,719  | 127,719 | 45,404.58    | .00          | 82,314.45  | 35.6%  |  |
| 3636005 ARPA LIBRARY LITERACY          |          |          |         |              |              |            |        |  |
| 3636005 5104 PART TIME SALARIES        | 0        | 51,299   | 51,299  | 13,183.16    | .00          | 38,115.88  | 25.7%  |  |
| 3636005 5121 EMPLOYER MEDICARE         | 0        | 744      | 744     | 191.13       | .00          | 552.71     | 25.7%  |  |
| 3636005 5129 RETIREMENT                | 0        | 0        | 0       | 357.69       | .00          | -357.69    | 100.0% |  |
| 3636005 5130 PART TIME RETIREME        | 0        | 2,052    | 2,052   | 79.73        | .00          | 1,972.23   | 3.9%   |  |
| TOTAL ARPA LIBRARY LITERACY            | 0        | 54,095   | 54,095  | 13,811.71    | .00          | 40,283.13  | 25.5%  |  |
| 3636006 ARPA LIBRARY CHILDREN SERVICES |          |          |         |              |              |            |        |  |
| 3636006 5104 PART TIME SALARIES        | 0        | 31,085   | 31,085  | 9,845.30     | .00          | 21,240.10  | 31.7%  |  |
| 3636006 5121 EMPLOYER MEDICARE         | 0        | 451      | 451     | 142.75       | .00          | 307.99     | 31.7%  |  |
| 3636006 5129 RETIREMENT                | 0        | 0        | 0       | 44.87        | .00          | -44.87     | 100.0% |  |
| 3636006 5130 PART TIME RETIREME        | 0        | 1,244    | 1,244   | .00          | .00          | 1,243.62   | .0%    |  |
| TOTAL ARPA LIBRARY CHILDREN SERVICES   | 0        | 32,780   | 32,780  | 10,032.92    | .00          | 22,746.84  | 30.6%  |  |
| TOTAL AMERICAN RESCUE PLAN             | 0        | 426,754  | 426,754 | 88,856.87    | .00          | 337,897.18 | 20.8%  |  |
| TOTAL EXPENSES                         | 0        | 426,754  | 426,754 | 88,856.87    | .00          | 337,897.18 |        |  |

Consent Agenda  
June 21, 2022

**ATTACHMENT 2**  
Library Services Fund Account Reports  
May 2022

## BALANCE SHEET FOR 2022 11

| FUND: 112 LIBRARY SERVICES FUND |                                  |                         | NET CHANGE<br>FOR PERIOD | ACCOUNT<br>BALANCE |
|---------------------------------|----------------------------------|-------------------------|--------------------------|--------------------|
| ASSETS                          |                                  |                         |                          |                    |
| 112                             | 1000                             | AP CASH CONTROL         | 1,523.88                 | 344,674.52         |
|                                 | TOTAL ASSETS                     |                         | 1,523.88                 | 344,674.52         |
| FUND BALANCE                    |                                  |                         |                          |                    |
| 112                             | 3900                             | FUND BALANCE UNRESERVED | .00                      | -348,643.34        |
| 112                             | 3901                             | REVENUE CONTROL         | -5,205.00                | -36,668.85         |
| 112                             | 3902                             | EXPENDITURE CONTROL     | 3,681.12                 | 40,637.67          |
| 112                             | 3910                             | BUDGETARY FB UNRESERVED | .00                      | -2,910.32          |
| 112                             | 3911                             | ESTIMATED REVENUE       | .00                      | 50,000.00          |
| 112                             | 3912                             | APPROPRIATIONS          | .00                      | -47,089.68         |
|                                 | TOTAL FUND BALANCE               |                         | -1,523.88                | -344,674.52        |
|                                 | TOTAL LIABILITIES + FUND BALANCE |                         | -1,523.88                | -344,674.52        |

\*\* END OF REPORT - Generated by Kishida, Gwen \*\*



# Library Board of Trustees Staff Report

**DATE:** June 21, 2022

**AGENDA ITEM NO:** 4

**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 consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

Attached is the City Librarian's Report covering the month of May 2022.

**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

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Diana Garcia  
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

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Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. City Librarian's Report: May 2022

City Librarian's Report  
June 21, 2022

**ATTACHMENT 1**  
City Librarian's Report  
May 2022

**TO: The Board of Trustees of the Monterey Park Bruggemeyer Library**  
**FROM: Diana Garcia, City Librarian**  
**SUBJECT: May 2022 Report**

### ***Training/Workshops/Classes***

#### **Maximizing Supervisory Skills for the First Line Supervisor**

Children's Senior Librarian Kristin Olivarez, Adult Services Senior Librarian Deborah Niblick and Adult Literacy Coordinator Victor Castellanos viewed a webinar presented by Liebert Cassidy Whitmore titled *Maximizing Supervisory Skills for the First Line Supervisor* which featured feature practical strategies to address common supervisory challenges.

#### **ESL Workshops**

Adult Literacy Coordinator Victor Castellanos attended three workshops from the California State Library to address new ESL funding and programming for fiscal year 2022-23 on May 11, 18 and 26.

#### **Foundations of Early Literacy**

Brian Luu, part-time Children's Library Assistant, completed a four-week course titled *Foundations of Early Literacy* which covered early literacy skills and practices and how they can be applied to one-on-one interactions with children and their caregivers.

### ***Staffing***

The candidate for the vacant full-time Library Assistant position in Children's Services continues to progress through the background screening, having passed the fingerprint check and is scheduled for the medical exam.

Recruitment to fill the vacant Senior Librarian in Technical Services position has been extended as the review of the initial applications for Senior Librarian did not yield a promising candidate.

Deborah Niblick, currently the Senior Librarian in Adult Services, has requested to transition to become the Teen Services Librarian. Deb has taken over Teen Services since former Teen Services Librarian Darren Braden's retirement. Teens had been Deb's focus before coming to this Library, and she has reaffirmed her enthusiasm and satisfaction in working specifically with teens. Recruitment to replace her as Adult Services Senior Librarian has begun as the employment announcement for Senior Librarian now includes both Adult Services and Technical Services. The plan is to run recruitment for both positions concurrently. Until a new Adult Services Senior Librarian is hired, Deb will continue to serve as Senior Librarian and work on teen programming.

Maggie Wang, Librarian in Adult Services, has announced her retirement effective July 15. Maggie has been working for the Library since February 2001, specializing in the Library's International Collection. She speaks Mandarin, so her assistance to Library patrons requesting

help in that language has been significant. Recruitment to replace her will begin once Human Resources posts the updated Librarian job specification.

In addition to the soon-to-be vacant full-time Librarian position in Adult Services, the full-time Librarian position in Children's Services, a part-time Librarian position in Reference Services and a part-time Librarian position in Children's Services are vacant with recruitment to commence once the updated Librarian job specification is posted by Human Resources.

One part-time Library Assistant position in LAMP Literacy and Citizenship Services remains to be filled. Part-time staff are currently funded by the American Rescue Plan Act (ARPA).

## **ADMINISTRATION**

**The Library Board of Trustees** met in the Library on May 17. Children's Services Senior Librarian Kristin Olivarez and Adult Services Senior Librarian Deb Niblick presented on activities planned for the Summer Reading Program for children, teens and adults, scheduled to run from June 7 through July 30. City Librarian Diana Garcia spoke on the preliminary phase of developing a new strategic plan for the Library, the request to have the City Council reappoint Trustee Lisa Duong for a second consecutive term, interviews scheduled to replace Trustee Jason Dhing as his second consecutive term expires on June 30, increases in visitors to the Library and circulation statistics and recruitment efforts to replace and hire staff. Trustees Jason Dhing and Larry Sullivan urged continuing to discuss fundraising efforts towards a library bookmobile. Trustee Yam requested that a proposed revision to the Library Board By-Laws be added to the agenda for the June meeting.

**The Monterey Park Library Foundation** met on May 25 via Zoom. City Librarian Diana Garcia introduced consultant Robb Korinke, who presented information on the City's financial outlook and a possible revenue measure for the November 2022 ballot. The farewell dinner for outgoing City Council members Peter Chan and Hans Liang benefiting the Library is scheduled for October 28. Foundation Vice President Carol Sullivan is helping organize the event. Library Board Trustees Jason Dhing and Larry Sullivan discussed possible fundraising for a library bookmobile. Foundation member Josephine Quach agreed to prepare the Foundation's 2022 tax returns.

**The Friends of the Monterey Park Library Board** met in the Library on May 27. President Nancy Ishino-Gilmore plans to attend the Library Board meeting on June 21 to talk about the Friends and encourage Trustees to become members. City Librarian Garcia thanked the Friends for sponsoring the prizes and performer fees for the Summer Reading Program. The Junior Friends have elected new officers. Junior Friends President Marissa Kwok will attend the Friends meetings as her class schedule permits and otherwise will provide a written report on Junior Friends activities. The Friends will be publishing a quarterly newsletter with the assistance of the Junior Friends Publicity Chair. The next issue will cover July/August/September. The Friends bookstore had revenues of \$404.50 in April and \$259.25 in May. The Friends would like to solicit additional volunteers to staff the bookstore.

## 2021 - 2022 ADMINISTRATION GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. Pilot a Pop-Up Library service to bring library card sign-up, material check out, and library programming to City parks, local schools and the Langley Senior Center; and investigate the viability of acquiring a bookmobile to extend outreach services.

### PROGRESS

**In progress.** The Library offers *MPBL Around Town* programs, during which staff present storytimes, crafting meetups and senior fitness sessions at sites including Barnes Park, George Elder Park and the Langley Senior Center. Pop-Up Library was scheduled regularly, first on Saturday mornings in Barnes Park, then, with indoor services temporarily suspended, in front of the Library and then back at Barnes Park. With the Library expanding to morning hours on Saturdays, Pop-Up Library will no longer be scheduled regularly but will occur at specific outreach and special events. The Library has provided programs and registered new cardholders at Read Across America, the Spring Egg Hunt, Children's Day/Book Day, the City's Farmers' Market and Fire Department Open House. The Library Board of Trustees and Library Foundation will continue to discuss fundraising efforts towards a bookmobile.

## ADULT / REFERENCE / TEEN SERVICES

During May, staff answered 250 reference and technology questions about checking out materials, computer assistance and Library re-opening for in-person services. A total of 200 adults and teens attended eight programs.

### Adult Programming

#### Get Fit While You Sit

On May 13 and May 27, Adult Services Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 35-minute low-impact workout to 37 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility

#### Celebrate AAPI Month with TAIKOPROJECT

A total of 142 adults, teens and children attended a special performance by Japanese taiko drum performing troop TAIKOPROJECT at the Barnes Park Amphitheater on May 14 to celebrate Asian American Pacific Islander Month. Participants learned about the construction and art of the Taiko drum. Youth were also invited to the stage after the performance to play on the drums.



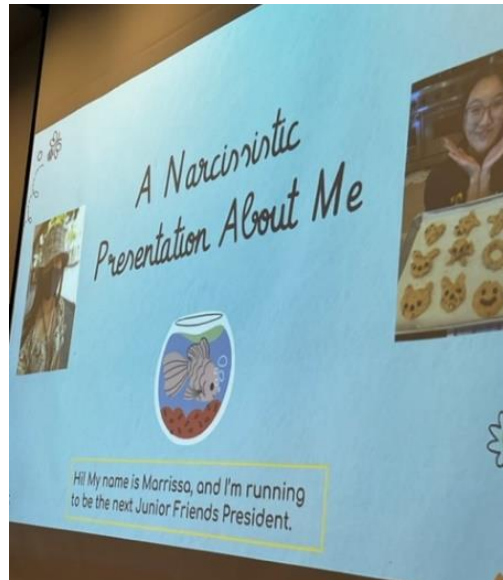
### Adult Grab and Go Kits

A total of 50 adults picked up this month's DIY Flowerpot craft. Six adults attended the in-person craft session in the Library on May 20.

## YA Programming

### Junior Friends Volunteer Board Elections

A total of 16 teens attended the 2022-2023 Junior Friends Board elections. Ten Junior Friends members ran for the offices of President, Vice President, Secretary and Publicity Chairperson. After an hour of speeches and presentations, the Junior Friends elected the following officers:



President:  
Marissa Kwok

Vice President:  
Kelly Wu

Secretary:  
Catalina Zhou

Publicity Chair:  
Isabella Lee

This year's Board includes students from Mark Keppel High School and Ramona Convent Secondary School. Senior Librarian Deborah Niblick will be working closely with the Junior Friends Board to develop their leadership skills to engage members at large and to create programs and services that will benefit the larger teen community.

## Community Outreach

### Pop Up Library at Barnes Park

Reference and Children staff hosted the Library's weekly Pop-Up Library program on Saturdays from 10 a.m. to 12 p.m. In May staff assisted 85 patrons who borrowed a total of 48 items. Staff also assisted nine patrons with library card registration and renewal. Patrons also had the opportunity to sign up their children for the 1,000 Books Before Kindergarten program as they browsed materials and read to their children.

## 2021 - 2022 ADULT/REFERENCE/YA GOALS AND OBJECTIVES

| GOALS AND OBJECTIVES                                                                                                                           | PROGRESS                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Develop and implement a hybrid service model to provide onsite and virtual adult and teen programs.                                         | <b>Complete.</b> Staff transitioned all adult and teen virtual programming to in-person programs at Barnes Park and the Langley Senior Center. The Library and the Langley Senior Center re-opened for in-person services and Get Fit While You Sit returned to Langley Senior Center. Teen programs and the Adult Craft program moved back into the Friends Room. |
| 2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments. | <b>In progress.</b> Staff will continue to collaborate with Recreation and Community Services to provide the Get Fit While You Sit senior exercise, monthly adult craft and Pop-Up Library programs at Barnes Park.                                                                                                                                                |

## TECHNICAL SERVICES / AUTOMATION

### **Acquisitions:**

Staff added 211 items (128 Adult items, 69 Children's items and two interlibrary loans) in the month of May.

### **Weeding:**

A total of 432 items were weeded from the collection.

### **Mending and processing:**

During the month of May staff repaired 93 items.

### **eBook, eAudio, and eMagazines**

A total of 484 eBooks, eAudio, and eMagazines were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students, and Southern California Digital Library consortia members.

### **ILL (Inter Library Loans):**

Three items were loaned out to other libraries and two items was borrowed from this Library.

### **Wi-Fi:**

A total of 2,437 Wi-Fi sessions were conducted from the Library parking lot from 8 a.m. to 8 p.m. daily.

## 2021 - 2022 TECHNICAL SERVICES GOALS AND OBJECTIVES

- |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Improve library material accessibility for patrons and increase staff efficiency by collaborating with other libraries to share catalog records. | <b>Completed.</b> The Library cancelled the OCLC metadata cataloging subscription as of June 30, 2021. Staff now use other Libraries' catalogs to perform copy cataloging of library materials.                                                                                                                                                                   |
| 2. Apply for the California State Library COVID-19 recovery funds to provide Chromebooks and Wi-Fi hotspots for the public.                         | <b>Completed.</b> The Library has used California State Library COVID-19 recovery funds to purchase 16 Chromebooks and 27 Wi-Fi hotspots. Staff used the hotspots for outreach and programs at the parks and the Farmers Market. The hotspots were launched for public checkout on October 5. Chromebooks were made available for public checkout as of February. |

## LAMP LITERACY / CITIZENSHIP

During the month of May, LAMP staff answered 112 ESL questions, 47 citizenship questions, and 420 passport questions.

During this month, two new tutor and learner pairs met for individual tutoring.

### ESL and Citizenship Classes

The last week of May marked the end of the Spring semester of ESL classes with the new Fall semester scheduled for August. Citizenship Preparation and the ESL book club continue to meet on Saturdays in the Library. In May, two students passed the U.S. naturalization exam.

### Passports

Passports continue to be a popular service and are offered at the Library on Tuesday, Friday, and Saturday from 1 - 5 p.m.

### LAMP Statistics for May 2022

|                            |          |                  |
|----------------------------|----------|------------------|
| Programs                   | 70       |                  |
| Program Attendance         | 412      |                  |
| Students Served this month | 123      |                  |
| Student hours              | 618      |                  |
| Total Students             | YTD 188  | Projected 730    |
| Total Hours                | YTD 5009 | Projected 24,900 |
| Passports                  | 118      | YTD 795          |

### ESL and Citizenship Preparation Classes Schedule

|                         |            |                         |                       |
|-------------------------|------------|-------------------------|-----------------------|
| Citizenship Preparation | Saturdays  | 1:00 p.m. – 2:30 p.m.   | Lee Zambrana          |
| ESL Beginning Literacy  | Wed/Sat    | 10:00 a.m. – 11:00 a.m. | Literacy Staff        |
| ESL Beginning Low       | Thursdays  | 2:30 p.m. – 4:00 p.m.   | Daisy Liu             |
| ESL Beginning High      | Fridays    | 12:00 p.m. – 1:00 p.m.  | Jesse Munoz           |
| ESL Intermediate        | Tue/Thurs  | 1:00 p.m. – 3:00 p.m.   | Nancy Gilmore         |
| ESL Advanced            | Wed/Friday | 3:00 p.m. – 5:00 p.m.   | Richard Hollingsworth |
| ESL Conversation        | Thursdays  | 4:00 p.m. – 5:30 p.m.   | Daisy Liu             |
| Book Club               | Sundays    | 2:00 p.m. – 4:00 p.m.   | Daisy Liu             |

All classes are held online except for Citizenship Preparation, which is offered online and in-person.

## 2021 – 2022 LAMP GOALS AND OBJECTIVES

| GOALS/OBJECTIVES                                                                                                                                                                            | PROGRESS                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Expand professional development opportunities for volunteer English as a Second Language (ESL) instructors and tutors to increase effectiveness of teaching methods and lesson planning. | <b>In Progress:</b> Staff continue to update literacy volunteers on professional learning opportunities sponsored by the California State Library.                                                                                                                                                 |
| 2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.                                                           | <b>In Progress:</b> In May, staff began preparing for summer workshops for English language learners. These six-week workshops provide additional learning opportunities in English conversation. Workshop topics include talking about food, art, talking with the police and reading newspapers. |

## CHILDREN'S SERVICES

In May 79% of the library's total circulated items were Children's materials. A total of 7,701 children's items were checked out during the month.

In May a total of 101 TumbleBooks were viewed, and 170 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 226 reference questions in person and over the telephone.

### Programming

#### Family Storytime in the Park

Family Storytime in the Park is offered on Tuesday and Saturday mornings at Barnes Park. Families are encouraged to pack a blanket and join staff for stories, songs and fingerplays in the park. In May, 770 children and their caregivers attended Family Storytime in the Park.

#### Mandarin Storytime

On May 21, library volunteer Ana Fan presented a Mandarin Storytime for children of all ages and their families. Thirty-two children and their caregivers attended the storytime in the Friends Room, where they read books, sang songs and practiced rhymes in Mandarin.



### **Music & Movement**

On May 13, 82 children and their caregivers sang and danced along with Children's Senior Librarian Kristin Olivarez and Librarian Lauren Frazier at Barnes Park.



### **Afterschool Art**

On May 19, 44 children used recycled egg cartons and paint to create spring flowers.



### **Literacy Extension**

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing 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 May, children participated in a "This or That?" activity where they were asked to vote for one of two different options each week, such as having a pet frog or a pet rabbit. Twenty-five children participated in the activity.

### **1,000 Books Before Kindergarten**

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

### **Community Partnerships and Outreach**

#### **Farmers' Market Storytime**

On May 26, Children's staff presented storytime at the City of Monterey Park Farmers' Market at George Elder Park. Sixty-one children and their caregivers enjoyed stories, songs and rhymes and learned about library programs and services.



**Monterey Park Fire Open House**

On May 14, staff participated in the Monterey Park Fire Department's Open House event celebrating the new station on Garfield Avenue. They shared information about library services and programs and provided a fire-themed storytime. A total of 219 individuals visited the Library's booth and enjoyed storytime.

**Monterey Park Christian School**

On May 7, Children's Librarian Lauren Frazier participated in Monterey Park Christian School's end of year reading event and shared stories with 136 students and their families.

**Brightwood School**

On May 13, Senior Children's Librarian Kristin Olivarez participated in Brightwood's monthly Zoom with the Principal and shared information about the 2022 Summer Reading Program with 32 parents and teachers.

**Alhambra, Los Angeles, and Montebello School Districts**

Staff delivered the monthly library newsletter to elementary, middle and high schools, and private preschools in Monterey Park.

**Garvey Head Start**

On May 18, Senior Children's Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

### Boys & Girls Club

Children's Services has partnered with the Boys & Girls Club to provide STEM programming for children ages 6-8 through the end of the school year. In May, 13 children created light up wands.



## 2021 - 2022 CHILDREN'S GOALS AND OBJECTIVES

| GOALS/OBJECTIVES                                                                                                                                                                                                                      | PROGRESS                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Build connections and enhance the Library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the Library. | <b>Ongoing.</b> Staff delivered the monthly newsletter to elementary and middle schools and private preschools in Monterey Park and conducted outreach for Garvey Head Start, Monterey Park Christian School, Brightwood Elementary and Boys & Girls Club. |
| 2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.                                                                         | <b>Ongoing.</b> In May, staff provided 11 outdoor programs and two indoor programs to 1,132 children and their caregivers.                                                                                                                                 |

## Monterey Park Bruggemeyer Library Statistics 2021-2022

[illegible]

[illegible]



[illegible]



[illegible]



# Library Board of Trustees Staff Report

**DATE:** June 21, 2022

**AGENDA ITEM NO:** 6-A

**TO:** Library Board of Trustees  
**FROM:** Diana Garcia, City Librarian  
**SUBJECT:** Updates to Library Board of Trustees By-Laws

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Approve the recommended changes to the Library Board of Trustees by-laws;  
and
2. Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

Library leadership undertakes periodic review of Library policies to ensure that they are up to date and that they reflect the current needs and procedures of the Monterey Park Bruggemeyer Library.

The Library Board of Trustees by-laws state that they can be amended by a majority vote of members provided that a written copy of the proposed amendments is provided to each Board member at least 15 days prior to the meeting. Accordingly, these proposed changes were sent to the members of the Library Board of Trustees on May 18, 2022.

The following change to the By-Laws of the Library Board of Trustees is recommended:

Article IV: Delete the provision stating that Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service.

**FISCAL IMPACT:**

None.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Diana Garcia", is positioned above a horizontal line.

Diana Garcia  
City Librarian

**ATTACHMENTS:**

1. Draft By-Laws

Updates to Library Board of Trustees By-Laws  
June 21, 2022

# **ATTACHMENT 1**

## **Draft By-Laws**

|                                                                                                                              |                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Monterey Park<br/>Bruggemeyer Library<br/>Policy</b>                                                                      | Policy Number: 59-01                                                                                                                                                                       |
|                                                                                                                              | Issue Date: May 28, 1959                                                                                                                                                                   |
|                                                                                                                              | Revised Date: 6/16/59; 12/4/95; 5/9/96;<br>6/13/96; 8/8/96; 9/15/98; 6/19/01;<br>5/20/03; 12/14/04; 6/21/05; 8/21/06,<br>9/27/11, 10/16/12, 1/15/13, 7/16/13,<br>6/20/17; 1/16/18; 6/29/21 |
| <b>Subject:</b><br>By-Laws of the Library Board of<br>Trustees                                                               | Library Board of Trustees' Approval                                                                                                                                                        |
|                                                                                                                              | Page Number 1 of 4                                                                                                                                                                         |
| <b><u>Purpose:</u></b><br><br>These By-Laws establish a framework for the Library Board of Trustees to conduct its business. |                                                                                                                                                                                            |
| <b><u>Provisions:</u></b><br><br>See attached pages.                                                                         |                                                                                                                                                                                            |

**Monterey Park Bruggemeyer Library**  
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I  
NAME This organization shall be called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statute.
- Article II  
OBJECT The object shall be to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of national and state library developments and to convey that information to the electorate of the city so that there shall be an intelligent public opinion relative to libraries and the services they render.
- Article III  
OFFICERS Section 1: Officers of the Board (President and Vice President/Secretary) shall rotate annually at the July meeting. The Vice President/Secretary rotates into the Presidency. The order of rotation into the Presidency shall be by date of appointment subject to a confirming vote.  
Section 2: The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in discussions, make and second motions, vote, and perform the duties of a presiding officer.  
Section 3: The Vice President/Secretary shall keep the minutes of the regular meeting, or cause the Library’s Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary shall also notify the members of any special meetings, write such correspondence as is necessary, and shall perform such other duties delegated by the President.
- Article IV  
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.  
Section 2: All agendas shall be posted in the library and at City Hall at least seventy-two hours prior to the time of the meeting.  
Section 3: Special meetings may be called by the President or Vice President/Secretary and shall be called at the request of two members of the Board. Such a meeting shall be posted to conform with the Brown Act.  
Section 4: A Board member may be excused from attendance at a meeting due to a death in the family or an illness that incapacitates a Trustee. Only one excused

absence will be accepted during a calendar year. Absences such as vacations, trips out of town or other commitments will not be excused and will be considered unexcused. When a Board member has four unexcused absences in a calendar year his/her seat will be considered vacant. After the third unexcused absence, the President shall send a warning notice to the delinquent Board member via certified mail. Upon the fourth unexcused absence, the President will notify the Board member and the Mayor regarding the member's termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed. ~~Trustees who serve at least one full term before they leave the Library Board will receive a plaque for their service.~~

Article V  
LIBRARIAN  
The City Librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings.

Article VI  
COMMITTEES  
Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were

appointed.

- Article VII  
LIAISONS      Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.  
Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.  
Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.
- Article VIII      Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.  
Section 2: The City Librarian will add items to the agenda.  
Section 3: Once the agenda is posted items cannot be withdrawn.  
Section 4: The order may be changed by a vote of the majority of those members present.  
Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).  
Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.
- Article IX  
ANNUAL  
REPORT      The Board shall on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30<sup>th</sup> day of June preceding.
- Article X  
AMEND-  
MENTS      These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.
- Article XI      Board of Trustees proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law. Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the Board of Trustees expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. An action of the Board of Trustees is not invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's

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Rules of Order or any other City Council approved rule of procedure.

AUTHORITY  
FOR  
MATTERS  
NOT  
COVERED