

# CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896  
[www.montereypark.ca.gov](http://www.montereypark.ca.gov)



## Library Board of Trustees

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### Members

Jennifer Tang  
Travis Kaya  
Andrew Yam  
Larry Sullivan  
Lisa Duong

### Staff Liaison

Diana Garcia

## **NOTICE OF MEETING CANCELLATION**

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees meeting of June 20, 2023 has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting will be held on Tuesday, July 18, 2023 at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

For more information on public meetings, visit the City's website at  
<http://www.montereypark.ca.gov/AgendaCenter>

Dated this 24th day of May 2023

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

Diana Garcia  
City Librarian



# Library Board of Trustees Staff Report

**DATE:** June 20, 2023

**AGENDA ITEM NO:**

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

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the regular meeting of May 16, 2023.
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.

\_\_\_\_\_  
Diana Garcia  
City Librarian

Prepared by:

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

\_\_\_\_\_  
Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. Library Board of Trustees May 16, 2023 meeting minutes

Approval of Minutes  
June 20, 2023

**ATTACHMENT 1**  
Draft Minutes  
Library Board of Trustees  
May 16, 2023

**MINUTES  
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting

May 16, 2023

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 16, 2023, at 6:00 p.m.

**CALL TO ORDER:**

Trustee Tang called the meeting to order at 6:01 p.m.

Trustee Tang noted the inclusion of a Land Acknowledgment statement in the meeting agenda:

**LAND ACKNOWLEDGMENT**

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

Trustee Tang thanked Trustee Kaya and City Librarian Garcia for inquiring about adding such a statement and working on the effort to adopt a land acknowledgment for all City of Monterey Park meetings and events.

**FLAG SALUTE:**

Trustee Kaya led the flag salute.

**ROLL CALL:**

**TRUSTEES PRESENT:** Jennifer Tang, Travis Kaya, Andrew Yam, Larry Sullivan and Lisa Duong

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

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

None.

**ORAL AND WRITTEN COMMUNICATIONS**

None.

**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.

## **1. PRESENTATIONS:**

### **1A. PRESENTATION: SUMMER READING PROGRAM 2023**

Children's Senior Librarian Olivarez reported on the forthcoming Summer Reading Programs for children, teens and adults, which will run from June 6 through July 29. Participants will register at [montereypark.beanstack.org](https://montereypark.beanstack.org), create an account, enroll in the Library's reading program, log their reading and participate in challenges to earn prizes and virtual badges. The Library will offer special programming throughout the summer. These include excursions to Orange County beaches via a new California State Library Parks Pass Field Trips grant. Library staff are working with the City's Recreation and Community Services Department staff in organizing these bus trips. The Children's Summer Reading Program will kick off with a special storytime on June 6 which will include a craft. Children can earn free books, food gift certificates and raffle tickets for the grand prize baskets for logging their reading hours. Children will be able to enjoy special musical, magical and science and nature-related performances and participate in programs encouraging learning about science, art, writing and music. Teens and adults can earn free books and chances to win a gaming keyboard and mouse set or pair of hiking poles respectively. There will also be a special program on Southern California beaches and conservation efforts as well as blockbuster movies presented all summer.

## **2. CONSENT CALENDAR 2A – 2B**

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

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

Approve the minutes from the regular meeting of April 18, 2023, and approve the financial reports and expenditures of April 2023.

**Action Taken:** The Library Board of Trustees approved the minutes from the meeting of April 18, 2023 as revised and the financial report and expenditures of April 2023.

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

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

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

Trustee Tang stated that she was thrilled to have been unanimously reappointed by the City Council to serve another three years on the Library Board of Trustees.

Given that it was Trustee Yam's final meeting as a member of the Library Board as he has served two consecutive terms (and the Library Board will not meet in June), Trustee Tang stated that she has enjoyed working with and learning from him. She congratulated him on his graduation from graduate school and thanked him for everything he has done in service to the Library and the community.

Trustee Tang noted that she was looking forward to the third annual Pride Parade and Festival to be held on Saturday, June 3.

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

City Librarian Garcia noted that summer will be very busy for the Library.

On May 20, the Library, in partnership with Recreation and Community Services, will host a Mental Health and Wellness Resource Fair at Langley Center from 10 a.m. to 2 p.m. There will be approximately 18 community organizations participating, including Chinatown Service Center, who will present seminars and information, and Garvey Health Center, who will offer COVID vaccinations.

Also on May 20, the Library and Asian Americans Advancing Justice: Southern California will offer assistance from immigration attorneys from 10:30 to 3:30 p.m. in the Large Classroom. Appointments are required.

As mentioned, on June 3, the City of Monterey Park, the Alhambra Teachers Association and the Boys and Girls Club will present the Pride Parade and Festival. The parade will start at Mark Keppel High School at 9:15 a.m. and end at Barnes Park by 10 a.m. The festival will run from 10 a.m. to 2 p.m. and include entertainment, giveaways and resources. The Library will offer Pop-Up Library, a photo booth and LGBTQIA+ books. That same day at 1 p.m., the Library will present an author talk, Have PRIDE in Who You Are, with local authors Noel Alunit, Traci Kato-Kiriyama and Eric Wat in the Friends Room.

On June 6, the City Council will interview applicants to fill the vacated Library Board seat now held by Trustee Yam. Currently there are seven applications. City Librarian has offered to meet with applicants and provide a tour of the Library.

The Library Board of Trustees will not meet in June. At the meeting scheduled for July 18, the newly appointed Trustee will be sworn in and officers will rotate, making Trustee Kaya the President of the Library Board.

Trustee Yam noted that it could be no coincidence that the authors for the Pride-related author talk were Asian American/Pacific Islander and commended the Library for hosting an important intersection which highlights their representative cultures. City Librarian Garcia agreed that this had been intentional and thanked Trustee Kaya for his help in contacting the authors.

Trustee Tang asked if the beach trips were limited to Monterey Park residents. City Librarian stated that they were open to all.

Trustee Kaya noted that the reports on the Dungeons and Dragons programs were fun to read and asked about attendance. City Librarian Garcia agreed that Librarian Yessi Rowe is an incredible Dungeon Master and brings that same enthusiasm and storytelling ability to her reports. There are usually ten or so participants at each session.

Trustee Kaya thanked the Library for hosting the VITA tax assistance clinics with Chinatown Service Center.

Trustee Tang noted that new library card registrations increased dramatically in April and asked if staff could account for this. City Librarian Garcia noted that National Library Week took place in April. The Library also did considerable outreach during April including participating in the Cherry Blossom Festival.

## **5. OLD BUSINESS**

None

## **6. NEW BUSINESS**

None

## **7. BOARD COMMUNICATIONS**

Trustee Kaya noted that the most recent Asian Pacific American Bar Association free monthly legal clinic in the Library provided assistance to 52 clients, as 11 attorneys volunteered to provide advice. Trustee Kaya wished everyone a Happy Asian American, Pacific Islander and Native Hawaiian Heritage Month and a Happy Pride Month.

Trustee Sullivan reported that the Monterey Park Historical Museum will be closing on Saturdays but will be open on Sundays from 1 to 4 p.m. This is a result of one docent going on medical leave and the realization that there are more visitors on Sundays. Trustee Sullivan thanked City Librarian Garcia for modeling in the Monterey Park Woman's Club Fashion Show on April 29. The event was a huge success, generating funds that will be funneled back into the community.

Trustee Sullivan noted that Fire Service Day will take place on May 20 from 8 a.m. to 2 p.m. at Fire Station #61. There will be live demonstrations as well as free refreshments. The Lions Club Pancake Breakfast will also take place on May 20 from 8 to 11 a.m. Tickets are available on-site. All funds raised from the Pancake Breakfast will go towards the Lions Club eyesight program, serving six schools in Monterey Park. City Librarian Garcia noted that Library staff will be present for Fire Service Day from 11 a.m. to 1 p.m. and provide a storytime.

Trustee Tang noted that the Taiwanese American Heritage Festival is also scheduled for May 20 in Barnes Park.

Trustee Yam thanked the other Trustees and Library staff for their support and guidance during the six years he has served on the Library Board. Trustee Yam has witnessed significant changes in the Library and libraries in general and commended City Librarian Garcia and Library staff for the countless innovations they instituted and their energy in making the Library more friendly, fun and community oriented. He noted that since being appointed to the Library Board, he has completed six years of schooling, earning bachelor's and master's degrees, so his personal journey has also been eventful. Trustee Yam stated that he will still be around – he has plans to join the Library Foundation – and will support the work of the Library in a different capacity. He wished the Trustees and the Library continued success in all of their future efforts.

Trustee Sullivan noted that he was proud to have known Trustee Yam for years. Trustee Yam's positive attitude made it a pleasure to work with him. Trustee Sullivan wished Trustee Yam the best of luck.

Trustee Duong noted that when she first joined the Library Board, she was fascinated by Trustee Yam's ideas. Trustee Duong wished Trustee Yam well.

Trustee Kaya noted that Trustee Yam was one of the first people that he spoke to when he was considering applying to the Library Board. Trustee Kaya stated that he was excited to see what Trustee Yam will accomplish as a member of the Garvey School Board.

City Librarian Garcia thanked Trustee Yam for being a fantastic member of the Library Board. She watched him learn, grow and develop as a Trustee and get a lot of work done. The Library has undergone an enormous amount of change – staffing, leadership and the pandemic – and Trustee Yam was present throughout, supporting the Library with zeal and vision.

## **ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 6:46 p.m.



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Diana Garcia  
City Librarian



# Library Board of Trustees Staff Report

**DATE:** June 20, 2023

**AGENDA ITEM NO:** 2B

**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 2023.

**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 2023
2. Library Services Fund Account Reports for May 2023

Consent Agenda  
June 20, 2023

**ATTACHMENT 1**  
Year-To-Date Budget Report  
May 2023

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

| ACCOUNTS FOR:                          | ORIGINAL | TRANFRS/ | REVISED |              |              |            | AVAILABLE | PCT |
|----------------------------------------|----------|----------|---------|--------------|--------------|------------|-----------|-----|
| 101 GENERAL FUND                       | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET     | USED      |     |
| 1016001 GENERAL FUND LIB ADMIN         |          |          |         |              |              |            |           |     |
| 1016001 5103 PERMANENT SALARIES        | 203,692  | 0        | 203,692 | 185,383.95   | .00          | 18,307.65  | 91.0%     |     |
| 1016001 5121 MEDICARE INSURANCE        | 2,958    | 0        | 2,958   | 2,678.51     | .00          | 279.58     | 90.5%     |     |
| 1016001 5122 MEDICAL INSURANCE         | 30,311   | 0        | 30,311  | 17,989.74    | .00          | 12,321.26  | 59.4%     |     |
| 1016001 5125 DENTAL INSURANCE          | 2,760    | 0        | 2,760   | 1,133.50     | .00          | 1,626.50   | 41.1%     |     |
| 1016001 5126 ADMINISTRATION VIS        | 720      | 0        | 720     | 398.56       | .00          | 321.44     | 55.4%     |     |
| 1016001 5127 LONG TERM DISABILI        | 1,210    | 0        | 1,210   | 1,018.50     | .00          | 191.10     | 84.2%     |     |
| 1016001 5128 LIFE INSURANCE            | 819      | 0        | 819     | 690.58       | .00          | 128.42     | 84.3%     |     |
| 1016001 5129 RETIREMENT                | 0        | 0        | 0       | 19,799.30    | .00          | -19,799.30 | 100.0%    |     |
| 1016001 5133 401 DEFERRED COMP         | 2,730    | 0        | 2,730   | 2,602.63     | .00          | 127.37     | 95.3%     |     |
| 1016001 5208 DUES MEMBERSHIPS          | 4,450    | 0        | 4,450   | 4,301.00     | .00          | 149.00     | 96.7%     |     |
| 1016001 5211 OTHER PROFESSIONAL        | 25,000   | 30,000   | 55,000  | 37,696.00    | 11,239.00    | 6,065.00   | 89.0%     |     |
| 1016001 5213 DATA PROCESSING           | 4,000    | 0        | 4,000   | 1,912.50     | .00          | 2,087.50   | 47.8%     |     |
| 1016001 5251 REPAIR AND MAINT B        | 15,000   | 0        | 15,000  | 11,924.99    | .00          | 3,075.01   | 79.5%     |     |
| 1016001 5254 REPAIR AND MAINT M        | 15,000   | 3,256    | 18,256  | 6,435.13     | 6,856.84     | 4,964.37   | 72.8%     |     |
| 1016001 5265 MILEAGE                   | 400      | 0        | 400     | 15.20        | .00          | 384.80     | 3.8%      |     |
| 1016001 5266 CONFERENCES               | 5,000    | 0        | 5,000   | 1,537.00     | .00          | 3,463.00   | 30.7%     |     |
| 1016001 5269 ELECTRICITY               | 110,000  | 0        | 110,000 | 106,413.20   | .00          | 3,586.80   | 96.7%     |     |
| 1016001 5270 GAS                       | 6,500    | 0        | 6,500   | 5,472.32     | .00          | 1,027.68   | 84.2%     |     |
| 1016001 5272 TELEPHONE                 | 8,820    | 0        | 8,820   | 4,809.17     | .00          | 4,010.83   | 54.5%     |     |
| 1016001 5303 POSTAGE                   | 800      | 0        | 800     | 996.25       | .00          | -196.25    | 124.5%    |     |
| 1016001 5308 OTHER OFFICE SUPPL        | 3,500    | 1,310    | 4,810   | 5,587.16     | .00          | -777.61    | 116.2%    |     |
| 1016001 5310 CLEANING SUPPLIES         | 12,000   | 0        | 12,000  | 6,620.59     | .00          | 5,379.41   | 55.2%     |     |
| 1016001 5342 PRINTING                  | 500      | 0        | 500     | 205.61       | 32.85        | 261.54     | 47.7%     |     |
| 1016001 5402 SEPARATION BENEFIT        | 6,672    | 0        | 6,672   | 5,003.70     | .00          | 1,668.00   | 75.0%     |     |
| 1016001 5403 PENSION CHARGES           | 25,695   | 0        | 25,695  | 19,271.19    | .00          | 6,424.00   | 75.0%     |     |
| 1016001 5404 OPEB CHARGES              | 6,439    | 0        | 6,439   | 4,828.58     | .00          | 1,610.00   | 75.0%     |     |
| 1016001 5405 TECHNOLOGY CHARGES        | 9,736    | 0        | 9,736   | 7,302.00     | .00          | 2,434.00   | 75.0%     |     |
| 1016001 5408 WORKERS COMPENSATI        | 23,332   | 0        | 23,332  | 17,498.68    | .00          | 5,833.00   | 75.0%     |     |
| TOTAL GENERAL FUND LIB ADMIN           | 528,042  | 34,566   | 562,608 | 479,525.54   | 18,128.69    | 64,954.10  | 88.5%     |     |
| 1016002 GENERAL FUND REFERENCE N ADULT |          |          |         |              |              |            |           |     |
| 1016002 5103 PERMANENT SALARIES        | 350,857  | 0        | 350,857 | 223,799.55   | .00          | 127,057.35 | 63.8%     |     |
| 1016002 5121 MEDICARE INSURANCE        | 8,545    | 0        | 8,545   | 3,129.08     | .00          | 5,415.54   | 36.6%     |     |
| 1016002 5122 MEDICAL INSURANCE         | 40,427   | 0        | 40,427  | 44,656.96    | .00          | -4,230.30  | 110.5%    |     |
| 1016002 5125 DENTAL INSURANCE          | 5,462    | 0        | 5,462   | 2,774.89     | .00          | 2,687.11   | 50.8%     |     |
| 1016002 5126 VISION PLAN               | 1,908    | 0        | 1,908   | 1,011.90     | .00          | 896.10     | 53.0%     |     |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

| ACCOUNTS FOR:                          | ORIGINAL | TRANFRS/ | REVISED |              |              |            | AVAILABLE | PCT |
|----------------------------------------|----------|----------|---------|--------------|--------------|------------|-----------|-----|
| 101 GENERAL FUND                       | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET     | USED      |     |
| 1016002 5127 LONG TERM DISABILI        | 1,728    | 0        | 1,728   | 1,288.08     | .00          | 439.92     | 74.5%     |     |
| 1016002 5128 LIFE INSURANCE            | 4,118    | 0        | 4,118   | 1,027.86     | .00          | 3,089.86   | 25.0%     |     |
| 1016002 5129 RETIREMENT                | 0        | 0        | 0       | 24,042.48    | .00          | -24,042.48 | 100.0%    |     |
| 1016002 5133 401 DEFERRED COMP         | 5,173    | 0        | 5,173   | 3,122.01     | .00          | 2,050.99   | 60.4%     |     |
| 1016002 5207 LIBRARY DATABASES         | 5,000    | 0        | 5,000   | 302.00       | 4,198.00     | 500.00     | 90.0%     |     |
| 1016002 5308 OTHER OFFICE SUPPL        | 2,700    | 0        | 2,700   | 2,091.55     | .00          | 608.45     | 77.5%     |     |
| 1016002 5346 BOOKS SUBSCRIPTION        | 28,216   | 0        | 28,216  | 19,412.82    | 12,182.62    | -3,379.44  | 112.0%    |     |
| 1016002 5402 SEPERATION BENEFIT        | 26,214   | 0        | 26,214  | 19,660.13    | .00          | 6,554.00   | 75.0%     |     |
| 1016002 5403 PENSION CHARGES           | 36,541   | 0        | 36,541  | 27,406.41    | .00          | 9,135.00   | 75.0%     |     |
| 1016002 5404 OPEB CHARGES              | 14,812   | 0        | 14,812  | 11,109.08    | .00          | 3,703.00   | 75.0%     |     |
| 1016002 5405 TECHNOLOGY CHARGES        | 28,392   | 0        | 28,392  | 21,293.60    | .00          | 7,098.00   | 75.0%     |     |
| 1016002 5408 WORKERS COMPENSATI        | 40,826   | 0        | 40,826  | 30,619.45    | .00          | 10,207.00  | 75.0%     |     |
| TOTAL GENERAL FUND REFERENCE N ADULT   | 600,919  | 0        | 600,919 | 436,747.85   | 16,380.62    | 147,790.10 | 75.4%     |     |
| 1016003 GENERAL FUND TECHNICAL SERVICE |          |          |         |              |              |            |           |     |
| 1016003 5103 PERMANENT SALARIES        | 288,401  | 0        | 288,401 | 169,661.49   | .00          | 118,739.91 | 58.8%     |     |
| 1016003 5121 MEDICARE INSURANCE        | 3,983    | 0        | 3,983   | 2,471.30     | .00          | 1,511.70   | 62.0%     |     |
| 1016003 5122 MEDICAL INSURANCE         | 61,115   | 0        | 61,115  | 27,695.11    | .00          | 33,419.89  | 45.3%     |     |
| 1016003 5125 DENTAL INSURANCE          | 4,800    | 0        | 4,800   | 1,991.80     | .00          | 2,808.20   | 41.5%     |     |
| 1016003 5126 VISION PLAN               | 970      | 0        | 970     | 605.52       | .00          | 364.48     | 62.4%     |     |
| 1016003 5127 LONG TERM DISABILI        | 1,584    | 0        | 1,584   | 1,133.74     | .00          | 450.26     | 71.6%     |     |
| 1016003 5128 LIFE INSURANCE            | 1,248    | 0        | 1,248   | 893.24       | .00          | 354.76     | 71.6%     |     |
| 1016003 5129 RETIREMENT                | 0        | 0        | 0       | 18,237.62    | .00          | -18,237.62 | 100.0%    |     |
| 1016003 5133 401 DEFERRED COMP         | 4,436    | 0        | 4,436   | 2,584.72     | .00          | 1,851.53   | 58.3%     |     |
| 1016003 5213 DATA PROCESSING           | 770      | 0        | 770     | 797.77       | .00          | -27.77     | 103.6%    |     |
| 1016003 5254 REPAIR AND MAINT M        | 58,732   | -29,386  | 29,346  | 29,616.74    | 3,070.35     | -3,341.54  | 111.4%    |     |
| 1016003 5313 SUPPLIES PROC CATA        | 4,000    | 0        | 4,000   | 2,762.14     | .00          | 1,237.86   | 69.1%     |     |
| 1016003 5402 SEPARATION BENEFIT        | 9,896    | 0        | 9,896   | 7,421.98     | .00          | 2,474.00   | 75.0%     |     |
| 1016003 5403 PENSION CHARGES           | 38,113   | 0        | 38,113  | 28,585.09    | .00          | 9,528.00   | 75.0%     |     |
| 1016003 5404 OPEB CHARGES              | 9,550    | 0        | 9,550   | 7,162.20     | .00          | 2,388.00   | 75.0%     |     |
| 1016003 5405 TECHNOLOGY CHARGES        | 14,441   | 0        | 14,441  | 10,831.00    | .00          | 3,610.00   | 75.0%     |     |
| 1016003 5408 WORKERS COMPENSATI        | 34,607   | 0        | 34,607  | 25,955.34    | .00          | 8,652.00   | 75.0%     |     |
| TOTAL GENERAL FUND TECHNICAL SERVICE   | 536,647  | -29,386  | 507,261 | 338,406.80   | 3,070.35     | 165,783.66 | 67.3%     |     |
| 1016004 GENERAL FUND CIRCULATION       |          |          |         |              |              |            |           |     |
| 1016004 5103 PERMANENT SALARIES        | 0        | 0        | 0       | 2,532.82     | .00          | -2,532.82  | 100.0%    |     |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 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 | 0                  | 0                    | 0                 | 42.26        | .00          | -42.26              | 100.0%      |
| 1016004                                   | 5121 MEDICARE INSURANCE | 0                  | 0                    | 0                 | 34.74        | .00          | -34.74              | 100.0%      |
| 1016004                                   | 5122 MEDICAL INSURANCE  | 0                  | 0                    | 0                 | 784.16       | .00          | -784.16             | 100.0%      |
| 1016004                                   | 5125 DENTAL INSURANCE   | 0                  | 0                    | 0                 | 45.02        | .00          | -45.02              | 100.0%      |
| 1016004                                   | 5126 VISION PLAN        | 0                  | 0                    | 0                 | 15.73        | .00          | -15.73              | 100.0%      |
| 1016004                                   | 5127 LONG TERM DISABILI | 0                  | 0                    | 0                 | 18.45        | .00          | -18.45              | 100.0%      |
| 1016004                                   | 5128 LIFE INSURANCE     | 0                  | 0                    | 0                 | 14.53        | .00          | -14.53              | 100.0%      |
| 1016004                                   | 5129 RETIREMENT         | 0                  | 0                    | 0                 | 271.01       | .00          | -271.01             | 100.0%      |
| 1016004                                   | 5130 PART TIME RETIREME | 0                  | 0                    | 0                 | 1.69         | .00          | -1.69               | 100.0%      |
| 1016004                                   | 5133 401 DEFERRED COMP  | 0                  | 0                    | 0                 | 55.91        | .00          | -55.91              | 100.0%      |
| 1016004                                   | 5254 REPAIR AND MAINT M | 0                  | 0                    | 0                 | 5,109.54     | .00          | -5,109.54           | 100.0%      |
| TOTAL GENERAL FUND CIRCULATION            |                         | 0                  | 0                    | 0                 | 8,925.86     | .00          | -8,925.86           | 100.0%      |
| <b>1016005 GENERAL FUND LITERACY</b>      |                         |                    |                      |                   |              |              |                     |             |
| 1016005                                   | 5103 PERMANENT SALARIES | 182,715            | 0                    | 182,715           | 103,396.65   | .00          | 79,318.35           | 56.6%       |
| 1016005                                   | 5121 MEDICARE INSURANCE | 2,635              | 0                    | 2,635             | 1,466.97     | .00          | 1,167.63            | 55.7%       |
| 1016005                                   | 5122 MEDICAL INSURANCE  | 50,056             | 0                    | 50,056            | 23,246.28    | .00          | 26,809.32           | 46.4%       |
| 1016005                                   | 5125 DENTAL INSURANCE   | 3,360              | 0                    | 3,360             | 1,326.43     | .00          | 2,033.57            | 39.5%       |
| 1016005                                   | 5126 VISION PLAN        | 1,075              | 0                    | 1,075             | 465.41       | .00          | 609.59              | 43.3%       |
| 1016005                                   | 5127 LONG TERM DISABILI | 1,188              | 0                    | 1,188             | 650.51       | .00          | 537.49              | 54.8%       |
| 1016005                                   | 5128 LIFE INSURANCE     | 952                | 0                    | 952               | 512.72       | .00          | 438.88              | 53.9%       |
| 1016005                                   | 5129 RETIREMENT         | 0                  | 0                    | 0                 | 11,112.15    | .00          | -11,112.15          | 100.0%      |
| 1016005                                   | 5133 401 DEFERRED COMP  | 2,803              | 0                    | 2,803             | 2,299.54     | .00          | 503.58              | 82.0%       |
| 1016005                                   | 5402 SEPARATION BENEFIT | 7,117              | 0                    | 7,117             | 5,337.73     | .00          | 1,779.00            | 75.0%       |
| 1016005                                   | 5403 PENSION CHARGES    | 27,409             | 0                    | 27,409            | 20,557.14    | .00          | 6,852.00            | 75.0%       |
| 1016005                                   | 5404 OPEB CHARGES       | 6,868              | 0                    | 6,868             | 5,151.05     | .00          | 1,717.00            | 75.0%       |
| 1016005                                   | 5405 TECHNOLOGY CHARGES | 10,386             | 0                    | 10,386            | 7,789.00     | .00          | 2,597.00            | 75.0%       |
| 1016005                                   | 5408 WORKERS COMPENSATI | 24,888             | 0                    | 24,888            | 18,665.98    | .00          | 6,222.00            | 75.0%       |
| TOTAL GENERAL FUND LITERACY               |                         | 321,451            | 0                    | 321,451           | 201,977.56   | .00          | 119,473.26          | 62.8%       |
| <b>1016006 GENERAL FUND CHILDREN SERV</b> |                         |                    |                      |                   |              |              |                     |             |
| 1016006                                   | 5103 PERMANENT SALARIES | 213,902            | 0                    | 213,902           | 169,010.59   | .00          | 44,891.21           | 79.0%       |
| 1016006                                   | 5104 PART TIME SALARIES | 0                  | 0                    | 0                 | 11,105.02    | .00          | -11,105.02          | 100.0%      |
| 1016006                                   | 5121 MEDICARE INSURANCE | 2,954              | 0                    | 2,954             | 2,603.06     | .00          | 350.82              | 88.1%       |
| 1016006                                   | 5122 MEDICAL INSURANCE  | 39,586             | 0                    | 39,586            | 31,432.86    | .00          | 8,153.14            | 79.4%       |
| 1016006                                   | 5125 DENTAL INSURANCE   | 3,600              | 0                    | 3,600             | 1,923.77     | .00          | 1,676.23            | 53.4%       |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11                      |     |                    |                 |                   |                |              |              |                  |          |
|----------------------------------|-----|--------------------|-----------------|-------------------|----------------|--------------|--------------|------------------|----------|
| ACCOUNTS FOR:                    | 101 | GENERAL FUND       | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
| 1016006 5126                     |     | VISION PLAN        | 1,080           | 0                 | 1,080          | 590.32       | .00          | 489.68           | 54.7%    |
| 1016006 5127                     |     | LONG TERM DISABILI | 1,188           | 0                 | 1,188          | 1,008.84     | .00          | 179.16           | 84.9%    |
| 1016006 5128                     |     | LIFE INSURANCE     | 936             | 0                 | 936            | 807.84       | .00          | 128.16           | 86.3%    |
| 1016006 5129                     |     | RETIREMENT         | 0               | 0                 | 0              | 18,158.49    | .00          | -18,158.49       | 100.0%   |
| 1016006 5130                     |     | PART TIME RETIREME | 0               | 0                 | 0              | 444.23       | .00          | -444.23          | 100.0%   |
| 1016006 5133                     |     | 401 DEFERRED COMP  | 3,071           | 0                 | 3,071          | 3,256.85     | .00          | -185.60          | 106.0%   |
| 1016006 5207                     |     | LIBRARY DATABASES  | 599             | 0                 | 599            | 699.00       | .00          | -100.00          | 116.7%   |
| 1016006 5313                     |     | LIBRARY SUPPLIES   | 4,500           | 0                 | 4,500          | 2,218.26     | .00          | 2,281.74         | 49.3%    |
| 1016006 5346                     |     | BOOKS SUBSCRIPTION | 23,000          | 0                 | 23,000         | 19,023.22    | 19,863.08    | -15,886.30       | 169.1%   |
| 1016006 5402                     |     | SEPARATION BENEFIT | 7,175           | 0                 | 7,175          | 5,380.99     | .00          | 1,794.00         | 75.0%    |
| 1016006 5403                     |     | PENSION CHARGES    | 27,634          | 0                 | 27,634         | 20,725.54    | .00          | 6,908.00         | 75.0%    |
| 1016006 5404                     |     | OPEB CHARGES       | 6,924           | 0                 | 6,924          | 5,193.28     | .00          | 1,731.00         | 75.0%    |
| 1016006 5405                     |     | TECHNOLOGY CHARGES | 10,471          | 0                 | 10,471         | 7,853.00     | .00          | 2,618.00         | 75.0%    |
| 1016006 5408                     |     | WORKERS COMPENSATI | 25,092          | 0                 | 25,092         | 18,818.74    | .00          | 6,273.00         | 75.0%    |
| TOTAL GENERAL FUND CHILDREN SERV |     |                    | 371,711         | 0                 | 371,711        | 320,253.90   | 19,863.08    | 31,594.50        | 91.5%    |
| TOTAL GENERAL FUND               |     |                    | 2,358,771       | 5,179             | 2,363,950      | 1,785,837.51 | 57,442.74    | 520,669.76       | 78.0%    |
| TOTAL EXPENSES                   |     |                    | 2,358,771       | 5,179             | 2,363,950      | 1,785,837.51 | 57,442.74    | 520,669.76       |          |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11                         |          |          |         |              |              |           |           |     |
|-------------------------------------|----------|----------|---------|--------------|--------------|-----------|-----------|-----|
| ACCOUNTS FOR:                       | ORIGINAL | TRANFRS/ | REVISED |              |              |           | AVAILABLE | PCT |
| 112 LIBRARY SERVICES FUND           | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET    | USED      |     |
| 1126005 LIB PASSPORT TRUST LITERACY |          |          |         |              |              |           |           |     |
| 1126005 5103 PERMANENT SALARIES     | 35,485   | 0        | 35,485  | 26,149.03    | .00          | 9,335.72  | 73.7%     |     |
| 1126005 5121 MEDICARE               | 515      | 0        | 515     | 375.48       | .00          | 139.05    | 73.0%     |     |
| 1126005 5122 MEDICAL INSURANCE      | 8,497    | 0        | 8,497   | 3,762.74     | .00          | 4,734.26  | 44.3%     |     |
| 1126005 5125 DENTAL INSURANCE       | 480      | 0        | 480     | 184.30       | .00          | 295.70    | 38.4%     |     |
| 1126005 5126 VISION PLAN            | 178      | 0        | 178     | 90.40        | .00          | 87.60     | 50.8%     |     |
| 1126005 5127 LONG TERM DISABILI     | 264      | 0        | 264     | 151.96       | .00          | 112.04    | 57.6%     |     |
| 1126005 5128 LIFE INSURANCE         | 164      | 0        | 164     | 119.68       | .00          | 44.12     | 73.1%     |     |
| 1126005 5129 RETIREMENT             | 0        | 0        | 0       | 2,809.14     | .00          | -2,809.14 | 100.0%    |     |
| 1126005 5133 CITY 401 PLAN          | 427      | 0        | 427     | 593.04       | .00          | -166.48   | 139.0%    |     |
| 1126005 5213 DATA PROCESSING        | 2,539    | 100      | 2,639   | 2,639.00     | .00          | .00       | 100.0%    |     |
| 1126005 5303 POSTAGE                | 5,000    | -500     | 4,500   | 1,342.50     | 3,100.00     | 57.50     | 98.7%     |     |
| 1126005 5308 OTHER OFFICE SUPPL     | 4,413    | 2,400    | 6,813   | 6,318.12     | .00          | 494.88    | 92.7%     |     |
| 1126005 5343 BOOKS_SUBSCRIPTION     | 3,000    | -2,000   | 1,000   | 534.67       | .00          | 465.33    | 53.5%     |     |
| 1126005 5402 SEPARATION BENEFIT     | 1,236    | 0        | 1,236   | 926.79       | .00          | 309.00    | 75.0%     |     |
| 1126005 5403 PENSION CHARGES        | 4,759    | 0        | 4,759   | 3,569.48     | .00          | 1,190.00  | 75.0%     |     |
| 1126005 5404 OPEB CHARGES           | 1,193    | 0        | 1,193   | 894.61       | .00          | 298.00    | 75.0%     |     |
| 1126005 5405 TECHNOLOGY CHARGES     | 1,803    | 0        | 1,803   | 1,352.00     | .00          | 451.00    | 75.0%     |     |
| 1126005 5408 WORKERS COMPENSATI     | 4,322    | 0        | 4,322   | 3,241.69     | .00          | 1,080.00  | 75.0%     |     |
| TOTAL LIB PASSPORT TRUST LITERACY   | 74,273   | 0        | 74,273  | 55,054.63    | 3,100.00     | 16,118.58 | 78.3%     |     |
| TOTAL LIBRARY SERVICES FUND         | 74,273   | 0        | 74,273  | 55,054.63    | 3,100.00     | 16,118.58 | 78.3%     |     |
| TOTAL EXPENSES                      | 74,273   | 0        | 74,273  | 55,054.63    | 3,100.00     | 16,118.58 |           |     |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11        |      |                    |          |          |         |              |              |           |        |
|--------------------|------|--------------------|----------|----------|---------|--------------|--------------|-----------|--------|
| ACCOUNTS FOR:      |      |                    | ORIGINAL | TRANFRS/ | REVISED |              |              | AVAILABLE | PCT    |
| 351                | WIOA | GRANT              | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET    | USED   |
| 3516005 WIOA GRANT |      |                    |          |          |         |              |              |           |        |
| 3516005            | 5103 | PERMANENT SALARIES | 10,489   | 0        | 10,489  | 10,104.99    | .00          | 384.01    | 96.3%  |
| 3516005            | 5104 | PART TIME SALARIES | 4,918    | 0        | 4,918   | 127.65       | .00          | 4,790.65  | 2.6%   |
| 3516005            | 5121 | MEDICARE INSURANCE | 152      | 0        | 152     | 147.58       | .00          | 4.51      | 97.0%  |
| 3516005            | 5122 | MEDICAL INSURANCE  | 3,306    | 0        | 3,306   | 1,633.38     | .00          | 1,672.38  | 49.4%  |
| 3516005            | 5125 | DENTAL INSURANCE   | 240      | 0        | 240     | 94.91        | .00          | 145.09    | 39.5%  |
| 3516005            | 5126 | VISION PLAN        | 72       | 0        | 72      | 40.19        | .00          | 31.81     | 55.8%  |
| 3516005            | 5127 | LONG TERM DISABILI | 79       | 0        | 79      | 68.72        | .00          | 10.28     | 87.0%  |
| 3516005            | 5128 | LIFE INSURANCE     | 62       | 0        | 62      | 54.05        | .00          | 8.35      | 86.6%  |
| 3516005            | 5129 | RETIREMENT         | 1,520    | 0        | 1,520   | 1,091.82     | .00          | 428.67    | 71.8%  |
| 3516005            | 5130 | PART TIME RETIREME | 191      | 0        | 191     | 2.94         | .00          | 187.91    | 1.5%   |
| 3516005            | 5133 | CITY 401 PLAN      | 163      | 0        | 163     | 255.44       | .00          | -92.94    | 157.2% |
| 3516005            | 5211 | OTHER PROFESSIONAL | 0        | 294      | 294     | 294.00       | .00          | .00       | 100.0% |
| 3516005            | 5266 | CONFERENCES_SEMINA | 1,200    | -1,097   | 103     | 103.36       | .00          | .00       | 100.0% |
| 3516005            | 5308 | OTHER OFFICE SUPPL | 0        | 400      | 400     | 84.85        | .00          | 315.15    | 21.2%  |
| 3516005            | 5343 | BOOKS_SUBSCRIPTION | 622      | 403      | 1,025   | 622.00       | .00          | 402.64    | 60.7%  |
| TOTAL WIOA GRANT   |      |                    | 23,014   | 0        | 23,014  | 14,725.88    | .00          | 8,288.51  | 64.0%  |
| TOTAL WIOA GRANT   |      |                    | 23,014   | 0        | 23,014  | 14,725.88    | .00          | 8,288.51  | 64.0%  |
| TOTAL EXPENSES     |      |                    | 23,014   | 0        | 23,014  | 14,725.88    | .00          | 8,288.51  |        |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11                          |                                |                    |          |          |         |              |              |           |        |
|--------------------------------------|--------------------------------|--------------------|----------|----------|---------|--------------|--------------|-----------|--------|
| ACCOUNTS FOR:                        |                                |                    | ORIGINAL | TRANFRS/ | REVISED |              |              | AVAILABLE | PCT    |
| 353                                  | CAL LIBRARY LITERACY SVC GRANT |                    | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET    | USED   |
| 3536005 CAL LIBRARY LITERACY SVC     |                                |                    |          |          |         |              |              |           |        |
| 3536005                              | 5103                           | PERMANENT SALARIES | 15,973   | 28,676   | 44,649  | 15,157.97    | .00          | 29,490.63 | 33.9%  |
| 3536005                              | 5104                           | PT SALARIE         | 10,930   | 0        | 10,930  | 297.85       | .00          | 10,631.73 | 2.7%   |
| 3536005                              | 5121                           | MEDICARE INSURANCE | 448      | 0        | 448     | 222.91       | .00          | 224.85    | 49.8%  |
| 3536005                              | 5122                           | MEDICAL INSURANCE  | 4,959    | 0        | 4,959   | 2,450.21     | .00          | 2,508.43  | 49.4%  |
| 3536005                              | 5125                           | DENTAL INSURANCE   | 360      | 0        | 360     | 142.35       | .00          | 217.65    | 39.5%  |
| 3536005                              | 5126                           | VISION PLAN        | 108      | 0        | 108     | 60.28        | .00          | 47.72     | 55.8%  |
| 3536005                              | 5127                           | LONG TERM DISABILI | 119      | 0        | 119     | 103.05       | .00          | 15.75     | 86.7%  |
| 3536005                              | 5128                           | LIFE INSURANCE     | 94       | 0        | 94      | 81.14        | .00          | 12.46     | 86.7%  |
| 3536005                              | 5129                           | RETIREMENT         | 2,281    | 0        | 2,281   | 1,642.64     | .00          | 638.10    | 72.0%  |
| 3536005                              | 5130                           | PART TIME RETIREME | 0        | 0        | 0       | 6.86         | .00          | -6.86     | 100.0% |
| 3536005                              | 5133                           | CITY 401 PLAN      | 256      | 0        | 256     | 383.23       | .00          | -127.30   | 149.7% |
| 3536005                              | 5211                           | OTHER PROFESSIONAL | 0        | 3,882    | 3,882   | 3,735.00     | .00          | 147.00    | 96.2%  |
| 3536005                              | 5308                           | OTHER OFFICE SUPPL | 0        | 700      | 700     | .00          | 200.00       | 500.00    | 28.6%  |
| 3536005                              | 5346                           | BOOKS SUBSCRIPTION | 3,462    | 1,918    | 5,380   | 4,205.96     | .00          | 1,174.04  | 78.2%  |
| TOTAL CAL LIBRARY LITERACY SVC       |                                |                    | 38,988   | 35,176   | 74,164  | 28,489.45    | 200.00       | 45,474.20 | 38.7%  |
| TOTAL CAL LIBRARY LITERACY SVC GRANT |                                |                    | 38,988   | 35,176   | 74,164  | 28,489.45    | 200.00       | 45,474.20 | 38.7%  |
| TOTAL EXPENSES                       |                                |                    | 38,988   | 35,176   | 74,164  | 28,489.45    | 200.00       | 45,474.20 |        |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 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     | 40,000          | -40,000          | 0              | .00          | .00          | .00              | .0%      |  |
| 3636001 5505 IMPROVEMENTS           | 40,000          | -40,000          | 0              | .00          | .00          | .00              | .0%      |  |
| 3636001 5506 EQUIPMENT              | 50,000          | -40,000          | 10,000         | .00          | .00          | 10,000.00        | .0%      |  |
| 3636001 5518 IT_NETWORK_COMMUNI     | 12,000          | 0                | 12,000         | .00          | 5,500.25     | 6,499.75         | 45.8%    |  |
| 3636001 5523 LARGE HARDWARE_FUR     | 29,562          | 0                | 29,562         | .00          | .00          | 29,562.01        | .0%      |  |
| TOTAL ARPA LIB ADMIN                | 171,562         | -120,000         | 51,562         | .00          | 5,500.25     | 46,061.76        | 10.7%    |  |
| 3636002 ARPA REFER N ADULT SERVICES |                 |                  |                |              |              |                  |          |  |
| 3636002 5104 PART TIME SALARIES     | 32,115          | -3,340           | 28,775         | 27,565.45    | .00          | 1,209.75         | 95.8%    |  |
| 3636002 5121 EMPLOYER MEDICARE      | 466             | 0                | 466            | 399.68       | .00          | 65.99            | 85.8%    |  |
| 3636002 5129 RETIREMENT             | 0               | 0                | 0              | 605.13       | .00          | -605.13          | 100.0%   |  |
| 3636002 5130 PART TIME RETIREME     | 1,285           | 0                | 1,285          | 880.98       | .00          | 403.63           | 68.6%    |  |
| TOTAL ARPA REFER N ADULT SERVICES   | 33,865          | -3,340           | 30,525         | 29,451.24    | .00          | 1,074.24         | 96.5%    |  |
| 3636003 ARPA LIB TECHNICAL SERVICES |                 |                  |                |              |              |                  |          |  |
| 3636003 5104 PART TIME SALARIES     | 5,970           | 0                | 5,970          | 21,727.08    | .00          | -15,757.48       | 364.0%   |  |
| 3636003 5121 EMPLOYER MEDICARE      | 87              | 0                | 87             | 315.03       | .00          | -228.47          | 363.9%   |  |
| 3636003 5129 RETIREMENT             | 0               | 0                | 0              | 347.74       | .00          | -347.74          | 100.0%   |  |
| 3636003 5130 PART TIME RETIREME     | 239             | 0                | 239            | 63.41        | .00          | 175.37           | 26.6%    |  |
| TOTAL ARPA LIB TECHNICAL SERVICES   | 6,295           | 0                | 6,295          | 22,453.26    | .00          | -16,158.32       | 356.7%   |  |
| 3636004 ARPA LIBRARY CIRCULATION    |                 |                  |                |              |              |                  |          |  |
| 3636004 5104 PART TIME SALARIES     | 0               | 0                | 0              | 30,606.96    | .00          | -30,606.96       | 100.0%   |  |
| 3636004 5121 EMPLOYER MEDICARE      | 0               | 0                | 0              | 443.79       | .00          | -443.79          | 100.0%   |  |
| 3636004 5130 PART TIME RETIREME     | 0               | 0                | 0              | 1,224.18     | .00          | -1,224.18        | 100.0%   |  |
| TOTAL ARPA LIBRARY CIRCULATION      | 0               | 0                | 0              | 32,274.93    | .00          | -32,274.93       | 100.0%   |  |
| 3636005 ARPA LIBRARY LITERACY       |                 |                  |                |              |              |                  |          |  |
| 3636005 5104 PART TIME SALARIES     | 51,299          | 0                | 51,299         | 37,847.65    | .00          | 13,451.39        | 73.8%    |  |

YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11                            |     |                      |                 |                   |                |              |              |                  |          |
|----------------------------------------|-----|----------------------|-----------------|-------------------|----------------|--------------|--------------|------------------|----------|
| ACCOUNTS FOR:                          | 363 | AMERICAN RESCUE PLAN | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
| 3636005 5121                           |     | EMPLOYER MEDICARE    | 781             | 0                 | 781            | 548.77       | .00          | 232.26           | 70.3%    |
| 3636005 5129                           |     | RETIREMENT           | 0               | 0                 | 0              | 1,361.69     | .00          | -1,361.69        | 100.0%   |
| 3636005 5130                           |     | PART TIME RETIREME   | 2,052           | 0                 | 2,052          | 1,024.65     | .00          | 1,027.31         | 49.9%    |
| TOTAL ARPA LIBRARY LITERACY            |     |                      | 54,132          | 0                 | 54,132         | 40,782.76    | .00          | 13,349.27        | 75.3%    |
| 3636006 ARPA LIBRARY CHILDREN SERVICES |     |                      |                 |                   |                |              |              |                  |          |
| 3636006 5104                           |     | PART TIME SALARIES   | 158,804         | 0                 | 158,804        | 27,082.36    | .00          | 131,721.67       | 17.1%    |
| 3636006 5121                           |     | EMPLOYER MEDICARE    | 451             | 0                 | 451            | 392.69       | .00          | 58.05            | 87.1%    |
| 3636006 5130                           |     | PART TIME RETIREME   | 1,244           | 0                 | 1,244          | 1,083.34     | .00          | 160.28           | 87.1%    |
| TOTAL ARPA LIBRARY CHILDREN SERVICES   |     |                      | 160,498         | 0                 | 160,498        | 28,558.39    | .00          | 131,940.00       | 17.8%    |
| TOTAL AMERICAN RESCUE PLAN             |     |                      | 426,353         | -123,340          | 303,013        | 153,520.58   | 5,500.25     | 143,992.02       | 52.5%    |
| TOTAL EXPENSES                         |     |                      | 426,353         | -123,340          | 303,013        | 153,520.58   | 5,500.25     | 143,992.02       |          |

Consent Agenda  
June 20, 2023

**ATTACHMENT 2**  
Library Services Fund Account Reports  
May 2023

**BALANCE SHEET FOR 2023 11**

| FUND: 112 LIBRARY SERVICES FUND |                                  |                         | NET CHANGE<br>FOR PERIOD | ACCOUNT<br>BALANCE |
|---------------------------------|----------------------------------|-------------------------|--------------------------|--------------------|
| ASSETS                          |                                  |                         |                          |                    |
| 112                             | 1000                             | AP CASH CONTROL         | 630.97                   | 471,607.97         |
|                                 | TOTAL ASSETS                     |                         | 630.97                   | 471,607.97         |
| FUND BALANCE                    |                                  |                         |                          |                    |
| 112                             | 3900                             | FUND BALANCE UNRESERVED | .00                      | -348,503.47        |
| 112                             | 3901                             | REVENUE CONTROL         | -5,968.70                | -182,067.77        |
| 112                             | 3902                             | EXPENDITURE CONTROL     | 5,337.73                 | 58,963.27          |
| 112                             | 3910                             | BUDGETARY FB UNRESERVED | .00                      | 44,273.21          |
| 112                             | 3911                             | ESTIMATED REVENUE       | .00                      | 50,000.00          |
| 112                             | 3912                             | APPROPRIATIONS          | .00                      | -94,273.21         |
| 112                             | 3921                             | ENCUMBRANCE CONTROL     | -2,308.30                | 9,191.36           |
| 112                             | 3922                             | BUDGET FB RES 4 ENCUM   | 2,308.30                 | -9,191.36          |
|                                 | TOTAL FUND BALANCE               |                         | -630.97                  | -471,607.97        |
|                                 | TOTAL LIABILITIES + FUND BALANCE |                         | -630.97                  | -471,607.97        |

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



# Library Board of Trustees Staff Report

**DATE:** June 20, 2023

**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 2023.

**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 2023

City Librarian's Report  
June 20, 2023

**ATTACHMENT 1**  
City Librarian's Report  
May 2023

**TO:** The Board of Trustees of the Monterey Park Bruggemeyer Library  
**FROM:** Diana Garcia, City Librarian  
**SUBJECT:** June 2023 Report

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

#### **Information Technology Best Practices Training**

All City of Monterey Park staff, including Library staff, were required to participate in a training on May 16 presented by City IT Manager Stanley Ardon on security when working with computers. Topics included best practices for password management, email, avoiding falling victim to scams, etc.

#### **How People Learn Languages: Principles of Effective ESL Instruction**

On May 2 and 16, Library Assistants Stephanie Chen and Melissa Tamayo completed the English as a Second Language training by Literacy Initiatives, *How People Learn Languages: Principles of Effective ESL Instruction*. This training, sponsored by the California State Library, prepares staff on how to effectively teach English-language acquisition to adult learners.

#### **Developing Leaders in California Libraries**

In May, Children's Librarian Megan Ralston-Munger attended virtual meetings for the Developing Leaders in California Libraries. She worked with her group members to complete their white paper, titled *Hygiene and the Unhoused*, which will be presented at the California Library Association Conference in Sacramento in June.

### ***Staffing***

Interviews to fill vacant part-time Library Assistant and part-time Librarian positions were held on May 24 and May 30 respectively. Interviews to fill the full-time Adult Senior Librarian vacancy are scheduled for June 2. The written test for part-time Library Page applicants is scheduled for June 3 with interviews of top scoring candidates to follow on June 16. Candidates will be selected and will begin the pre-employment screening in early June.

Part-time staff are currently funded by the American Rescue Plan Act (ARPA).

## ADMINISTRATION

**The Library Board of Trustees** met on May 16. Children’s Services Senior Librarian Kristin Olivarez presented the Library’s plans for the Summer Reading Program for children, teens and adults. City Librarian Garcia reported on upcoming Library activities and events including the Mental Health and Wellness Resource Fair and immigration assistance workshop, both scheduled for May 20, and the Pride Festival and Have PRIDE in Who You Are author talk, both scheduled for June 3. This was the final meeting for Trustee Andrew Yam, as he has served two consecutive terms and the Library Board will not meet in June. Interviews to fill his vacated seat are scheduled for June 3.

**The Monterey Park Library Foundation** met on May 2. Given the success of the Novel-Tea, which raised \$5,389.92 for the Library, Foundation members turned their attention to planning the annual Gala, scheduled for Friday, October 13. Foundation members discussed the event location and ideas for a theme and brainstormed potential donors, sponsors and entertainment.

**The Friends of the Monterey Park Library Board** met on May 12. The Friends discussed their newsletter, deciding upon frequency of publication (quarterly), content and distribution. The Friends bookstore continued its Spring Fling Sale, offering all items that a buyer can fit into a bag for \$5. For the month of May, the bookstore had revenues of \$575.25 with 88 sale bags sold. They plan to continue the sale – now branded as a Sizzling Summer Sale – through the summer.

## 2022 - 2023 ADMINISTRATION GOALS AND OBJECTIVES

| GOALS AND OBJECTIVES                                                                                                                                                                                                                                                                                                               | PROGRESS                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Create a three-to-five-year strategic plan, with input from residents, staff and stakeholders, that identifies community priorities and needs, and sets strategic areas of focus, as well as specific goals and actions to ensure the Library’s collections, programs and services continue to meet the needs of all residents. | <b>Complete.</b> After months of work, including extensive outreach to the community, the proposed strategic plan was presented to the City Council at its meeting on February 15. Community members and Library stakeholders spoke in favor of the strategic plan. The City Council approved the strategic plan and spoke positively about the Library in general. |
| 2. Restore public service hours at the Library to 40 hours per week.                                                                                                                                                                                                                                                               | <b>Complete.</b> The Library extended its hours to provide 40 public service hours per week (in-person, on-site) starting on January 3. The new hours include two evenings.                                                                                                                                                                                         |

## ADULT / REFERENCE / TEEN SERVICES

### Outreach

#### Returning to Wellness Fair hosted by Asian Pacific Family Center

Librarian Yessica Rowe and Library Assistant Stephanie Chen represented the Library at the Returning to Wellness Fair in Rosemead. Visitors to the booth were invited to the Library to participate in any of the many programs occurring this summer. Book lists on mental health and wellness and handouts on mental health resources were also made available.

#### Mental Health and Wellness Fair

Librarian Deborah Takahashi coordinated the first City of Monterey Park Mental Health and Wellness Fair in collaboration with Recreation and Community Services and Chinatown Service Center staff. The resource fair took place at Langley Senior Center on May 20 from 10 a.m. to 2 p.m.



The following organizations participated in the fair:

- Alzheimer's Association Los Angeles
- Asian American Advancing Justice Southern California (AJSOCAL)
- Garfield Health Center
- Chinatown Service Center Los Angeles
- Los Angeles County Department of Public Health
- Los Angeles County Department of Mental Health
- Center for the Pacific Asian Family
- National Alliance on Mental Illness (NAMI) San Gabriel

- Recovery International
- Eastern Los Angeles Regional Center
- Tzu Chi Health Center – Alhambra
- Asian Pacific Islander Parents and Friends of Lesbians and Gays (API PFLAG) – San Gabriel Valley
- Alma Family Services – Behavioral Services
- California Mental Health Connection
- Pacific Clinics – Asian Family Center
- Yellow Chair Collective

In addition to the resource fair, Chinatown Service Center provided an additional program called *Discover Your Mental Wellness* where attendees could participate in a variety of activities such as coloring, journaling or meditation for mental wellness and a terrarium building workshop. Therapy dogs were also provided onsite for attendees and a limited number of attendees received free meals and snacks. Attendees expressed their gratitude for the event as it helped them start their mental health care journey. Many of the partner organizations who were present were grateful for the invitation and are looking forward to next year's event.

## **Adult Programming**

### **VITA Clinic**

Staff and volunteers from Chinatown Service Center assisted three patrons to close out this year's Volunteer Income Tax Assistance Clinic at the Library. Patrons and residents appreciated this program and are awaiting next year's clinic.

### **Basics Computer Class in Spanish**

Librarian Yessica Rowe hosted a four-session series of basic computer classes. While the program was not well attended by the public, it allowed staff to see where the need is for the community and will help direct future implementation of the program.

### **Tech Hour**

The public were welcomed to practice computer skills and receive tech help from staff and volunteers. One participant has been attending weekly and is grateful for the knowledgeable assistance.

### **Open Mic Karaoke**

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room. Singers and listeners come together to socialize and sing. The program has become popular with the participants, bringing in new singers to the Library as well.

**Dungeons and Dragons for Teens and Adults**

Adults and teens teamed up to exercise their imagination and cooperation in practicing diplomacy against a foe to uncover the beginnings of a larger plot. New players were welcomed and guided in the game's rules by returning players.

**Afternoon Matinee**

Adults were welcomed to a showing of *Shang-Chi: Legend of the Ten Rings* in honor of Asian American Pacific Islander Heritage Month. Blockbuster Summer was announced and patrons are excited for the return of weekly movies.

**Get Fit While You Sit: Beginner and Intermediate**

Librarian Yessica Rowe visited Langley Senior Center and led a low-impact workout for seniors, while also inviting seniors to the Library to participate in the upcoming Summer Reading Program. Librarian Deborah Takahashi lead the intermediate session at the Library.

**Free Legal Assistance Clinic**

Volunteer attorneys from Asian Pacific American Bar Association and Asian Americans Advancing Justice - Southern California visited the Library and counseled patrons on various legal issues. Thanks to a press release that appeared in the *World Journal*, this was one of the largest clinics since the relaunch of in-person clinics.

**Workforce Development with CAREER Pathways**

Librarian Yessica Rowe hosted an informational workshop highlighting Library databases that jobseekers can utilize. While not attended, this served as an opportunity to further research into what times and subjects would better serve the community.

**YA Programming****Teen Study Hall**

Librarian Deborah Takahashi opened the Friends Room on May 9 for teens who needed a space to spread out and study for Advanced Placement tests and finals. Teens snacked and listened to music while working in groups or alone. This program was recommended by the Junior Friends as many of them preferred to work in a space that would allow them to study in groups in a relaxed environment.

**Teen Gamer Hour**

On May 10 and 24, teens played online games and studied for finals in the Computer Lab. Participation continues to grow and teens will be able to game in the Computer Lab every Wednesday at 4:30 p.m. during the Summer Reading Challenge.

### **Junior Friends Elections**

The Junior Friends met on May 23 for the annual Junior Friends Board Elections. Four teens stumped for board positions which consisted of presentations and speeches. The Junior Friends members voted online for the board positions.

### **2023-2024 Junior Friends Board:**

President: Marrissa Kwok (re-elected)

Vice President: Kelly Wu (re-elected)

Secretary: Tenica Zhou

Publicity-Chair: Shuhui (Grace) Hu

Historian: Vacant

The outgoing Junior Friends Board also recognized graduating seniors who were given a special Junior Friends pin as a gift for all their hard work. The board also announced this year's Junior Friend of the Year: Yang Li. Ms. Li volunteered 84 hours over the last year and announced that she has been accepted into University of California Riverside.

### **Volunteer Hours**

The Junior Friends volunteered a total of 70 hours by assisting at the Mental Health and Wellness Fair, teen events and Tech Hour.

## **2022 - 2023 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES**

| <b>GOALS AND OBJECTIVES</b>                                                                                                                                                                                   | <b>PROGRESS</b>                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Bring back in-person programming including Adult Beginning Computer Classes, Computer Lab, Get Fit While You Sit senior exercise program, movie screenings, educational lectures and adult craft programs. | <b>Ongoing:</b> Staff provided in-person programs such as the monthly movie screening, Dungeons and Dragons program, beginning computer classes, Computer Lab and adult craft program.                                              |
| 2. Recruit members for the Library's Junior Friends teen volunteer group to assist the Library in developing new and engaging library programs and services for teens.                                        | <b>Ongoing:</b> Junior Friend members performed outreach during the Cherry Blossom Festival and assisted patrons with computer help during Tech Hour. Junior Friends also assisted with the Mental Health and Wellness Fair in May. |

3. Collaborate with the Monterey Park Historical Museum to create programs to increase awareness about the museum and the Library's local history collection. Work with the museum to host the annual film program featuring film historian Foster Hirsch.
4. Collaborate with community agencies, City departments and committees to promote the Library's services.

**Complete:** The Library successfully hosted the Monterey Park Historical Society's Classic Film Discussion with Film Historian Foster Hirsch on August 6.

**Ongoing:** Adult Services partnered with community organizations to coordinate the first City of Monterey Park Mental Health and Wellness Fair.

## **OPERATIONAL SERVICES**

The Library has merged Circulation Services with Technical Services to create Operational Support, or OPS. The seven-person division is responsible for working as frontline staff who welcome visitors new and old every day, checking items out and in, and placing orders and cataloging and processing all items added to the collection. OPS will continue to provide the same excellent technological support to public users as well as to Library and City staff.

### **Zip Books:**

During the month of May, 45 books were ordered, saving the Library \$976.45. Due to the immense popularity of the program, grant funding provided by the State of California was fully expended by April 5, so the Friends of the Library has begun funding Zip Books purchases. The Friends will continue to support the Zip Books program through the end of the current fiscal year, when a new grant cycle will begin.

### **Acquisitions:**

Staff added 397 items (140 Adult items and 257 Children's items) in the month of May.

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

Three items were loaned out to other libraries.

### **Mending and processing:**

During the month of May, staff repaired 55 items.

### **eBook and eAudio**

A total of 411 eBooks and eAudio were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

### **Weeding:**

A total of 175 Items were weeded from the collection.

### **Wi-Fi:**

There were 5,300 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

## **2022 - 2023 TECHNICAL SERVICES GOALS AND OBJECTIVES**

- |                                                                                                                                  |                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Improve Wi-Fi access within the Library for the public by upgrading hardware.</li></ol> | <p><b>Ongoing:</b> The Library has purchased the hardware necessary to install the upgraded Wi-Fi and is awaiting delivery and installation.</p> |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

## **LAMP LITERACY / CITIZENSHIP**

During the month of May, LAMP staff answered 225 ESL questions, 111 citizenship questions and 494 passport questions.

Library Assistant Stephanie Chen assisted Adult Services staff at the Returning to Wellness Fair hosted by the Asian Pacific Family Center. At this event, Library staff shared resources on mental health and wellness and handouts on mental health resources.

On May 20, LAMP hosted the Citizenship Workshop facilitated by Asian Americans Advancing Justice—Southern California with volunteer translators from Bank of America. At this workshop, immigration attorneys and translators provided free, confidential consultation for those applying for US naturalization. Representing more than 10 different languages, immigration attorneys assisted in completing the N-400 naturalization application, applying for fee waivers and grants and answering questions about naturalization qualifications. Thirty appointments were available and slots were completely full within three weeks.



AJSOCAL immigration attorneys and volunteer translators.

### **ESL and Citizenship Classes**

May marked the last month of Spring ESL classes, with classes ending on May 13. Exiting students were then tested on their progress during the last few weeks of the month. AmeriCorps member Lee Zambrana resigned this month, so Adult Literacy Coordinator Victor Castellanos and Library Assistant Chen have taken over as the new citizenship instructors for the Wednesday evening and Saturday morning Citizenship Class.

### **Passports**

Passports continue to be a popular service and are offered at the Library on Tuesday from 3 – 7 p.m. and Friday and Saturday from 1 - 5 p.m.

## LAMP Statistics for May 2023

|                                   |           |                  |
|-----------------------------------|-----------|------------------|
| <b>Programs</b>                   | 121       |                  |
| <b>Program Attendance</b>         | 404       |                  |
| <b>Students Served this month</b> | 228       |                  |
| <b>Student hours</b>              | 603       |                  |
| <b>Total Students</b>             | YTD 606   | Projected 730    |
| <b>Total Hours</b>                | YTD 7,284 | Projected 15,500 |
| <b>Passports</b>                  | 135       | YTD 1313         |

## ESL and Citizenship Preparation Classes—End of Spring 2023 Schedule

|                          |            |                         |                                        |
|--------------------------|------------|-------------------------|----------------------------------------|
| ESL 1 Beginning Literacy | Wed/Fri    | 10:00 a.m. – 11:00 a.m. | Annie Hoang                            |
| ESL 2 Beginning-Low      | Thurs/Sat  | 10:00 a.m. – 11:30 a.m. | Stephanie Chen                         |
| ESL 3 Beginning-High     | Thursday   | 1:30 p.m. – 3:00 p.m.   | Daisy Liu                              |
| ESL 4 Intermediate-Low   | Wed/Fri    | 12:00 p.m. – 1:30 p.m.  | Jessie Munoz/Sandy Hwang/ Lee Zambrana |
| ESL 5 intermediate-High  | Tues/Thurs | 1:00 p.m. – 2:30 p.m.   | Nancy Gilmore                          |
| ESL 6 Advanced           | Wed/Sat    | 2:00 p.m. – 3:30 p.m.   | Lee Zambrana                           |
| Conversation I           | Thursday   | 3:00 p.m. – 4:30 p.m.   | Daisy Liu                              |
| Conversation II          | Wed/Fri    | 3:00 p.m. – 5:00 p.m.   | Richard Hollingsworth                  |
| News for You             | Wednesday  | 5:00 p.m. – 6:30 p.m.   | Melissa Tamayo                         |
| Learner Book Club        | Saturday   | 2:30 p.m. – 4:30 p.m.   | Daisy Liu                              |
| Citizenship Class I      | Wednesday  | 5:00 p.m. – 6:30 p.m.   | Lee Zambrana/ Stephanie Chen           |
| Citizenship Class II     | Saturday   | 10:00 p.m. – 11:30 p.m. | Lee Zambrana/ Victor Castellanos       |

## 2022 – 2023 LAMP GOALS AND OBJECTIVES

### GOALS/OBJECTIVES

1. Collaborate with Adult and Children's Services Divisions to create new library programming for adult learners to expand upon the current English as a Second Language (ESL) classes and offer adult learners additional learning opportunities.

### PROGRESS

**Ongoing:** The Adult Services Division provided LAMP staff with guidance facilitating writing workshops for teens to plan for the writing workshop for English language learners. Adult Services staff also provided ideas for the game day workshops for adult learners.

2. Increase volunteer and student recruitment and retention to improve student scores and achievements.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.

**Ongoing:** Staff continue to provide monthly Tutor Orientations for new potential volunteers. This month, staff paired two new one-on-one tutors with learners.

**Ongoing:** Tutors and teachers have been invited to multiple free, online learning opportunities on ESL best practices facilitated by the California State Library.

## CHILDREN'S SERVICES

In May, 75% of the library's total circulated items were Children's materials. A total of 10,485 children's items were checked out during the month.

A total of 11 TumbleBooks were viewed and 76 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 342 reference questions in person and over the telephone.

### Programming

#### Storytime

Staff provided 17 storytimes for 1,095 children and their caregivers during the month of May.



#### Homework Help

Homework Help is offered weekly on Wednesdays and Saturdays. Teen volunteers from local high schools provided three days of Homework Help during May and assisted 12 children with 124 questions. May 20 marked the last day of Homework Help for the school year.

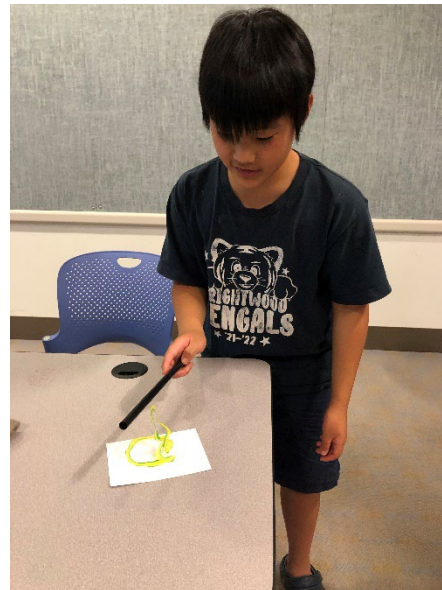


### **The InbeTWEENers Club**

On May 2, six tweens in grades 4<sup>th</sup> through 8<sup>th</sup> created keychain and button art.

### **Science Saturday**

On May 13, 31 children learned about static electricity by making a dancing snake.



### **Music & Movement**

On May 12, 67 children and their caregivers sang, danced and played instruments with Children's Librarian Megan Ralston-Munger in the Library Friends Room.

### **Spanish Storytime**

On May 20, six children and their caregivers attended Spanish Storytime with Librarian Yessi Rowe, where they listened to stories, sang songs and learned Spanish vocabulary.



### **Crafternoon**

On May 25, 25 children and their caregivers created snakes out of pony beads, pipe cleaners, and googly eyes.

### **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, 88 children solved a Star Wars themed letter scramble.

### **1000 Books Before Kindergarten**

In April, 1,000 Books Before Kindergarten was made available on Beanstack, so families now have the option to participate in the program via the Beanstack website or app. Children read 2,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Forty-nine new children signed up for the program and one child completed the program during the month of May.

## Community Partnerships and Outreach

### Alhambra School District

On May 3, staff attended Repetto Elementary School's Open House and shared information about Library services and programs with 208 students and their families.

On May 12, 25 second grade students, teachers and parents from Ynez Elementary School visited the Library for a tour and storytime.

### Montebello School District

On May 5 and 19, a total of 83 students, teachers and parents from Bella Vista Elementary visited the Library for a tour and storytime.



### Garvey School District

On May 17, Children's Senior Librarian Kristin Olivarez attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

### **Monterey Park Christian School**

On May 6, Senior Librarian Kristin Olivarez attended Monterey Park Christian School's end of year reading event and provided storytimes for 75 children and their families.

### **Fire Service Day**

On May 20, Children's staff attended the Monterey Park Fire Department's Fire Service Day where they provided information about Library programs and services to 250 community members. Children's Librarian Lauren Frazier also provided a firefighter themed storytime for children and their families.



## 2022-23 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 hosted a total of three field trips for Bella Vista and Ynez students and attended outreach events at Repetto and Monterey Park Christian schools. A total of 391 students, teachers and caregivers were served during outreach programs in May.                                         |
| 2. Recruit and train high school volunteers to offer in-person Homework Help during the school year.                                                                                                                                  | <b>Complete.</b> Five high school volunteers have been trained as Homework Helpers and Homework Help was re-launched on September 10. Volunteers provided three days of Homework Help during May and assisted 12 children with 124 questions. May 20 marked the last day of Homework Help for the school year. |

## Monterey Park Bruggemeyer Library Statistics 2022-2023

[illegible]







[illegible]

[illegible]