

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
July 18, 2023
6:00 p.m.

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park

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.

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

SWEARING IN OF NEW TRUSTEE

City Clerk Maychelle Yee

ROLL CALL

Travis Kaya, Larry Sullivan, Lisa Duong, Jennifer Tang and Ricky Choi

ANNUAL ROTATION OF OFFICERS

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. INTRODUCTION OF NEW JUNIOR FRIENDS BOARD: Deborah Takahashi, Teen Librarian

2A. LAMP LITERACY AND CITIZENSHIP CLASSES AND WORKSHOPS: Victor Castellanos, Adult Literacy Coordinator

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 16, 2023; 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:

None

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: July 18, 2023

AGENDA ITEM NO:

TO: Library Board of Trustees
FROM: Kristin Olivarez, Interim 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 Kristin Olivarez, written over a horizontal line.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Approval of Minutes
July 18, 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, 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.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: July 18, 2023

AGENDA ITEM NO: 2B

TO: Library Board of Trustees
FROM: Kristin Olivarez, Interim 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 and June 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Prepared by:

A blue ink signature of Kristin Olivarez, written over a horizontal line.

Kristin Olivarez
Interim City Librarian

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Reports for May and June 2023
2. Library Services Fund Account Reports for May and June 2023

Consent Agenda
July 18, 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:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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%	
1016005 GENERAL FUND LITERACY									
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%	
1016006 GENERAL FUND CHILDREN SERV									
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	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
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:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	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
July 18, 2023

ATTACHMENT 1
Year-To-Date Budget Report
June 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	202,215.41	.00	1,476.19	99.3%	
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	2,922.49	.00	35.60	98.8%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	18,865.76	.00	11,445.24	62.2%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,195.06	.00	1,564.94	43.3%	
1016001 5126 ADMINISTRATION VIS	720	0	720	417.64	.00	302.36	58.0%	
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	1,066.50	.00	143.10	88.2%	
1016001 5128 LIFE INSURANCE	819	0	819	723.08	.00	95.92	88.3%	
1016001 5129 RETIREMENT	0	0	0	21,600.27	.00	-21,600.27	100.0%	
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	3,002.63	.00	-272.63	110.0%	
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	12,579.29	.00	2,420.71	83.9%	
1016001 5254 REPAIR AND MAINT M	15,000	3,256	18,256	7,935.13	6,856.84	3,464.37	81.0%	
1016001 5265 MILEAGE	400	0	400	15.20	.00	384.80	3.8%	
1016001 5266 CONFERENCES	5,000	0	5,000	4,495.97	.00	504.03	89.9%	
1016001 5269 ELECTRICITY	110,000	0	110,000	114,941.85	.00	-4,941.85	104.5%	
1016001 5270 GAS	6,500	0	6,500	8,968.58	.00	-2,468.58	138.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	5,970.17	.00	2,849.83	67.7%	
1016001 5303 POSTAGE	800	0	800	1,280.64	.00	-480.64	160.1%	
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	9,634.14	986.45	1,379.41	88.5%	
1016001 5342 PRINTING	500	0	500	289.41	32.85	177.74	64.5%	
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	521,520.03	19,115.14	21,973.16	96.1%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	350,857	-50,000	300,857	244,390.93	.00	56,465.97	81.2%	
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	3,421.06	.00	5,123.56	40.0%	
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	47,333.06	.00	-6,906.40	117.1%	
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	2,923.82	.00	2,538.18	53.5%	
1016002 5126 VISION PLAN	1,908	0	1,908	1,064.06	.00	843.94	55.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	1,354.08	.00	373.92	78.4%	
1016002 5128 LIFE INSURANCE	4,118	0	4,118	1,079.86	.00	3,037.86	26.2%	
1016002 5129 RETIREMENT	0	0	0	26,245.76	.00	-26,245.76	100.0%	
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	3,422.01	.00	1,750.99	66.2%	
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	360.00	4,140.00	500.00	90.0%	
1016002 5308 OTHER OFFICE SUPPL	2,700	0	2,700	2,510.85	.00	189.15	93.0%	
1016002 5346 BOOKS SUBSCRIPTION	28,216	0	28,216	23,592.98	8,925.05	-4,302.03	115.2%	
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	-50,000	550,919	467,787.14	13,065.05	70,066.38	87.3%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	288,401	-70,231	218,170	189,877.14	.00	28,293.26	87.0%	
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	2,766.96	.00	1,216.04	69.5%	
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	29,132.84	.00	31,982.16	47.7%	
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	2,084.14	.00	2,715.86	43.4%	
1016003 5126 VISION PLAN	970	0	970	634.14	.00	335.86	65.4%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,199.74	.00	384.26	75.7%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	945.24	.00	302.76	75.7%	
1016003 5129 RETIREMENT	0	0	0	20,400.68	.00	-20,400.68	100.0%	
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	2,984.72	.00	1,451.53	67.3%	
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	30,372.74	2,314.35	-3,341.54	111.4%	
1016003 5313 SUPPLIES PROC CATA	4,000	0	4,000	2,762.14	595.88	641.98	84.0%	
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	-99,617	437,030	363,913.86	2,910.23	70,205.72	83.9%	
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 12									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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%	
1016005 GENERAL FUND LITERACY									
1016005	5103 PERMANENT SALARIES	182,715	0	182,715	112,396.17	.00	70,318.83	61.5%	
1016005	5121 MEDICARE INSURANCE	2,635	0	2,635	1,595.44	.00	1,039.16	60.6%	
1016005	5122 MEDICAL INSURANCE	50,056	0	50,056	24,320.93	.00	25,734.67	48.6%	
1016005	5125 DENTAL INSURANCE	3,360	0	3,360	1,393.96	.00	1,966.04	41.5%	
1016005	5126 VISION PLAN	1,075	0	1,075	488.00	.00	587.00	45.4%	
1016005	5127 LONG TERM DISABILI	1,188	0	1,188	682.20	.00	505.80	57.4%	
1016005	5128 LIFE INSURANCE	952	0	952	537.69	.00	413.91	56.5%	
1016005	5129 RETIREMENT	0	0	0	12,075.11	.00	-12,075.11	100.0%	
1016005	5133 401 DEFERRED COMP	2,803	0	2,803	2,515.16	.00	287.96	89.7%	
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	213,505.56	.00	107,945.26	66.4%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103 PERMANENT SALARIES	213,902	0	213,902	184,744.65	.00	29,157.15	86.4%	
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	2,830.71	.00	123.17	95.8%	
1016006	5122 MEDICAL INSURANCE	39,586	0	39,586	33,010.15	.00	6,575.85	83.4%	
1016006	5125 DENTAL INSURANCE	3,600	0	3,600	2,016.11	.00	1,583.89	56.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12								
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	618.94	.00	461.06	57.3%	
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,058.34	.00	129.66	89.1%	
1016006 5128 LIFE INSURANCE	936	0	936	846.84	.00	89.16	90.5%	
1016006 5129 RETIREMENT	0	0	0	19,842.03	.00	-19,842.03	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	3,606.85	.00	-535.60	117.4%	
1016006 5207 LIBRARY DATABASES	599	0	599	699.00	.00	-100.00	116.7%	
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	2,346.17	548.17	1,605.66	64.3%	
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	22,205.06	17,152.13	-16,357.19	171.1%	
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	343,345.65	17,700.30	10,665.53	97.1%	
TOTAL GENERAL FUND	2,358,771	-115,052	2,243,719	1,918,998.10	52,790.72	271,930.19	87.9%	
TOTAL EXPENSES	2,358,771	-115,052	2,243,719	1,918,998.10	52,790.72	271,930.19		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	35,485	0	35,485	28,403.05	.00	7,081.70	80.0%	
1126005 5121 MEDICARE	515	0	515	408.17	.00	106.36	79.3%	
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	3,936.95	.00	4,560.05	46.3%	
1126005 5125 DENTAL INSURANCE	480	0	480	193.07	.00	286.93	40.2%	
1126005 5126 VISION PLAN	178	0	178	94.79	.00	83.21	53.3%	
1126005 5127 LONG TERM DISABILI	264	0	264	159.55	.00	104.45	60.4%	
1126005 5128 LIFE INSURANCE	164	0	164	125.66	.00	38.14	76.7%	
1126005 5129 RETIREMENT	0	0	0	3,050.32	.00	-3,050.32	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	650.85	.00	-224.29	152.6%	
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	57,841.27	3,100.00	13,331.94	82.1%	
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	57,841.27	3,100.00	13,331.94	82.1%	
TOTAL EXPENSES	74,273	0	74,273	57,841.27	3,100.00	13,331.94		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
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	11,250.82	.00	-761.82	107.3%
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	164.21	.00	-12.12	108.0%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	1,727.11	.00	1,578.65	52.2%
3516005	5125	DENTAL INSURANCE	240	0	240	100.71	.00	139.29	42.0%
3516005	5126	VISION PLAN	72	0	72	42.56	.00	29.44	59.1%
3516005	5127	LONG TERM DISABILI	79	0	79	72.81	.00	6.19	92.2%
3516005	5128	LIFE INSURANCE	62	0	62	57.27	.00	5.13	91.8%
3516005	5129	RETIREMENT	1,520	0	1,520	1,214.42	.00	306.07	79.9%
3516005	5130	PART TIME RETIREME	191	0	191	2.94	.00	187.91	1.5%
3516005	5133	CITY 401 PLAN	163	0	163	286.07	.00	-123.57	176.0%
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	779.97	244.67	.00	100.0%
TOTAL WIOA GRANT			23,014	0	23,014	16,308.75	244.67	6,460.97	71.9%
TOTAL WIOA GRANT			23,014	0	23,014	16,308.75	244.67	6,460.97	71.9%
TOTAL EXPENSES			23,014	0	23,014	16,308.75	244.67	6,460.97	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
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	16,877.00	.00	27,771.60	37.8%
3536005	5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005	5121	MEDICARE INSURANCE	448	0	448	247.84	.00	199.92	55.4%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	2,590.86	.00	2,367.78	52.2%
3536005	5125	DENTAL INSURANCE	360	0	360	151.06	.00	208.94	42.0%
3536005	5126	VISION PLAN	108	0	108	63.82	.00	44.18	59.1%
3536005	5127	LONG TERM DISABILI	119	0	119	109.18	.00	9.62	91.9%
3536005	5128	LIFE INSURANCE	94	0	94	85.97	.00	7.63	91.8%
3536005	5129	RETIREMENT	2,281	0	2,281	1,826.57	.00	454.17	80.1%
3536005	5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%
3536005	5133	CITY 401 PLAN	256	0	256	429.17	.00	-173.24	167.7%
3536005	5211	OTHER PROFESSIONAL	0	3,882	3,882	3,784.00	.00	98.00	97.5%
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	1,174.04	.00	100.0%
TOTAL CAL LIBRARY LITERACY SVC			38,988	35,176	74,164	30,676.14	1,374.04	42,113.47	43.2%
TOTAL CAL LIBRARY LITERACY SVC GRANT			38,988	35,176	74,164	30,676.14	1,374.04	42,113.47	43.2%
TOTAL EXPENSES			38,988	35,176	74,164	30,676.14	1,374.04	42,113.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12								
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	5,500.25	.00	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	5,500.25	.00	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	22,519.08	.00	-16,549.48	377.2%	
3636003 5121 EMPLOYER MEDICARE	87	0	87	326.51	.00	-239.95	377.2%	
3636003 5129 RETIREMENT	0	0	0	432.49	.00	-432.49	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	23,341.49	.00	-17,046.55	370.8%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	34,160.34	.00	-34,160.34	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	495.32	.00	-495.32	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,366.31	.00	-1,366.31	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	36,021.97	.00	-36,021.97	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	41,066.00	.00	10,233.04	80.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
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	595.44	.00	185.59	76.2%
3636005 5129		RETIREMENT	0	0	0	1,471.78	.00	-1,471.78	100.0%
3636005 5130		PART TIME RETIREME	2,052	0	2,052	1,112.23	.00	939.73	54.2%
TOTAL ARPA LIBRARY LITERACY			54,132	0	54,132	44,245.45	.00	9,886.58	81.7%
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104		PART TIME SALARIES	158,804	0	158,804	29,460.86	.00	129,343.17	18.6%
3636006 5121		EMPLOYER MEDICARE	451	0	451	427.18	.00	23.56	94.8%
3636006 5130		PART TIME RETIREME	1,244	0	1,244	1,178.48	.00	65.14	94.8%
TOTAL ARPA LIBRARY CHILDREN SERVICES			160,498	0	160,498	31,066.52	.00	129,431.87	19.4%
TOTAL AMERICAN RESCUE PLAN			426,353	-123,340	303,013	169,626.92	.00	133,385.93	56.0%
TOTAL EXPENSES			426,353	-123,340	303,013	169,626.92	.00	133,385.93	

Consent Agenda
July 18, 2023

ATTACHMENT 2
Library Services Fund Account
Reports May 2023

BALANCE SHEET FOR 2023 11

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT 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 **

Consent Agenda
July 18, 2023

ATTACHMENT 2
Library Services Fund Account Reports
June 2023

BALANCE SHEET FOR 2023 12

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	3,544.32	475,152.29
TOTAL ASSETS			3,544.32	475,152.29
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-7,568.68	-189,636.45
112	3902	EXPENDITURE CONTROL	4,024.36	62,987.63
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	-1,237.72	7,953.64
112	3922	BUDGET FB RES 4 ENCUM	1,237.72	-7,953.64
TOTAL FUND BALANCE			-3,544.32	-475,152.29
TOTAL LIABILITIES + FUND BALANCE			-3,544.32	-475,152.29

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



Library Board of Trustees Staff Report

DATE: July 18, 2023

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Kristin Olivarez, Interim 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 June 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written in a cursive style.

Kristin Olivarez
Interim City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report June 2023

City Librarian's Report
July 18, 2023

ATTACHMENT 1
City Librarian's Report
June 2023

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, Interim City Librarian
SUBJECT: June 2023 Report

The City Council approved the 2023-2024 fiscal year budget on June 21, so the Library will move forward with opening six days a week. The Library is hiring new part-time staff to cover the additional hours. Managers are tentatively planning for a six-day schedule to start in August.

With the retirement of City Manager Ron Bow on July 7, Assistant City Manager Inez Alvarez will become the Interim City Manager and City Librarian Diana Garcia will serve as the Interim Assistant City Manager. This was announced to Library staff at a meeting on June 27, when City Manager Bow noted that Diana is one of the longest tenured City Department Directors and praised her judgment, leadership skills and ability to work in collaboration with colleagues and staff. Diana's new responsibilities are too extensive for her to try to split her time and focus between City Hall and the Library. Therefore, Children's Senior Librarian Kristin Olivarez will serve as Interim City Librarian and Children's Librarian Lauren Frazier will serve as Interim Children's Senior Librarian. Kristin knows all aspects of library operations and has substituted for Diana in the past while Lauren served as Acting Children's Senior Librarian while Kristin was on maternity leave. These changes are temporary and will last only until a permanent City Manager is appointed.

Third Annual San Gabriel Valley Pride Festival

On June 3, staff participated in the third annual San Gabriel Valley Pride Festival at Barnes Park. LGBTQIA+ booklists and books were available for readers of all ages and staff provided information about Library programs and services to 200 attendees.



Training/Workshops/Classes

California Library Association Conference

Reference Librarian Rowe and Children's Librarian Megan Ralston-Munger attended the California Library Association Conference held in Sacramento on June 2 and 3. This conference offered panels and workshops hosted by other librarians. Workshops attended covered topics included tips to best utilize social media, how to start and manage a library of things, storytelling for advocacy and state park-based programming for California Park Passes. While there, Megan and her *Developing Leaders in California Libraries* group members presented their white papers, titled "Hygiene and the Unhoused."

Staffing

As of June 24, Melissa Tamayo, formerly part-time Library Assistant in LAMP, has been promoted to part-time Librarian in Children's while Jennifer Yarman, formerly part-time Library Page in Operational Support (OPS), has been promoted to part-time Library Assistant in Adult Reference. Congratulations to both Melissa and Jennifer!

Candidates to fill the vacant full-time Reference Senior Librarian position as well as the remaining part-time Librarian (Reference), Library Assistant (Children's, Reference and OPS) and Library Page (Reference and OPS) positions have been selected and are undergoing pre-employment screening.

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

ADMINISTRATION

The Library Board of Trustees did not meet in June. The Library Board will next meet on July 18, when newly appointed Trustee Ricky Choi will be officially sworn into office.

The Monterey Park Library Foundation met on June 13. Andy Yam, former Library Board Trustee and current member of the Garvey School District Board of Education, and Janine Lui, Senior Director of Finance at Optimist Youth Homes and Family Services, a nonprofit dedicated to helping children in and at-risk of foster care achieve success, were appointed to the Foundation Board. As the Library was not awarded California State Library competitive grant funding for a bookmobile, the Foundation agreed to earmark \$10,000 of its funds towards this purpose. Library staff will continue to look for outside grant funding. Administrative Secretary Gwen Kishida reported that the Library will no longer purchase DVDs and BluRays with Foundation funds. Instead, these purchases will be made from the Library budget. The plan is to eliminate the charge for borrowing DVDs and BluRays as of July 1. This should increase circulation and remove additional staff costs in tracking and collecting rental fees. Foundation members continued to discuss plans for the annual fundraising Gala, scheduled for Friday, October 13. Administrative Secretary Kishida created a flyer for the Gala, highlighting that the event will honor the Monterey Park Fire and Police Departments.

The Friends of the Monterey Park Library met on June 23. The Friends created an email address for the organization: mpkfriendsofthelibrary@gmail.com. Junior Friends President and Friends Board member Marissa Kwok, now able to attend meetings with high school on summer break, set up the email address and City Librarian Diana Garcia addressed online safety. The Friends will continue to sponsor the Zip Books program until the new grant funding cycle begins. The Friends usually sponsor a lunch to celebrate staff on National Library Workers Day in April, but this year they sponsored two days of treats – bagels one day and frozen yogurt another day – for Library staff in June to launch the 2023 Summer Reading Program. The Friends bookstore segued to a Sizzling Summer Sale, continuing to offer all items that a buyer can fit into a bag for \$5. For the month of June, the bookstore had revenues of \$575.25 with 88 sale bags sold.

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,	Complete. 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

programs and services continue to meet the needs of all residents.

plan and spoke positively about the Library in general.

2. Restore public service hours at the Library to 40 hours per week.

Complete. 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

Adult Programming

Have PRIDE in Who You Are Author Talk

On June 3, Teen Librarian Deborah Takahashi was joined by local authors Noel Alunit, Tracie Kato-Kiriyama and Eric Wat as they talked about their work and their experiences as members of the LGBTQ community. The audience had great questions for the authors including a question from a couple who were seeking advice on how to support their son who recently came out to them. This program followed another successful SGV Pride Parade and Festival and staff and patrons are looking forward to next year's program.



Monterey Park Goes to the Beach

Reference Librarian Rowe and Library Assistants Lina Nguyen, Andrea Patlan and Stephanie Chen supervised a trip on June 24 to Bolsa Chica State Beach. A total of 100 participants were transported via bus to enjoy time at the State beach. This program was funded by the California State Library through the Park Pass Grant to highlight the State's parks. Participants gave positive feedback via survey and multiple patrons expressed interest in the Park Pass to return to the beach.



Healthy Sleeping Tips Presented by Garfield Medical Center

On June 8, representatives from Garfield Medical Center held a workshop on effective sleeping habits. Topics included types of sleep disorders, how much sleep we really need, risks associated with lack of sleep, and tips for getting better sleep.



Southern California Beaches with Nature for All

Naturalist Brenda Kyle from the Los Angeles-based organization Nature for All led a workshop on June 10 about Southern California beaches, focusing on Bolsa Chica State Beach. She spoke about flora and fauna of the beaches and informed participants on the work done by Nature for All. She also took the opportunity to highlight the upcoming Monterey Park Goes to the Beach program.

Free Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the library on June 13 and counseled patrons on various legal issues. A total of 44 volunteers and participants came together for legal advice and assistance.

Blockbuster Summer

Every Tuesday at 1 p.m., patrons were welcomed to view popular movies. This month featured *Paws of Fury*, *Some Like It Hot*, *Jaws*, and *Independence Day*. This program offered staff an opportunity to highlight upcoming programs and the Summer Reading Program.

Grab and Go Craft Kit: D.I.Y Bird Feeder

Library Assistant Lina Nguyen assembled 50 grab and go craft kits for patrons to pick up. Inside the kits were materials to upcycle a glass jar into a hanging bird feeder.



Tech Hour

Reference Librarian Yessica Rowe and Library Technician Michael Le oversaw the weekly Tech Hour program on Wednesday nights. They were assisted by Junior Friends volunteers who helped learners with questions such as the basics of Microsoft Excel and how to transfer pictures from their phone to a flash drive. Patrons have expressed gratitude for the program, with one saying, "I know I could look it up online, but it's all confusing. I like learning from a person."

Get Fit While You Sit: Beginning and Intermediate Levels

Reference Librarian Rowe and Library Assistant Jennifer Yarman led the biweekly Beginner *Get Fit While You Sit* program at Langley Senior Center on June 9 and 23 and the Intermediate sessions at the Library on June 2 and 16.

Get Fit While You Dance

On June 30, Teen Librarian Deborah Takahashi and Library Assistant Yarman held a special session of *Get Fit While You Sit* at Langley Senior Center. This session follows a Richard Simmons video available on the Library's streaming service Kanopy. Participants were also shown how to access similar programs via Kanopy using their library card.



Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on June 14 and 28. Participants included singers and audience members. Audience members chatted amongst themselves and took advantage of the music to dance.

YA Programming

Dungeons and Dragons First Anniversary Celebration

Reference Librarian Rowe hosted a one-year celebration for the Dungeons and Dragons program on June 17. Teens and adults were welcomed to a one session game, where their characters were put through a company team building retreat. The players demonstrated teamwork and creative thinking to make their way through the trials to the end, where they fought a dragon in a dungeon.

Teen Gamer Hour

Starting in June, teens were welcome to hang out in the Computer Lab and play games as part of the Teen Summer Reading program. Teens played online games as well as Mario Kart for the Nintendo Switch. Librarian Takahashi queried the teens about future gaming programs, and they are very interested in a Smash Bros. tournament.

Write On Teen Creative Writing Program

As part of the Teen Summer Reading Program, teens were invited to learn how to outline their book in preparation for National Novel Writing Month (NaNoWriMo) in November. National Novel Writing Month began in 1999 as a daunting but straightforward challenge: to write 50,000 words of a novel in thirty days. Now, each year on November 1, hundreds of thousands of people around the world begin to write, determined to end the month with a first draft. They enter the month as elementary school teachers, mechanics or stay-at-home parents and they leave as novelists.

Teens attended weekly sessions to learn about the various parts of outlining and worked as cohorts to provide feedback and encouragement. Currently, there is an Adventure story, Science Fiction story and a Romance in the works. This program is led by Librarian Takahashi who will join the teens in November to write her first adult novel.

Junior Friends

The Junior Friends met on June 13 to welcome the newly elected Junior Friends Board and say goodbye to outgoing Board members. The new board presented to the membership the revised bylaws and volunteer guidelines to clarify member requirements. In addition, Secretary Tenica Zhou set up a new method of reporting hours which is now a Google Form.



On June 27, Councilmember Vinh Ngo visited the Junior Friends to talk about his leadership journey and to provide valuable life advice for the teens. Teens had some great questions for Councilmember Ngo and he was happy to answer their questions. On July 11, Mayor Jose Sanchez will visit to speak with the Junior Friends. In the coming weeks, Mayor Pro Tem Thomas Wong and Councilmembers Henry Lo and Yvonne Yiu will wrap up this summer's leadership speaker series.

Teen Financial Literacy

Chinatown Service Center and Bank of America provided a four-week Financial Literacy series where parents and teens learned about investments, purchasing a home, building credit and how to finance their college education. Bank of America brought in a team of speakers who taught the importance of budgeting, saving and using credit wisely. Bank of America also shared additional opportunities for teens to learn real-world experience including internships.



Volunteer Hours

The Junior Friends volunteered a total of 273 hours by attending teen events, assisting Children's services with programming, attending Junior Friends meetings, participating in the summer reading program and assisting with the Adult Tech Hour.

3D Printing Projects

For June, Reference Services received five 3D print requests.

2022 - 2023 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	Complete: 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.	Complete: 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.	Complete: The Library successfully hosted the Monterey Park Historical Society's Classic Film Discussion with Film Historian Foster Hirsch on August 6.
4. Collaborate with community agencies, City departments and committees to promote the Library's services.	Complete. The Library partnered with the City's Recreation and Community Services Department to organize Monterey Park Goes to the Beach and to hold the beginning Get Fit While You Sit program at Langley Senior Center. Additional program partners included Nature for All, Garfield Health Center and legal groups Asian Pacific American Bar Association and Asian Americans Advancing Justice - Southern California. The Library also collaborated with community organizations to

coordinate the first City of Monterey Park
Mental Health and Wellness Fair.

OPERATIONAL SUPPORT SERVICES

The Library has merged Circulation Services with Technical Services to create Operational Support Services, or OPS. This division is responsible for working as frontline staff who welcome visitors every day, checking items out and in, and placing orders, cataloging and processing all items added to the collection.

Zip Books:

During the month of June, 30 books were ordered, saving the Library \$557.71. 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 July, when the Library will receive funding from a new grant cycle via the California State Library.

Acquisitions:

Staff added 516 items (256 Adult items, 255 Children's items, and five LAMP items) in the month of June.

ILL (Inter Library Loans):

Four items were loaned out to other libraries.

Mending and processing:

During the month of June, staff repaired 53 items.

eBook and eAudio

A total of 483 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 113 Items were weeded from the collection.

Wi-Fi:

There were 5,234 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

2022 - 2023 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Improve Wi-Fi access within the Library for the public by upgrading hardware.

Complete: Hardware necessary to improve Wi-Fi access within the building has been installed and upgraded access points are working.

LAMP LITERACY / CITIZENSHIP

During the month of June, LAMP staff answered 227 ESL questions, 135 citizenship questions and 598 passport questions.

On June 24, Adult Literacy Coordinator Victor Castellanos hosted the Quarterly Tutor Meetup for literacy volunteers. Volunteers shared their experiences and challenges with their learners, learned about LAMP's future goals for 2023-2024 and were introduced to new workbooks for higher-level vocabulary practice. Adult Literacy Coordinator Castellanos also facilitated the monthly tutor orientation for six potential volunteers.

ESL and Citizenship Classes

With ESL classes on break for the summer, LAMP staff began new six-week workshops for adult learners.



The new workshops include Talking with the Police, where students learn how to call for emergencies, read a traffic ticket and talk to a police officer; For Your Health, a health/literacy workshop where students practice how to speak to a doctor and read medicine labels; Phonics, where students practice letter sounds and improve pronunciation; and Write Club, where students practice creative writing and then read them aloud to the class. The workshops are facilitated by AmeriCorps member Sandra Hwang and supported by literacy staff.



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 June 2023

Programs	113	
Program Attendance	32	
Students Served this month	272	
Student hours	556	
Total Students	YTD 651	Projected 730
Total Hours	YTD 7,839	Projected 15,500
Passports	154	YTD 1467

ESL and Citizenship Preparation Classes: Summer (June/July) 2023 Schedule

Talking with the Police	Thursday	3:00 p.m. – 4:30 p.m.	Sandy Hwang
For Your Health	Friday	10:00 a.m. – 11:30 a.m.	Sandy Hwang
Phonics	Thurs/Fri	10:00 a.m. – 11:30 a.m.	Stephanie Chen
Write Club	Saturday	11:30 a.m. – 1:00 p.m.	Sandy Hwang/Emily Tam
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.	Stephanie Chen
Citizenship Class II	Saturday	10:00 p.m. – 11:30 p.m.	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

Complete: Summer workshops provided an opportunity for literacy staff to pilot new workshops, and this included a new Writing Club for adults. Activities and best practices were shared by the Teen Services Librarian to help with the new writing activities for English language learners. This new workshop will be a new ongoing program for adult learners.

2. Increase volunteer and student recruitment and retention to improve student scores and achievements.

Complete: Staff established monthly tutor orientations to onboard more potential volunteers and designated a staff member to be the tutor/learner liaison. The frequency of onboarding opportunities for new volunteers and increased accessibility to LAMP staff has helped improve volunteer recruitment and tutor/learner retention.

3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.

Complete: Staff have increased email notices to instructors and tutors about ongoing professional development by the California State Library and California Department of Education. Staff also present short professional development trainings at each quarterly tutor meetup.

CHILDREN'S SERVICES

In June, 73% of the library's total circulated items were Children's materials. A total of 10,659 children's items were checked out during the month.

In June, 103 TumbleBooks were viewed and 139 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 428 reference questions in person and over the phone.

2023 Summer Reading Program: Find Your Voice!

June 6 marked the beginning of the Children's Summer Reading Program. Children who log their time spent reading over the summer have the opportunity to earn prizes and virtual badges. By the end of June, 596 children registered for Summer Reading. The program runs through July 29.

Programming

Summer Reading Kick-Off: Find Your Voice! Storytime

The Children's Department kicked off the 2023 Summer Reading Program with a special Find Your Voice! themed storytime and crafts. Ninety-two children and their families enjoyed a storytime, crafts and a photo-op.





Art Zone

In June, 118 kids ages 5-12, under the guidance of Children's Librarian Lauren Frazier, created masterpieces based on the work of Jean-Michel Basquiat and Wassily Kandinsky. Children were also given the option to showcase their art on the Children's Division's Art Zone gallery wall.



Let Us Write:

Let Us Write is a weekly creative writing program led by Library Assistant Maddy Ornelas for kids ages 7-12 that highlights a different genre each week. In June, 41 children created their own zines, mad libs and graphic novels.

**Junior Maestros**

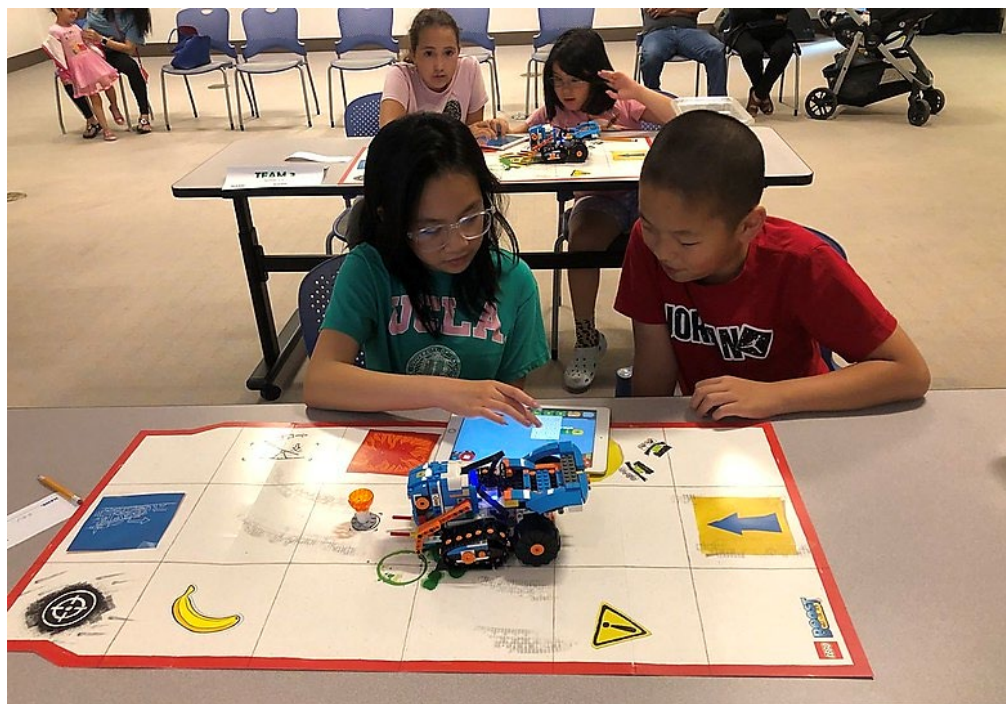
This weekly program invites children ages 5-10 to listen, move, and play along to music while exploring basic musical concepts under the instruction of Children's Librarian Megan Ralston-Munger. In June, 100 children and their caregivers learned about tempo, dynamics, rhythm, and treble and bass.





LEGO Coding Lab

The first two two-week sessions of LEGO Coding Lab were held in June. Eleven children learned basic coding from Library Assistant Brian Luu by using LEGO BOOST.



Bubblemania

On June 14, families learned about the science of bubbles at the Bubblemania bubble show, which was held at Langley Center. The performance was attended by 296 children and their caregivers.



Mad Science

On June 28, 74 children and their caregivers enjoyed a spellbinding program that introduced children to the principles of air and pressure through impressive science experiments.



Storytime

Staff provided 20 storytimes for 1,438 children and their caregivers during the month of June.

Spanish Storytime

On June 10, 30 children and their caregivers attended Spanish Storytime, facilitated by Librarian Yessica Rowe, where they listened to stories, sang songs and learned Spanish vocabulary.



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 activity, at any time of day, regardless of whether a program is being held then. In June, 129 children completed a "Would You Rather?" scavenger hunt.

1000 Books Before Kindergarten

In June, children read 2,500 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fifty new children signed up for the program and two children completed the program during the month of June.

Community Partnerships and Outreach

Montebello School District

On June 7, Children's Librarian Lauren Frazier visited Bella Vista Elementary School to provide a storytime for 25 students and teachers.

Garvey School District

On June 21, 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.

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.	Complete. Staff visited Bella Vista Elementary. A total of 25 students and teachers were served during outreach in June.
2. Recruit and train high school volunteers to offer in-person Homework Help during the school year.	Complete. Five high school volunteers have been trained as Homework Helpers and Homework Help was re-launched on September 10.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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