

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
January 16, 2024
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

ROLL CALL

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

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. 3D PRINTING SERVICES: Presentation on free 3D printing services available to Library patrons

1B. SENSORY STORYTIME: Presentation on Sensory Storytime for children with autism or other sensory processing challenges

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of November 21, 2023 and the minutes from the cancelled regular meeting of December 19, 2023; and
- (2) Taking such additional, related, action that may be desirable.

2B. 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:

6A. FEBRUARY 2024 MEETING: *Discussion regarding cancelling the regular Library Board of Trustee's meeting scheduled for February 20, 2024*

It is recommended that the Library Board of Trustees consider:

- (1) Cancelling the regular meeting scheduled for February 20, 2024; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: January 16, 2024

AGENDA ITEM NO: 2-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 November 21, 2023 and the cancelled meeting of December 19, 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 in a cursive style.

Kristin Olivarez
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 November 21, 2023 meeting minutes
2. Library Board of Trustees December 19, 2023 meeting minutes

Approval of Minutes
January 16, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
November 21, 2023

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
November 21, 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, November 21, 2023, at 6:00 p.m.

CALL TO ORDER

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

Trustee Kaya read aloud the Library's mission statement and the City's Land Acknowledgment statement:

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.

FLAG SALUTE

Trustee Duong led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Ricky Choi

STAFF PRESENT: Interim City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Teen Librarian Deb Takahashi and Reference Librarian Yessica Rowe

GUESTS: Junior Friends Tenica Zhao, Kelly Wu and Wenham Li and San Gabriel Valley Municipal Water District (SGVMWD) Board of Directors Vice President Steve Placido, SGVMWD External Affairs Manager Evelyn Reyes and SGVMWD representative Albert Lu

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.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:**1A. PRESENTATION: O.W.L. GRANT AWARD**

Interim City Librarian Olivarez noted that the Library received an OWL (Opportunities for Water Leadership) grant for \$3,000 from the San Gabriel Valley Municipal Water District. This grant was secured from an application submitted by Teen Librarian Takahashi with assistance from the Junior Friends. The Junior Friends learned about grant writing when applying for the grant and will have the opportunity to learn about collection development when selecting which books about water conservation to purchase and event planning when organizing a family event in conjunction with Earth Day. SGVMWD External Affairs Manager Reyes noted that the SGVMWD wanted to create smaller grassroots projects which they could fund. Teen Librarian Takahashi noted that the Earth Day program will include educational materials and visual examples of water conservation as well as crafts and other activities that will appeal to children.

1A. PRESENTATION: LIBRARY RESOURCES

Reference Librarian Rowe presented on Library resources, in particular free digital resources for media and entertainment. E-reading resources available to Library cardholders include Tumblebooks, which is dedicated to children and offers access to animated children's e-books as well as puzzles and games; Press Reader, which offers newspapers and magazines from 120 countries in 60 languages; The Palace Project, which offers thousands of e-books via its app and Libby, formerly Overdrive, which allows access to thousands of e-books and audio books via its app. Libby users can check out up to ten items and place holds on another ten items. E-listening and viewing resources include the Smithsonian Global Sound for Libraries, which offers an extensive catalog of American and global music; the L.A. Theater Works Collections, which gathers the radio theatre company's recordings of significant dramatic literature and Kanopy, which provides instant video streaming access to thousands of movies, television shows and other media. Library cardholders can sign up for the service and are allotted 15 tickets per month which can be used to view programming via the app or the Kanopy website. Tickets do not roll over and are reset every month. No tickets are needed for children's programs – access is unlimited.

Trustee Kaya asked if the apps are available on the library's Chromebooks. Librarian Rowe stated that there are web-based versions. Trustee Kaya asked if shortcuts to the resources could be provided. Librarian Rowe said that she would check.

Trustee Kaya asked if it would be possible to get additional copies of popular titles on Libby as wait times are sometimes long. Librarian Rowe noted that Monterey Park shares the collection with other members of the Southern California Library Cooperative consortium. Interim City Librarian Olivarez noted that the Library has the option to spend more to purchase additional copies which can be shared with the entire consortium (Library patrons still have priority on these purchases) or restricted to only Library patrons. Selectors can discuss this.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of October 17, 2023, and approve the financial reports and expenditures of October 2023.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of October 17, 2023 and the financial report and expenditures of October 2023.

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

Ayes:	Trustees: Tang, Kaya, Sullivan and Duong
Noes:	Trustees: None
Absent:	Trustees: Choi
Abstain:	Trustees: None

3. PRESIDENT'S REPORT

Trustee Kaya noted that the Friends of the Monterey Park Library are recruiting to fill its vacant Treasurer position.

The Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SoCal) free legal clinic will take a break in December and return in January 2024. Trustee Kaya thanked the Library for its support as the service has been extremely popular.

Trustee Kaya thanked the San Gabriel Valley Municipal Water District for choosing the Library to receive one of its OWL grants.

Trustee Kaya noted that it has been a difficult year for this community but much has been accomplished, in particular the Library's strategic plan. He thanked especially then-City Librarian Diana Garcia and Trustee Tang for their efforts to see this vital project to completion. Trustee Kaya said that he is looking forward to 2024.

4. CITY LIBRARIAN'S REPORT

Interim City Librarian Olivarez provided updates on staff recruitment. The new Adult/Reference/Teen Services Senior Librarian has been hired and is scheduled to start on November 27. The new Senior Librarian will be introduced to the Library Board at its meeting in January 2024. Two new part-time Library Assistants have also been hired and will start on November 28. Another candidate is undergoing pre-employment screening. One additional part-time Library Assistant is still to be hired. The Library is also looking to hire a part-time Librarian for Children's Services with interviews scheduled for December 5. Children's Services continues to have a full-time Librarian position vacant with Librarian LV Frazier serving as Interim Children's Senior Librarian.

The Library will be closed November 23 and 24 for the Thanksgiving holiday, December 23 and 25 for the Christmas holiday and December 30 and January 1 for the New Year's holiday.

Library staff participated in the City's Employee Halloween Costume Contest and won second place!

Interim City Librarian Olivarez echoed Trustee Kaya in noting that 2023 has been quite a year. She has been serving as Interim City Librarian since July. She thanked the Library Board for being patient and gracious with her as she learned the duties of the position and noted that it has been a pleasure working directly with the Trustees.

5. OLD BUSINESS

None

6. NEW BUSINESS

6A. DECEMBER 2023 MEETING

Trustee Kaya noted that it is the decision of the Library Board whether or not to meet as scheduled in December as there is a lack of agenda items for that meeting.

Approve canceling the regular meeting scheduled for December 19, 2023 due to lack of agenda items.

Action Taken: The Library Board of Trustees approved canceling the regular meeting scheduled for December 19, 2023 due to lack of agenda items.

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

Ayes: Trustees: Tang, Kaya, Sullivan and Duong
Noes: Trustees: None
Absent: Trustees: Choi
Abstain: Trustees: None

7. BOARD COMMUNICATIONS

Trustee Sullivan noted that the Monterey Park Police Department is participating in a Holiday Toy Drive and that there is a box in the Library for donations. He noted that there is also a box for a Food Drive. Interim City Librarian Olivarez stated that the Police Department toy drive is intended to provide toys for families in the community. The Food Drive is being spearheaded by the City Clerk's Office and collected food will be donated to the Alhambra Unified School District's Food Pantry.

Trustee Sullivan asked if Santa Claus will appear at the Library during the holiday season. Interim City Librarian Olivarez stated that the Library will instead participate in the City's Holiday Snow Village in Barnes Park on December 7, providing programming alongside Recreation's offerings of snow play, sled runs, holiday music, food and craft vendors and photos with Santa. Interim City Librarian Olivarez reported that other City holiday activities will include Santa's Jolly Journey on December 16, when Santa, escorted by the Monterey Park Police and Fire Departments, will tour the community and a City-sponsored luncheon for all employees. The Library is planning a staff holiday potluck as well.

Trustee Kaya noted that they have not yet had a group lunch or dinner for former Trustee Andy Yam and suggested that they try to plan something in the new year.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:36 p.m.



Kristin Olivarez
Interim City Librarian

Approval of Minutes
January 16, 2024

ATTACHMENT 2
Draft Minutes
Library Board of Trustees
December 19, 2023

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 19, 2023**

The City of Monterey Park Library Board of Trustees held a Regular Meeting of the Library Board of Trustees in the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park, Tuesday, November 21, 2023 at 6:00 p.m.

Cancellation of the regularly scheduled Library Board of Trustees regular meeting on December 19, 2023 was approved due to lack of agenda items.

A Notice of meeting cancellation was posted on December 14, 2023.

NOTICE WAS HEREBY GIVEN that the regularly scheduled Library Board of Trustees regular meeting on December 19, 2023 has been cancelled. The next regular meeting of the Library Board of Trustees will be held on Tuesday, January 16, 2024 at 6:00 p.m. in the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue in the City of Monterey Park.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: January 16, 2024

AGENDA ITEM NO: 2B

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 November and December 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
January 16, 2024

ATTACHMENT 1
Year-To-Date Budget Report
November and December 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
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	239,051	0	239,051	96,141.44	.00	142,909.45	40.2%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	1,388.02	.00	1,643.22	45.8%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	9,334.13	.00	20,976.87	30.8%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	646.99	.00	2,113.01	23.4%	
1016001 5126 ADMINISTRATION VIS	720	0	720	200.53	.00	519.47	27.9%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	694.52	.00	514.48	57.4%	
1016001 5128 LIFE INSURANCE	819	0	819	341.51	.00	477.49	41.7%	
1016001 5129 RETIREMENT	0	0	0	11,822.29	.00	-11,822.29	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	2,100.99	.00	1,499.01	58.4%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	.00	.00	4,350.00	.0%	
1016001 5211 OTHER PROFESSIONAL	0	0	0	11,239.00	.00	-11,239.00	100.0%	
1016001 5213 DATA PROCESSING	6,340	0	6,340	.00	.00	6,340.00	.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,036.01	.00	13,963.99	6.9%	
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	6,856.84	8,143.16	45.7%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	504.93	.00	6,995.07	6.7%	
1016001 5269 ELECTRICITY	100,000	0	100,000	47,147.09	.00	52,852.91	47.1%	
1016001 5270 GAS	0	0	0	145.80	.00	-145.80	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	1,655.97	.00	7,164.03	18.8%	
1016001 5303 POSTAGE	800	0	800	652.93	.00	147.07	81.6%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	2,105.51	.00	2,894.49	42.1%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	3,022.78	.00	6,977.22	30.2%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	7,248	0	7,248	1,812.06	.00	5,436.17	25.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	4,892.12	.00	14,676.36	25.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	3,250.34	.00	9,751.03	25.0%	
1016001 5405 TECHNOLOGY CHARGES	12,969	0	12,969	3,242.18	.00	9,726.54	25.0%	
1016001 5408 WORKERS COMPENSATI	23,559	0	23,559	5,889.82	.00	17,669.46	25.0%	
1016001 5409 BUILDING MAINTENAN	77,060	0	77,060	.00	.00	77,059.95	.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	0	608,617	209,342.24	6,856.84	392,418.08	35.5%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	114,897.75	.00	288,432.09	28.5%	
1016002 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016002 5121 MEDICARE INSURANCE	6,018	0	6,018	1,590.60	.00	4,426.98	26.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	28,198.50	.00	28,801.50	49.5%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	1,563.16	.00	4,078.84	27.7%
1016002 5126 VISION PLAN	1,908	0	1,908	547.50	.00	1,360.50	28.7%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	1,072.48	.00	655.52	62.1%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	545.74	.00	1,971.98	21.7%
1016002 5129 RETIREMENT	2,507	0	2,507	14,235.33	.00	-11,728.28	567.8%
1016002 5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	1,574.01	.00	6,225.99	20.2%
1016002 5207 LIBRARY DATABASES	2,000	0	2,000	301.00	9,944.00	-8,245.00	512.3%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	2,339.99	.00	2,760.01	45.9%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	8,331.17	16,442.34	2,226.49	91.8%
1016002 5402 SEPERATION BENEFIT	13,713	0	13,713	3,428.34	.00	10,285.03	25.0%
1016002 5403 PENSION CHARGES	37,023	0	37,023	9,255.71	.00	27,767.13	25.0%
1016002 5404 OPEB CHARGES	24,598	0	24,598	6,149.53	.00	18,448.57	25.0%
1016002 5405 TECHNOLOGY CHARGES	24,536	0	24,536	6,134.08	.00	18,402.25	25.0%
1016002 5408 WORKERS COMPENSATI	44,573	0	44,573	11,143.32	.00	33,429.97	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	693,485	0	693,485	211,308.21	26,386.34	455,790.32	34.3%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	193,678	0	193,678	112,519.95	.00	81,158.16	58.1%
1016003 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016003 5121 MEDICARE INSURANCE	3,120	0	3,120	1,654.64	.00	1,465.32	53.0%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	15,220.97	.00	26,979.03	36.1%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	969.57	.00	3,710.43	20.7%
1016003 5126 VISION PLAN	970	0	970	300.51	.00	669.49	31.0%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,073.00	.00	511.00	67.7%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	546.00	.00	702.00	43.8%
1016003 5129 RETIREMENT	2,507	0	2,507	13,942.87	.00	-11,435.82	556.1%
1016003 5130 PART TIME RETIREME	5,802	0	5,802	.00	.00	5,801.50	.0%
1016003 5133 401 DEFERRED COMP	3,600	0	3,600	2,100.00	.00	1,500.00	58.3%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	24,454.07	9,714.64	19,321.29	63.9%
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	1,454.12	.00	545.88	72.7%
1016003 5402 SEPARATION BENEFIT	10,415	0	10,415	2,603.75	.00	7,811.23	25.0%
1016003 5403 PENSION CHARGES	28,118	0	28,118	7,029.49	.00	21,088.48	25.0%
1016003 5404 OPEB CHARGES	18,682	0	18,682	4,670.42	.00	14,011.26	25.0%
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	4,658.69	.00	13,976.08	25.0%
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	8,463.09	.00	25,389.27	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	201,661.14	9,714.64	234,660.85	47.4%
1016005 GENERAL FUND LITERACY							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
101									
1016005	5103	PERMANENT SALARIES	147,902	0	147,902	81,387.35	.00	66,514.61	55.0%
1016005	5104	PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016005	5121	MEDICARE INSURANCE	2,448	0	2,448	1,156.73	.00	1,290.86	47.3%
1016005	5122	MEDICAL INSURANCE	37,701	0	37,701	11,011.62	.00	26,688.96	29.2%
1016005	5125	DENTAL INSURANCE	3,380	0	3,380	720.21	.00	2,659.84	21.3%
1016005	5126	VISION PLAN	1,050	0	1,050	236.32	.00	813.68	22.5%
1016005	5127	LONG TERM DISABILI	1,188	0	1,188	512.74	.00	675.26	43.2%
1016005	5128	LIFE INSURANCE	952	0	952	261.03	.00	690.57	27.4%
1016005	5129	RETIREMENT	2,507	0	2,507	6,214.12	.00	-3,707.07	247.9%
1016005	5130	PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016005	5133	401 DEFERRED COMP	2,803	0	2,803	1,261.01	.00	1,542.11	45.0%
1016005	5402	SEPARATION BENEFIT	5,681	0	5,681	1,420.29	.00	4,260.87	25.0%
1016005	5403	PENSION CHARGES	15,338	0	15,338	3,834.44	.00	11,503.33	25.0%
1016005	5404	OPEB CHARGES	10,190	0	10,190	2,547.62	.00	7,642.85	25.0%
1016005	5405	TECHNOLOGY CHARGES	10,165	0	10,165	2,541.22	.00	7,623.66	25.0%
1016005	5408	WORKERS COMPENSATI	18,466	0	18,466	4,616.44	.00	13,849.32	25.0%
TOTAL GENERAL FUND LITERACY		286,261	0	286,261	117,721.14	.00	168,539.60	41.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103	PERMANENT SALARIES	307,144	0	307,144	95,900.00	.00	211,243.59	31.2%
1016006	5104	PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016006	5121	MEDICARE INSURANCE	3,617	0	3,617	1,381.61	.00	2,235.27	38.2%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	16,653.71	.00	22,932.29	42.1%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	969.57	.00	2,630.43	26.9%
1016006	5126	VISION PLAN	1,080	0	1,080	300.51	.00	779.49	27.8%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	804.75	.00	383.25	67.7%
1016006	5128	LIFE INSURANCE	936	0	936	409.50	.00	526.50	43.8%
1016006	5129	RETIREMENT	2,507	0	2,507	11,835.04	.00	-9,327.99	472.1%
1016006	5130	PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016006	5133	401 DEFERRED COMP	3,071	0	3,071	2,087.50	.00	983.75	68.0%
1016006	5207	LIBRARY DATABASES	1,889	0	1,889	1,187.45	.00	701.55	62.9%
1016006	5313	LIBRARY SUPPLIES	5,000	0	5,000	981.61	.00	4,018.39	19.6%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	7,112.20	15,887.80	.00	100.0%
1016006	5402	SEPARATION BENEFIT	10,078	0	10,078	2,519.55	.00	7,558.64	25.0%
1016006	5403	PENSION CHARGES	27,209	0	27,209	6,802.17	.00	20,406.53	25.0%
1016006	5404	OPEB CHARGES	18,078	0	18,078	4,519.39	.00	13,558.16	25.0%
1016006	5405	TECHNOLOGY CHARGES	18,032	0	18,032	4,508.04	.00	13,524.12	25.0%
1016006	5408	WORKERS COMPENSATI	32,758	0	32,758	8,189.41	.00	24,568.24	25.0%
TOTAL GENERAL FUND CHILDREN SERV		525,263	0	525,263	166,162.01	15,887.80	343,212.96	34.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL GENERAL FUND	2,559,662	0	2,559,662	906,194.74	58,845.62	1,594,621.81	37.7%	
TOTAL EXPENSES	2,559,662	0	2,559,662	906,194.74	58,845.62	1,594,621.81		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
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	41,741	0	41,741	28,135.93	.00	13,604.60	67.4%	
1126005 5121 MEDICARE	607	0	607	407.99	.00	198.52	67.3%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	1,831.27	.00	7,115.73	20.5%	
1126005 5125 DENTAL INSURANCE	480	0	480	92.41	.00	387.59	19.3%	
1126005 5126 VISION PLAN	178	0	178	45.47	.00	132.53	25.5%	
1126005 5127 LONG TERM DISABILI	264	0	264	121.68	.00	142.32	46.1%	
1126005 5128 LIFE INSURANCE	164	0	164	61.93	.00	101.87	37.8%	
1126005 5129 RETIREMENT	0	0	0	1,549.64	.00	-1,549.64	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	365.91	.00	60.65	85.8%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,600.00	.00	376.00	81.0%	
1126005 5254 RM MACHINERY AND E	0	974	974	.00	.00	974.00	.0%	
1126005 5303 POSTAGE	5,000	-974	4,026	.00	.00	4,026.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	482.65	925.00	-7.65	100.5%	
1126005 5402 SEPARATION BENEFIT	1,522	0	1,522	380.47	.00	1,141.40	25.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	1,027.17	.00	3,081.52	25.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	682.46	.00	2,047.37	25.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	680.74	.00	2,042.24	25.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	1,236.66	.00	3,709.96	25.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	38,702.38	925.00	37,585.01	51.3%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	38,702.38	925.00	37,585.01	51.3%	
TOTAL EXPENSES	77,212	0	77,212	38,702.38	925.00	37,585.01		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489		6,337.77	.00	60.4%
3516005	5104	PART TIME SALARIES	4,918	0	4,918		.00	.00	.0%
3516005	5121	MEDICARE INSURANCE	152	0	152		91.91	.00	60.4%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		1,022.93	.00	30.9%
3516005	5125	DENTAL INSURANCE	240	0	240		60.56	.00	25.2%
3516005	5126	VISION PLAN	72	0	72		25.49	.00	35.4%
3516005	5127	LONG TERM DISABILI	79	0	79		68.32	.00	86.5%
3516005	5128	LIFE INSURANCE	62	0	62		34.72	.00	55.6%
3516005	5129	RETIREMENT	1,520	0	1,520		786.10	.00	51.7%
3516005	5130	PART TIME RETIREME	191	0	191		.00	.00	.0%
3516005	5133	CITY 401 PLAN	195	0	195		184.55	.00	94.6%
3516005	5266	CONFERENCES_SEMINA	550	0	550		.00	.00	.0%
3516005	5308	OTHER OFFICE SUPPL	400	0	400		.00	.00	.0%
3516005	5343	BOOKS_SUBSCRIPTION	1,175	0	1,175		686.36	.00	58.4%
TOTAL WIOA GRANT			23,350	0	23,350		9,298.71	.00	39.8%
TOTAL WIOA GRANT			23,350	0	23,350		9,298.71	.00	39.8%
TOTAL EXPENSES			23,350	0	23,350		9,298.71	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05										
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	0	15,973	9,479.57	.00	6,493.03	59.3%	
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%	
3536005	5121	MEDICARE INSURANCE	448	0	448	137.47	.00	310.29	30.7%	
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	1,528.52	.00	3,430.12	30.8%	
3536005	5125	DENTAL INSURANCE	360	0	360	90.33	.00	269.67	25.1%	
3536005	5126	VISION PLAN	108	0	108	38.08	.00	69.92	35.3%	
3536005	5127	LONG TERM DISABILI	119	0	119	102.05	.00	16.75	85.9%	
3536005	5128	LIFE INSURANCE	94	0	94	51.85	.00	41.75	55.4%	
3536005	5129	RETIREMENT	1,102	0	1,102	1,175.75	.00	-73.81	106.7%	
3536005	5133	CITY 401 PLAN	360	0	360	276.05	.00	83.95	76.7%	
3536005	5211	OTHER PROFESSIONAL	4,300	-700	3,600	196.00	.00	3,404.00	5.4%	
3536005	5213	DATA PROCESSING	2,775	0	2,775	2,745.79	.00	29.21	98.9%	
3536005	5266	CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%	
3536005	5308	OTHER OFFICE SUPPL	2,400	700	3,100	3,094.36	.00	5.64	99.8%	
3536005	5346	BOOKS SUBSCRIPTION	7,482	0	7,482	38.19	3,300.00	4,143.81	44.6%	
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	18,954.01	3,300.00	29,753.91	42.8%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	18,954.01	3,300.00	29,753.91	42.8%	
TOTAL EXPENSES			52,008	0	52,008	18,954.01	3,300.00	29,753.91		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5506 EQUIPMENT	10,000	0	10,000	.00	.00	10,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	6,500	0	6,500	.00	.00	6,499.75	.0%	
3636001 5523 LARGE_HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%	
TOTAL ARPA LIB ADMIN	46,062	0	46,062	.00	.00	46,061.76	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	32,115	0	32,115	24,064.79	.00	8,050.21	74.9%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	348.92	.00	316.75	52.4%	
3636002 5129 RETIREMENT	0	0	0	1,045.07	.00	-1,045.07	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	630.93	.00	4,580.58	12.1%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	26,089.71	.00	11,902.47	68.7%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	9,168.82	.00	15,779.18	36.8%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	132.96	.00	195.04	40.5%	
3636003 5129 RETIREMENT	0	0	0	34.72	.00	-34.72	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	356.32	.00	4,814.68	6.9%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	9,692.82	.00	20,754.18	31.8%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	22,050.79	.00	-22,050.79	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	319.74	.00	-319.74	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	879.44	.00	-879.44	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	23,259.88	.00	-23,259.88	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	14,616.46	.00	36,682.58	28.5%	

YEAR-TO-DATE BUDGET REPORT

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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	211.92	.00	569.11	27.1%
3636005 5129	RETIREMENT	0	0	0	844.44	.00	-844.44	100.0%
3636005 5130	PART TIME RETIREME	7,827	0	7,827	327.89	.00	7,499.22	4.2%
TOTAL ARPA LIBRARY LITERACY		59,907	0	59,907	16,000.71	.00	43,906.47	26.7%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104	PART TIME SALARIES	158,804	0	158,804	14,762.39	.00	144,041.64	9.3%
3636006 5121	EMPLOYER MEDICARE	451	0	451	214.06	.00	236.68	47.5%
3636006 5130	PART TIME RETIREME	9,071	0	9,071	590.50	.00	8,480.23	6.5%
TOTAL ARPA LIBRARY CHILDREN SERVICES		168,326	0	168,326	15,566.95	.00	152,758.55	9.2%
TOTAL AMERICAN RESCUE PLAN		342,734	0	342,734	90,610.07	.00	252,123.55	26.4%
TOTAL EXPENSES		342,734	0	342,734	90,610.07	.00	252,123.55	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	114,463.66	.00	124,587.23	47.9%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	1,653.39	.00	1,377.85	54.5%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	10,335.10	.00	19,975.90	34.1%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	708.55	.00	2,051.45	25.7%	
1016001 5126 ADMINISTRATION VIS	720	0	720	219.61	.00	500.39	30.5%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	761.52	.00	447.48	63.0%	
1016001 5128 LIFE INSURANCE	819	0	819	374.01	.00	444.99	45.7%	
1016001 5129 RETIREMENT	0	0	0	14,074.09	.00	-14,074.09	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	2,500.99	.00	1,099.01	69.5%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	.00	.00	4,350.00	.0%	
1016001 5211 OTHER PROFESSIONAL	0	0	0	11,239.00	.00	-11,239.00	100.0%	
1016001 5213 DATA PROCESSING	6,340	0	6,340	.00	.00	6,340.00	.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,480.09	.00	13,519.91	9.9%	
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	6,856.84	8,143.16	45.7%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	504.93	.00	6,995.07	6.7%	
1016001 5269 ELECTRICITY	100,000	0	100,000	61,834.07	.00	38,165.93	61.8%	
1016001 5270 GAS	0	0	0	145.80	.00	-145.80	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	2,863.83	.00	5,956.17	32.5%	
1016001 5303 POSTAGE	800	0	800	715.30	.00	84.70	89.4%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	2,576.28	.00	2,423.72	51.5%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	5,786.72	.00	4,213.28	57.9%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	7,248	0	7,248	1,812.06	.00	5,436.17	25.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	4,892.12	.00	14,676.36	25.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	3,250.34	.00	9,751.03	25.0%	
1016001 5405 TECHNOLOGY CHARGES	12,969	0	12,969	3,242.18	.00	9,726.54	25.0%	
1016001 5408 WORKERS COMPENSATI	23,559	0	23,559	5,889.82	.00	17,669.46	25.0%	
1016001 5409 BUILDING MAINTENAN	77,060	0	77,060	.00	.00	77,059.95	.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	0	608,617	251,398.74	6,856.84	350,361.58	42.4%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	141,770.65	.00	261,559.19	35.2%	
1016002 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016002 5121 MEDICARE INSURANCE	6,018	0	6,018	1,972.70	.00	4,044.88	32.8%	

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	29,762.60	.00	27,237.40	52.2%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	1,793.60	.00	3,848.40	31.8%
1016002 5126 VISION PLAN	1,908	0	1,908	618.73	.00	1,289.27	32.4%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	1,202.48	.00	525.52	69.6%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	610.74	.00	1,906.98	24.3%
1016002 5129 RETIREMENT	2,507	0	2,507	17,500.48	.00	-14,993.43	698.1%
1016002 5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	2,074.01	.00	5,725.99	26.6%
1016002 5207 LIBRARY DATABASES	2,000	0	2,000	513.00	9,732.00	-8,245.00	512.3%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	2,339.99	.00	2,760.01	45.9%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	9,706.24	15,067.27	2,226.49	91.8%
1016002 5402 SEPERATION BENEFIT	13,713	0	13,713	3,428.34	.00	10,285.03	25.0%
1016002 5403 PENSION CHARGES	37,023	0	37,023	9,255.71	.00	27,767.13	25.0%
1016002 5404 OPEB CHARGES	24,598	0	24,598	6,149.53	.00	18,448.57	25.0%
1016002 5405 TECHNOLOGY CHARGES	24,536	0	24,536	6,134.08	.00	18,402.25	25.0%
1016002 5408 WORKERS COMPENSATI	44,573	0	44,573	11,143.32	.00	33,429.97	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	693,485	0	693,485	245,976.20	24,799.27	422,709.40	39.0%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	133,972.89	.00	59,705.22	69.2%
1016003 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016003 5121 MEDICARE INSURANCE	3,120	0	3,120	1,967.88	.00	1,152.08	63.1%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	16,781.33	.00	25,418.67	39.8%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,061.91	.00	3,618.09	22.7%
1016003 5126 VISION PLAN	970	0	970	329.13	.00	640.87	33.9%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,177.00	.00	407.00	74.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	598.00	.00	650.00	47.9%
1016003 5129 RETIREMENT	2,507	0	2,507	16,579.45	.00	-14,072.40	661.3%
1016003 5130 PART TIME RETIREME	5,802	0	5,802	.00	.00	5,801.50	.0%
1016003 5133 401 DEFERRED COMP	3,600	0	3,600	2,500.00	.00	1,100.00	69.4%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	24,454.07	9,714.64	19,321.29	63.9%
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	1,625.34	.00	374.66	81.3%
1016003 5402 SEPERATION BENEFIT	10,415	0	10,415	2,603.75	.00	7,811.23	25.0%
1016003 5403 PENSION CHARGES	28,118	0	28,118	7,029.49	.00	21,088.48	25.0%
1016003 5404 OPEB CHARGES	18,682	0	18,682	4,670.42	.00	14,011.26	25.0%
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	4,658.69	.00	13,976.08	25.0%
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	8,463.09	.00	25,389.27	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	228,472.44	9,714.64	207,849.55	53.4%

1016005 GENERAL FUND LITERACY

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
101									
1016005	5103 PERMANENT SALARIES	147,902	0	147,902	90,879.71	.00	57,022.25	61.4%	
1016005	5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016005	5121 MEDICARE INSURANCE	2,448	0	2,448	1,292.64	.00	1,154.95	52.8%	
1016005	5122 MEDICAL INSURANCE	37,701	0	37,701	11,827.06	.00	25,873.52	31.4%	
1016005	5125 DENTAL INSURANCE	3,380	0	3,380	796.78	.00	2,583.27	23.6%	
1016005	5126 VISION PLAN	1,050	0	1,050	258.52	.00	791.48	24.6%	
1016005	5127 LONG TERM DISABILI	1,188	0	1,188	561.60	.00	626.40	47.3%	
1016005	5128 LIFE INSURANCE	952	0	952	285.47	.00	666.13	30.0%	
1016005	5129 RETIREMENT	2,507	0	2,507	7,380.76	.00	-4,873.71	294.4%	
1016005	5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%	
1016005	5133 401 DEFERRED COMP	2,803	0	2,803	1,499.33	.00	1,303.79	53.5%	
1016005	5402 SEPARATION BENEFIT	5,681	0	5,681	1,420.29	.00	4,260.87	25.0%	
1016005	5403 PENSION CHARGES	15,338	0	15,338	3,834.44	.00	11,503.33	25.0%	
1016005	5404 OPEB CHARGES	10,190	0	10,190	2,547.62	.00	7,642.85	25.0%	
1016005	5405 TECHNOLOGY CHARGES	10,165	0	10,165	2,541.22	.00	7,623.66	25.0%	
1016005	5408 WORKERS COMPENSATI	18,466	0	18,466	4,616.44	.00	13,849.32	25.0%	
TOTAL GENERAL FUND LITERACY		286,261	0	286,261	129,741.88	.00	156,518.86	45.3%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103 PERMANENT SALARIES	307,144	0	307,144	114,299.79	.00	192,843.80	37.2%	
1016006	5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016006	5121 MEDICARE INSURANCE	3,617	0	3,617	1,647.60	.00	1,969.28	45.6%	
1016006	5122 MEDICAL INSURANCE	39,586	0	39,586	18,321.54	.00	21,264.46	46.3%	
1016006	5125 DENTAL INSURANCE	3,600	0	3,600	1,061.91	.00	2,538.09	29.5%	
1016006	5126 VISION PLAN	1,080	0	1,080	329.13	.00	750.87	30.5%	
1016006	5127 LONG TERM DISABILI	1,188	0	1,188	882.75	.00	305.25	74.3%	
1016006	5128 LIFE INSURANCE	936	0	936	448.50	.00	487.50	47.9%	
1016006	5129 RETIREMENT	2,507	0	2,507	14,096.38	.00	-11,589.33	562.3%	
1016006	5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%	
1016006	5133 401 DEFERRED COMP	3,071	0	3,071	2,487.50	.00	583.75	81.0%	
1016006	5207 LIBRARY DATABASES	1,889	0	1,889	1,187.45	.00	701.55	62.9%	
1016006	5313 LIBRARY SUPPLIES	5,000	0	5,000	1,133.91	.00	3,866.09	22.7%	
1016006	5346 BOOKS SUBSCRIPTION	23,000	0	23,000	7,234.32	15,765.68	.00	100.0%	
1016006	5402 SEPARATION BENEFIT	10,078	0	10,078	2,519.55	.00	7,558.64	25.0%	
1016006	5403 PENSION CHARGES	27,209	0	27,209	6,802.17	.00	20,406.53	25.0%	
1016006	5404 OPEB CHARGES	18,078	0	18,078	4,519.39	.00	13,558.16	25.0%	
1016006	5405 TECHNOLOGY CHARGES	18,032	0	18,032	4,508.04	.00	13,524.12	25.0%	
1016006	5408 WORKERS COMPENSATI	32,758	0	32,758	8,189.41	.00	24,568.24	25.0%	
TOTAL GENERAL FUND CHILDREN SERV		525,263	0	525,263	189,669.34	15,765.68	319,827.75	39.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL GENERAL FUND	2,559,662	0	2,559,662	1,045,258.60	57,136.43	1,457,267.14	43.1%	
TOTAL EXPENSES	2,559,662	0	2,559,662	1,045,258.60	57,136.43	1,457,267.14		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
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	41,741	0	41,741	30,499.23	.00	11,241.30	73.1%	
1126005 5121 MEDICARE	607	0	607	442.27	.00	164.24	72.9%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	2,022.00	.00	6,925.00	22.6%	
1126005 5125 DENTAL INSURANCE	480	0	480	100.71	.00	379.29	21.0%	
1126005 5126 VISION PLAN	178	0	178	49.66	.00	128.34	27.9%	
1126005 5127 LONG TERM DISABILI	264	0	264	133.10	.00	130.90	50.4%	
1126005 5128 LIFE INSURANCE	164	0	164	67.63	.00	96.17	41.3%	
1126005 5129 RETIREMENT	0	0	0	1,840.08	.00	-1,840.08	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	435.05	.00	-8.49	102.0%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,600.00	.00	376.00	81.0%	
1126005 5254 RM MACHINERY AND E	0	974	974	.00	.00	974.00	.0%	
1126005 5303 POSTAGE	5,000	-974	4,026	.00	.00	4,026.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	482.65	925.00	-7.65	100.5%	
1126005 5402 SEPARATION BENEFIT	1,522	0	1,522	380.47	.00	1,141.40	25.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	1,027.17	.00	3,081.52	25.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	682.46	.00	2,047.37	25.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	680.74	.00	2,042.24	25.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	1,236.66	.00	3,709.96	25.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	41,679.88	925.00	34,607.51	55.2%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	41,679.88	925.00	34,607.51	55.2%	
TOTAL EXPENSES	77,212	0	77,212	41,679.88	925.00	34,607.51		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

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	7,623.33	.00	2,865.67	72.7%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00	.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	110.55	.00	41.54	72.7%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,141.23	.00	2,164.53	34.5%	
3516005 5125 DENTAL INSURANCE	240	0	240	66.93	.00	173.07	27.9%	
3516005 5126 VISION PLAN	72	0	72	28.09	.00	43.91	39.0%	
3516005 5127 LONG TERM DISABILI	79	0	79	75.41	.00	3.59	95.5%	
3516005 5128 LIFE INSURANCE	62	0	62	38.27	.00	24.13	61.3%	
3516005 5129 RETIREMENT	1,520	0	1,520	944.10	.00	576.39	62.1%	
3516005 5130 PART TIME RETIREME	191	0	191	.00	.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	221.57	.00	-26.57	113.6%	
3516005 5266 CONFERENCES_SEMINA	550	0	550	.00	.00	550.00	.0%	
3516005 5308 OTHER OFFICE SUPPL	400	0	400	.00	.00	400.00	.0%	
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36	.00	488.64	58.4%	
TOTAL WIOA GRANT	23,350	0	23,350	10,935.84	.00	12,414.05	46.8%	
TOTAL WIOA GRANT	23,350	0	23,350	10,935.84	.00	12,414.05	46.8%	
TOTAL EXPENSES	23,350	0	23,350	10,935.84	.00	12,414.05		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
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	0	15,973	11,407.89	.00	4,564.71	71.4%
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%
3536005	5121	MEDICARE INSURANCE	448	0	448	165.43	.00	282.33	36.9%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	1,705.96	.00	3,252.68	34.4%
3536005	5125	DENTAL INSURANCE	360	0	360	99.88	.00	260.12	27.7%
3536005	5126	VISION PLAN	108	0	108	41.98	.00	66.02	38.9%
3536005	5127	LONG TERM DISABILI	119	0	119	112.68	.00	6.12	94.8%
3536005	5128	LIFE INSURANCE	94	0	94	57.16	.00	36.44	61.1%
3536005	5129	RETIREMENT	1,102	0	1,102	1,412.73	.00	-310.79	128.2%
3536005	5133	CITY 401 PLAN	360	0	360	331.57	.00	28.43	92.1%
3536005	5211	OTHER PROFESSIONAL	4,300	-700	3,600	196.00	.00	3,404.00	5.4%
3536005	5213	DATA PROCESSING	2,775	0	2,775	2,745.79	.00	29.21	98.9%
3536005	5266	CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%
3536005	5308	OTHER OFFICE SUPPL	2,400	700	3,100	3,094.36	.00	5.64	99.8%
3536005	5346	BOOKS SUBSCRIPTION	7,482	0	7,482	38.19	3,300.00	4,143.81	44.6%
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	21,409.62	3,300.00	27,298.30	47.5%
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	21,409.62	3,300.00	27,298.30	47.5%
TOTAL EXPENSES			52,008	0	52,008	21,409.62	3,300.00	27,298.30	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5506 EQUIPMENT	10,000	0	10,000	.00	.00	10,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	6,500	0	6,500	.00	.00	6,499.75	.0%	
3636001 5523 LARGE_HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%	
TOTAL ARPA LIB ADMIN	46,062	0	46,062	.00	.00	46,061.76	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	32,115	0	32,115	30,129.83	.00	1,985.17	93.8%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	436.86	.00	228.81	65.6%	
3636002 5129 RETIREMENT	0	0	0	1,174.73	.00	-1,174.73	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	831.34	.00	4,380.17	16.0%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	32,572.76	.00	5,419.42	85.7%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	13,296.00	.00	11,652.00	53.3%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	192.80	.00	135.20	58.8%	
3636003 5129 RETIREMENT	0	0	0	69.84	.00	-69.84	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	509.99	.00	4,661.01	9.9%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	14,068.63	.00	16,378.37	46.2%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	25,810.73	.00	-25,810.73	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	374.26	.00	-374.26	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,029.85	.00	-1,029.85	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	27,224.75	.00	-27,224.75	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	19,084.73	.00	32,214.31	37.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
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	276.71	.00	504.32	35.4%		
3636005 5129 RETIREMENT	0	0	0	997.83	.00	-997.83	100.0%		
3636005 5130 PART TIME RETIREME	7,827	0	7,827	456.69	.00	7,370.42	5.8%		
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	20,815.96	.00	39,091.22	34.7%		
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804	18,488.00	.00	140,316.03	11.6%		
3636006 5121 EMPLOYER MEDICARE	451	0	451	268.08	.00	182.66	59.5%		
3636006 5129 RETIREMENT	0	0	0	661.83	.00	-661.83	100.0%		
3636006 5130 PART TIME RETIREME	9,071	0	9,071	693.80	.00	8,376.93	7.6%		
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	20,111.71	.00	148,213.79	11.9%		
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	114,793.81	.00	227,939.81	33.5%		
TOTAL EXPENSES	342,734	0	342,734	114,793.81	.00	227,939.81			

Consent Agenda
January 16, 2024

ATTACHMENT 2
Library Services Fund Account Reports
November and December 2023

BALANCE SHEET FOR 2023 5

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-799.24	464,573.77
	TOTAL ASSETS		-799.24	464,573.77
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-3,595.00	-139,361.51
112	3902	EXPENDITURE CONTROL	4,394.24	23,291.21
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	13,584.03	19,387.63
112	3922	BUDGET FB RES 4 ENCUM	-13,584.03	-19,387.63
	TOTAL FUND BALANCE		799.24	-464,573.77
TOTAL LIABILITIES + FUND BALANCE			799.24	-464,573.77

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

BALANCE SHEET FOR 2023 6

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-4,616.44	459,957.33
	TOTAL ASSETS		-4,616.44	459,957.33
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-7,429.56	-146,791.07
112	3902	EXPENDITURE CONTROL	12,046.00	35,337.21
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	-5,999.03	13,388.60
112	3922	BUDGET FB RES 4 ENCUM	5,999.03	-13,388.60
	TOTAL FUND BALANCE		4,616.44	-459,957.33
	TOTAL LIABILITIES + FUND BALANCE		4,616.44	-459,957.33

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



Library Board of Trustees Staff Report

DATE: January 16, 2024

AGENDA ITEM NO: 4

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

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report December 2023

City Librarian's Report
January 16, 2024

ATTACHMENT 1
City Librarian's Report
December 2023

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



Diana Garcia
Assistant City Manager



Kristin Olivarez
City Librarian



Lauren Frazier
Children's Senior Librarian

December marked momentous developments in City of Monterey Park and Monterey Park Bruggemeyer Library management. As of December 23, Diana Garcia has been appointed as the Assistant City Manager. Diana had served as the Interim Assistant City Manager since July 2023 and served as City Librarian for the Library since 2018.

With Diana's permanent move to City Hall, Kristin Olivarez has been appointed as City Librarian. Kristin had served as Interim City Librarian since July 2023 and served as Children's Senior Librarian since 2019.

With Kristin's promotion to City Librarian, Lauren Frazier has been appointed as Children's Senior Librarian. Lauren had served as Acting Children's Senior Librarian since July 2023 and served as Children's Librarian since 2020.

Training/Workshops/Classes

2023 Catalyst Leadership Development

Teen Librarian Deborah Takahashi met with her Catalyst Leadership Development Program mentee, Yvette Herrera, via Zoom. The two discussed their passion for library services, the goals of the Catalyst program and the skills Herrera hopes to develop as a librarian. The mentoring sessions will continue in 2024.

Passport Acceptance Agent Training

All LAMP Literacy and Citizenship staff completed the annual passport training to renew their Passport Acceptance Agent status.

Staffing

The Library added one new staff member in December:



Eddie Vera
OPS Library Assistant
Part-time

Eddie Vera previously worked at the Yolo County Library in Sacramento before moving to Southern California.

With the promotion of Lauren Frazier to Children's Senior Librarian, there is now a vacancy for a full-time Librarian in Children's Services. An additional part-time Library Assistant is also to be hired.

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

ADMINISTRATION

The Library Board of Trustees did not meet in December.

The Monterey Park Library Foundation did not meet in December.

The Friends of the Monterey Park Library met on December 8. The Friends Board continues to recruit to fill the vacant Treasurer position. The Friends bookstore held a Winter Clearance Sale, offering all items that a buyer can fit into a bag sold for \$5. For the month of December, the bookstore had revenues of \$506.75 with 58 sale bags and 13 gift sets sold.

2023 - 2024 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Expand the Library's open hours to provide six day a week service.	Completed: The Library added Mondays to the schedule and is now open six days per week with a schedule of Mondays and Tuesdays from 12 to 8 p.m. and Wednesdays through Saturdays from 10 a.m. to 6 p.m.
2. Explore funding options for mobile library services in order to extend the Library's services to hard-to-reach or underserved residents.	In progress: Staff continue to research outside funding options for mobile library services. The Monterey Park Library Foundation has earmarked \$10,000 of its funds towards the acquisition of a bookmobile and fundraised with this goal in mind at its annual Gala held on October 13.
3. Update Library website to make the Library's virtual presence appealing and easy to use.	Completed: The revamped Library website is now live. The Library homepage has been redesigned to provide more functionality and better organization of content.
4. Provide programs and services to support the mental health and wellness of community members in the wake of the incident of January 21, 2023.	In progress: The Library continues to offer access to resources on mental health and healing and host Chinatown Services Center counselors and caseworkers who provide crisis counseling and information at the Library twice per week. The Library supports the work of the MPK Resiliency Center at Sierra Vista Park.

5. Improve the functionality, aesthetics, comfort and appeal of the Library by completing Storytime Room updates and installing the stained-glass windows from the original 1929 Library building.

In progress: An architect has been hired to consult on these projects.

ADULT / REFERENCE / TEEN SERVICES

Adult Programming

Get Fit While You Sit

Reference Librarian Yessica Rowe led the Get Fit While You Sit program at Langley Senior Center on December 8. One participant remarked that she found the program beneficial as the exercises provided the perfect level of challenge for her.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on December 7 and 14. Participants took the opportunity to use the latter session as an impromptu holiday party, dancing and exchanging gifts with friends.

Winter Traditions Around the World

Reference Librarian Rowe hosted a program on December 15, introducing participants to different holiday traditions from parts of Asia, Europe and the Americas. Hands-on activities provided an opportunity to further engage with the information, with participants creating sand art for Diwali (pictured), as well as yarn Yule goats.



Understanding Alzheimer's and Dementia

On December 9, a representative from the Alzheimer's Association -California Southland Chapter returned to the Library for a session in English covering the detection, causes, risk factors, stages and treatment of Alzheimer's disease and dementia. This program had been delivered in Mandarin back in September. A lively discussion was had, with participants expressing interest in establishing a support group in the area.



Crafternoon Tea

On December 9, patrons participated in Crafternoon Tea, a social craft program allowing them to exercise their creativity through planned craft activities or by working on their own independent projects. This month's activity featured paper bag snowflakes, with patrons working together to create unique designs while offering encouragement to one another.

Documentary Discovery

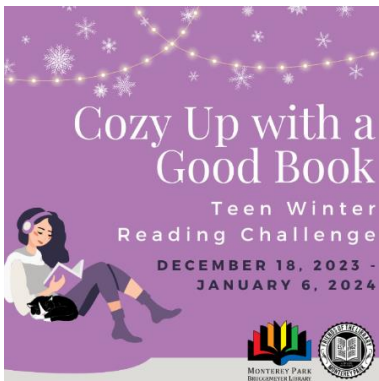
Patrons were invited to view the documentary *Becoming Santa* on December 12. This program offered Reference Librarian Rowe the chance to demonstrate the streaming service Kanopy and explain the ticket system that enables patrons to view narrative films and documentaries with their library card.



3D Printing Projects

For December, Reference Services received seven 3D print requests. The small MakerBot printer was relocated onto the Reference Desk, allowing Library users to witness 3D printing in action and generating increased awareness of this service.

Young Adult/Teen Programming



Cozy Up with a Good Book Teen Winter Reading Challenge

The first annual Teen Winter Reading Challenge opened on December 18 and will continue until January 6. The program encourages teens aged 12 – 18 to track their winter reading on Beanstack for the chance to win a shark hoodie blanket, stack of teen books or box of Japanese snacks. Prizes were donated by the Friends of the Monterey Park Library.

Dungeons and Dragons

Reference Librarian Rowe served as Dungeon Master in a *Dungeons and Dragons* session for adults and teens on December 2. Several first-time players joined the game, participating in a Christmas-themed challenge which involved solving puzzles to rescue Mr. and Mrs. Claus. The activity offered creative play, as well as opportunities for intergenerational collaboration and problem-solving.

Teen Study Hall

With semester finals beginning on December 15, teens took full advantage of this month's three Teen Study Hall sessions. Sessions were held on Monday afternoons in the Friends Room, with teens encouraged to bring their friends and classmates. Participants enjoyed snacks and conversation while they studied, helping alleviate exam anxiety and stress.

Teen Anime Hour

During the second meeting of the Teen Anime Club, teens viewed a humorous anime called *Reborn as a Vending Machine: Now I Wander the Dungeon*. The group selected this comedy as December has been a busy month academically and this anime provided some welcome light relief.

Last Minute Holiday Gifts Workshop

On December 22, teens joined Teen Librarian Deborah Takahashi for a fun and creative afternoon where they used a variety of materials to make last-minute Christmas gifts. The teens also enjoyed hot chocolate and holiday treats to celebrate the season.



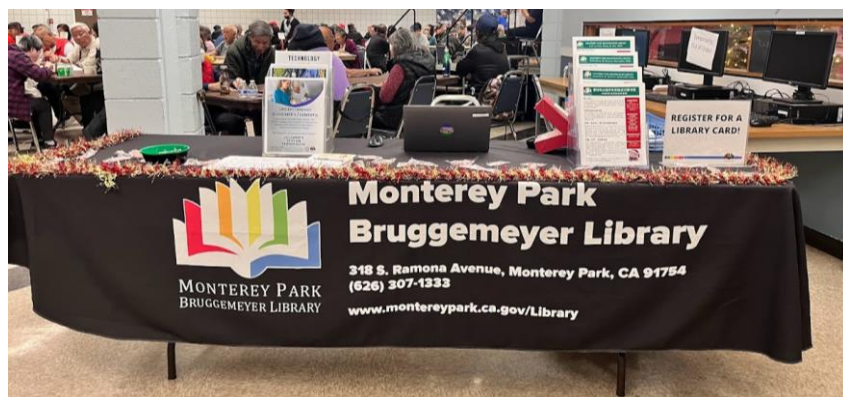
Volunteer Hours

The Junior Friends volunteered a total of 71.5 hours in December.

Community Partnerships and Outreach

Langley Lunch Outreach

Reference Librarian Rowe visited Langley Senior Center during the lunch hour to distribute flyers for upcoming Library programs and provide seniors with an opportunity to sign up for or renew library cards.





Home Delivery Service

The Library's monthly home delivery service continued throughout the holiday season, with ten deliveries provided to nine clients. The service provides curated library materials to patrons who reside in Monterey Park and are physically unable to visit the library. Delivery is provided by the City's Dial-a-Ride service. One client expressed his appreciation in an email to Library Assistant Lina Nguyen, who manages the service, sending this image and writing,

"Thank you for caring about the residents of the City of Monterey Park. I'm very grateful."

2023 - 2024 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Provide resources and services focusing on job and career readiness, college prep and health and wellness to meet the current and evolving needs of patrons.
2. Diversify and expand the young adult collection to meet the needs of all teens by adding multilingual and high-interest/low-reading level titles and promote the collection to local schools and the community.
3. Utilize social media content to educate and engage underserved patrons about the Library, resources and services.

PROGRESS

In Progress. Teen Librarian Takahashi met with the Junior Friends to start working on the San Gabriel Valley Municipal Water District OWL (Opportunities for Water Leadership) grant. The Alzheimer's Association presented on *Understanding Alzheimer's and Dementia*.

In Progress. Chinese YA Graphic novels have arrived and are being processed.

In Progress. Staff continues translating social media content into Chinese, Spanish and Vietnamese to reach our multilingual community.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 264 items (154 Adult items and 110 Children's items) in the month of December.

Mending and processing:

During the month of December, staff repaired 41 items.

eBook and eAudio

A total of 511 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 448 Items were weeded from the collection.

Wi-Fi:

There were 6,902 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of December, 21 books were ordered, saving the Library \$409.48. Zip Books grant funding from the California State Library has been received, so book purchases are being charged to the grant.

Scan & Save:

The Scan & Save Memory Station was used for a total of ten two-hour appointments.

2023 - 2024 OPERATIONAL SUPPORT SERVICES GOALS AND OBJECTIVES

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|--|---|
| 1. Add color printers for public use, thereby expanding residents' access to technology tools. | Completed: The three new printers have been installed and are currently in use. |
| 2. Increase number of Wi-Fi hotspots available for checkout in order to expand users' access to technology tools to bridge the digital divide. | Completed: The new hotspots have been added to the collection, bringing the Library's total to 44 available. All reserves have been fulfilled, so there is no wait list. |
| 3. Diversify and expand the Library's book collection by seeking additional grant funding for the Zip Books program. | Completed: The California State Library has awarded the Library a Zip Books grant of \$3,776 for fiscal year 2023-24. |

4. Make the Library's virtual presence appealing and easy to use by consolidating the online local history collection and migrating to a new, more user-friendly online platform.

In progress: Staff have migrated all 240+ historical photos to the Library's Flickr account. New OPS staff will be assigned the duty of checking and inputting the metadata before the new platform launches.

5. Investigate options for a public digitization station, including a photo scanner and VHS/DVD converter, in order to expand resident's access to technology tools to preserve their family records and historical photos.

Completed: The Scan & Save Memory Station launched on October 5 and the VHS converter element was added December 1. Appointments have been fully booked so an additional two-hour timeslot was added on Saturdays.

LAMP LITERACY / CITIZENSHIP

During the month of December, LAMP staff answered 164 ESL questions, 55 citizenship questions and 584 passport questions.

On December 12, Adult Literacy Coordinator Victor Castellanos led the monthly Online Tutor Orientation where three potential volunteers attended.

Lastly, LAMP welcomed new part-time Library Assistant Ruby Zhu to the department.

ESL and Citizenship Classes

December marked the end of the 2023 Fall Semester. The Beginning Literacy class celebrated their graduation with a diploma ceremony and snacks. Teachers in ESL 1-4 are continuing the last half of their classroom textbooks for the spring semester.



Teacher Stephanie Chen with the Beginning Literacy 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 December 2023

Programs	78	
Program Attendance	305	
Students Served this month	108	
Student hours	482	
Total Students	YTD 500	Projected 545
Total Hours	YTD 6114	Projected 6315
Passports	126	YTD 757

ESL and Citizenship Preparation Classes—Fall 2023 Schedule

ESL Beginning Literacy	Wednesday & Friday	12-1:30 p.m./ 10-11:30 a.m.	Stephanie Chen
ESL 1: Beginning-Low	Wednesday & Friday	12-1:30 p.m./ 10-11:30 a.m.	Annie Hoang
ESL 2: Beginning-High	Tuesday/Friday	1:00-2:30 p.m.	Victor Castellanos
ESL 3: Intermediate-Low	Thursday	1:30-3:00 p.m.	Daisy Liu
ESL 4: Intermediate-High	Tuesday/Thursday	1:00-2:30 p.m.	Nancy Gilmore
ESL 5: Advanced	Friday	12:00-1:00 p.m.	Jesse Munoz
Citizenship I	Wednesday	5:00-6:30 p.m.	Stephanie Chen
Citizenship II	Saturday	10:00-11:30 a.m.	Victor Castellanos
Conversation I	Saturday	1:00-2:30 p.m.	Daisy Liu
Conversation II	Wednesday/Friday	3:00-5:00 p.m.	Richard Hollingsworth
Conversation III	Thursday	3:00-4:30 p.m.	Daisy Liu
Book Club	Saturday	2:30-4:30 p.m.	Daisy Liu

2023 – 2024 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Record English as a Second Language lessons and activities and make them available on the Library website to match learning opportunities with the evolving needs of residents.	In progress: New links to additional literacy and U.S. citizenship resources were added to the LAMP webpage. Staff are preparing to create online content for new students in the spring semester.
2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.	In progress: Staff continue to work with Chinatown Service Center (CSC) and Asian Americans Advancing Justice–Southern California (AJSOCAL) to provide workshops and presentations to the English classes.

Staff are collaborating with AJSOCAL to provide attorneys for the citizenship participants and with CSC to provide a health-literacy workshop for ESL learners during the spring semester.

3. Establish a Writing Club to support the literacy goals of English language learners and engage the community with a published collection of learner stories.

In progress: Staff are restructuring the previous Writing Club to align more with the needs of beginning-level learners. Staff are preparing to introduce this in the 2024 spring semester beginning in February.

CHILDREN'S SERVICES



In December, 76% of the Library's total circulated items were Children's materials. A total of 10,336 children's items were checked out during the month.

In December, 146 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 352 reference questions in person and over the phone.

Programming

Storytime

Staff provided 12 storytimes for 647 children and their caregivers during the month of December.

Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided five days of Homework Help during December and assisted seven children with 79 questions.

Spanish Bilingual Storytime

On December 16, 16 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Yessi Rowe and Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.



Music & Movement

On December 8, 50 children and their caregivers sang, danced and played instruments with Senior Librarian Lauren Frazier and Library Assistant Maddy Ornelas.



Art Zone

On December 21, 36 children learned about artist Henri Matisse and created masterpieces based on his works.



The InbeTWEENers Club

On December 20, 15 tweens enjoyed making winter crafts and making friends.



***Dog Man* Party**

On December 13, 120 children and adults attended the *Dog Man* Party, where they made crafts and participated in activities based on the book series *Dog Man*.



Sensory Storytime

On December 6, 20 children and their caregivers attended Sensory Storytime facilitated by Librarian Megan Munger. Sensory Storytime is an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

STEAM Train

On December 22, 17 children and their caregivers explored shapes and engineering by building snowflakes with craft materials and learned about the science of blubber.



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 December, 245 kids practiced sorting shapes and numbers and participated in a *Pete the Cat* scavenger hunt.

1,000 Books Before Kindergarten

In December, children read 1,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Eighteen new children signed up for the program and one child completed the program during the month of December.

Community Partnerships and Outreach

Snow Village

On December 7, Library Assistant Stephanie Chen, Library Assistant Rina Tim and Librarian Jasmine Gomez attended the City of Monterey Park's Snow Village event. The Library provided a snowflake craft, a fishing for jingle bells game and information about library resources. A total of 300 people visited the Library's booth at the event.



Garvey School District

On December 20, Senior Librarian Lauren Frazier attended a meeting of the Garvey Head Start Policy Council and shared information about Library programs and services with parents and staff.

Alpha Shen Preschool

On December 6, Lauren visited Alpha Shen preschool and conducted storytime for 35 students and teachers.

2023-24 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Assign a Children's librarian as a liaison to each school in Monterey Park to strengthen partnerships, promote the Library's programs and services to families and educators, and increase outreach.	Ongoing. School principals/administrative staff have been introduced to the school liaisons Children's Librarian Megan Munger and Senior Librarian Lauren Frazier. During the month of December, Lauren attended the Garvey Head Start Policy Committee Meeting and began planning spring field trips with teachers from Monterey Vista Elementary and Ynez Elementary.
2. Develop and implement a Sensory Storytime for children with autism spectrum disorder to engage underserved families.	Completed: Children's Librarian Megan Munger continues to facilitate Sensory Storytime and playtime monthly. Explorations into best practices for registration and storytime facilitation are ongoing. In December, 20 people attended Sensory Storytime.
3. Refresh the children's play area by purchasing new developmentally appropriate toys that improve the functionality, aesthetics, comfort and appeal of the Children's Department.	In progress. Children's staff visited the Lakeshore Learning Store to purchase wooden toys and made plans for future large purchases. Wooden puzzles for several age groups were also purchased, which patrons can request at the Children's Desk.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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