

# **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  
August 20, 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**

**Ricky Choi, Stacy Villalobos, Lisa Duong, Jennifer Tang and Travis Kaya**

## **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. SUMMER READING PROGRAM:** Recap of 2024 Adult, Teen and Children's Summer Reading Programs, June 1-July 31

### **2. CONSENT CALENDAR:**

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

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of July 16, 2024 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. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT**

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

- 6. OLD BUSINESS:** None

- 7. NEW BUSINESS** None

### **8. BOARD COMMUNICATIONS**

**ADJOURN**



# Library Board of Trustees Staff Report

**DATE:** August 20, 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 July 16, 2024 and
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: July 16, 2024 meeting minutes

Approval of Minutes  
August 20, 2024

**ATTACHMENT 1**  
Draft Minutes  
Library Board of Trustees  
July 16, 2024

**MINUTES**  
**MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting  
July 16, 2024

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, July 16, 2024, at 6:00 p.m.

**CALL TO ORDER**

Trustee Kaya called the meeting to order at 6:02 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 Tang led the flag salute.

**ROLL CALL:**

**TRUSTEES PRESENT:** Travis Kaya, Ricky Choi, Lisa Duong, Jennifer Tang and Stacy Villalobos

**STAFF PRESENT:** City Librarian Kristin Olivarez and Administrative Secretary Gwen Kishida,

**ROTATION OF OFFICERS**

The Library Board of Trustees conducted its annual rotation of officers. With Trustee Kaya's term as Library Board President ending, Trustee Choi became the Library Board President and Trustee Villalobos became the Library Board Vice President.

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. CONSENT CALENDAR 1A – 1B**

#### **1A. LIBRARY BOARD OF TRUSTEES MINUTES**

#### **1B. FINANCIAL REPORTS AND EXPENDITURES**

Approve the minutes from the regular meetings of June 18, 2024 and the financial reports and expenditures of June 2024.

**Action Taken:** The Library Board of Trustees approved the minutes from the regular meeting of June 18, 2024.

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

|          |                                                  |
|----------|--------------------------------------------------|
| Ayes:    | Trustees: Choi, Villalobos, Duong, Tang and Kaya |
| Noes:    | Trustees: None                                   |
| Absent:  | Trustees: None                                   |
| Abstain: | Trustees: None                                   |

**Action Taken:** The Library Board of Trustees approved the expenditures of June 2024.

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

|          |                                                  |
|----------|--------------------------------------------------|
| Ayes:    | Trustees: Choi, Villalobos, Duong, Tang and Kaya |
| Noes:    | Trustees: None                                   |
| Absent:  | Trustees: None                                   |
| Abstain: | Trustees: None                                   |

### **2. PRESIDENT'S REPORT**

Library Board President Choi noted that as he had just been appointed, he did not have a report but stated that he was looking forward to the forthcoming year.

### **3 MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT**

Trustee Villalobos reported that the Monterey Park Library Foundation has decided that the annual fundraising Gala benefiting the Library will be held on October 25 at Luminarias. The theme will be Fall Classic and Theresa Amador and Chinatown Service Center will be honored at the event. The Foundation has requested silent auction and raffle prizes as well as donations and sponsorships. Trustee Duong asked who the point of contact in the Foundation for these would be. City Librarian

Olivarez stated that Foundation President Bob Gin, Vice President Carol Sullivan and Co-Treasurer May May Lee would be the best people to contact.

#### 4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that the incoming full-time Children's Librarian will start on July 23. The position has been vacant since July 2023 when then-Children's Librarian LV Frazier was promoted to Senior Librarian. Recruitment for a part-time Librarian in Adult Reference Services will be open through July 21. Applications will be reviewed and qualified candidates will be invited for interviews.

The Library has completed its second year in the California State Library Zip Books Program. The Library received 512 requests and fulfilled 433 (the unfulfilled requests were titles already in the Library's collection or unavailable through Amazon Prime as required). A total of 193 unique patrons were served (many repeat users). A total of \$7,669 was spent during fiscal year 2023/24, including \$3,637 in grant funds and \$4,032 contributed by the Friends. The Library has re-applied for the grant, requesting \$10,000 for the fiscal year. Until a decision is reached, the Library is fulfilling Zip Books requests using the book budgets.

Access to several California State Library online resources will conclude soon as they are no longer being funded:

- HelpNow Online Tutoring: ends August 25
- CAreer Pathways Resources:
  - Coursera: ends September 14
  - LearningExpress Library, LinkedIn Learning, Northstar and VetNow: ends September 30

These resources, although beneficial, were not heavily used by patrons, are expensive and were not included in the fiscal year 2024/25 budget, so there are no plans to reinstate them at this time. Trustee Duong asked if there were usage statistics available. City Librarian Olivarez stated that she ran reports on usage over the past six months and the databases averaged fewer than one user per day.

The Library now has 31 State Parks vehicle day-use passes from the California State Library Parks Pass Program – currently all are in circulation. The passes have been checked out 496 times since 2022 when the program was implemented. The Library also has Parks Packs available for check out – backpacks which include hiking poles, compass, flashlight with charging cable and books on hiking and birds. Select packs also contain solar charging panels.

Upcoming events include the Living Library Workshop on July 23, which will guide individuals on how to craft their stories to share them at the Living Library Mixer on July 30; the Classic Film Screening of *Sergeant Rutledge* with actress Constance Towers and film historian Foster Hirsch on August 3 (dedicated to the memories of Larry Sullivan and Johnny Thompson) and an Author Talk with Justinian Huang in conversation with Madeleine Nakamura on August 10.

City Librarian Olivarez also invited Trustees to participate in the United for Libraries (a subgroup of the American Library Association) virtual conference. The session focusing on Library Boards and Trustees is scheduled for July 30. The Library will cover the registration fee if any of the Trustees are interested. Trustee Kaya asked if the sessions would be recorded and archived. City Librarian Olivarez said that she would bring up the possibility.

Trustee Tang asked if there was an update on the elevator/building improvements project. City Librarian Olivarez reported that the Public Works Department is currently reviewing HVAC (Heating/Ventilation/Air Conditioning) quotes.

**4. OLD BUSINESS**

None.

**5. NEW BUSINESS**

None.

**6. BOARD COMMUNICATIONS**

Trustee Kaya thanked the Library for a very enjoyable Summer Reading Program and commended Teen Librarian Deb Takahashi for adding 30 new Junior Friends.

Trustee Choi reminded those registered for the Summer Reading Program to log their reading by July 31.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 6:24 p.m.



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Kristin Olivarez  
City Librarian





# Library Board of Trustees Staff Report

**DATE:** August 20, 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 Reports and the Library Services Fund Account Reports for July 2024.

**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 July 2024
2. Library Services Fund Account Reports for July 2024

Consent Agenda  
August 20, 2024

**ATTACHMENT 1**  
Year-To-Date Budget Reports  
July 2024

## YEAR-TO-DATE BUDGET REPORT

| FOR 2025 01                                   |          |          |         |              |              |            |        |  |
|-----------------------------------------------|----------|----------|---------|--------------|--------------|------------|--------|--|
| ACCOUNTS FOR:                                 | ORIGINAL | TRANFRS/ | REVISED | YTD EXPENDED | ENCUMBRANCES | AVAILABLE  | PCT    |  |
| 101 GENERAL FUND                              | APPROP   | ADJSTMTS | BUDGET  |              |              | BUDGET     | USED   |  |
| <b>1016001 GENERAL FUND LIB ADMIN</b>         |          |          |         |              |              |            |        |  |
| 1016001 5103 PERMANENT SALARIES               | 239,560  | 0        | 239,560 | 12,164.58    | .00          | 227,395.42 | 5.1%   |  |
| 1016001 5121 MEDICARE INSURANCE               | 3,031    | 0        | 3,031   | 176.11       | .00          | 2,855.13   | 5.8%   |  |
| 1016001 5122 MEDICAL INSURANCE                | 30,311   | 0        | 30,311  | 1,801.87     | .00          | 28,509.13  | 5.9%   |  |
| 1016001 5125 DENTAL INSURANCE                 | 2,760    | 0        | 2,760   | 71.30        | .00          | 2,688.70   | 2.6%   |  |
| 1016001 5126 ADMINISTRATION VIS               | 720      | 0        | 720     | 24.70        | .00          | 695.30     | 3.4%   |  |
| 1016001 5127 LONG TERM DISABILI               | 1,510    | 0        | 1,510   | 37.31        | .00          | 1,472.69   | 2.5%   |  |
| 1016001 5128 LIFE INSURANCE                   | 819      | 0        | 819     | 42.16        | .00          | 776.84     | 5.1%   |  |
| 1016001 5129 RETIREMENT                       | 0        | 0        | 0       | 1,491.03     | .00          | -1,491.03  | 100.0% |  |
| 1016001 5133 401 DEFERRED COMP                | 6,500    | 0        | 6,500   | 340.00       | .00          | 6,160.00   | 5.2%   |  |
| 1016001 5208 DUES MEMBERSHIPS                 | 4,614    | 0        | 4,614   | .00          | .00          | 4,614.00   | .0%    |  |
| 1016001 5213 DATA PROCESSING                  | 7,032    | 0        | 7,032   | .00          | .00          | 7,032.39   | .0%    |  |
| 1016001 5251 REPAIR AND MAINT B               | 15,000   | 0        | 15,000  | 444.08       | .00          | 14,555.92  | 3.0%   |  |
| 1016001 5254 REPAIR AND MAINT M               | 15,000   | 0        | 15,000  | .00          | .00          | 15,000.00  | .0%    |  |
| 1016001 5265 MILEAGE                          | 400      | 0        | 400     | 324.28       | .00          | 75.72      | 81.1%  |  |
| 1016001 5266 CONFERENCES                      | 7,500    | 0        | 7,500   | 539.36       | .00          | 6,960.64   | 7.2%   |  |
| 1016001 5269 ELECTRICITY                      | 120,000  | 0        | 120,000 | 4,498.80     | .00          | 115,501.20 | 3.7%   |  |
| 1016001 5270 GAS                              | 3,000    | 0        | 3,000   | .00          | .00          | 3,000.00   | .0%    |  |
| 1016001 5272 TELEPHONE                        | 8,820    | 0        | 8,820   | .00          | .00          | 8,820.00   | .0%    |  |
| 1016001 5303 POSTAGE                          | 800      | 0        | 800     | .00          | .00          | 800.00     | .0%    |  |
| 1016001 5308 OTHER OFFICE SUPPL               | 5,000    | 0        | 5,000   | .00          | .00          | 5,000.00   | .0%    |  |
| 1016001 5310 CLEANING SUPPLIES                | 10,000   | 0        | 10,000  | 1,515.03     | .00          | 8,484.97   | 15.2%  |  |
| 1016001 5342 PRINTING                         | 500      | 0        | 500     | .00          | .00          | 500.00     | .0%    |  |
| 1016001 5402 SEPARATION BENEFIT               | 12,322   | 0        | 12,322  | .00          | .00          | 12,321.74  | .0%    |  |
| 1016001 5403 PENSION CHARGES                  | 19,568   | 0        | 19,568  | .00          | .00          | 19,568.48  | .0%    |  |
| 1016001 5404 OPEB CHARGES                     | 13,001   | 0        | 13,001  | .00          | .00          | 13,001.37  | .0%    |  |
| 1016001 5405 TECHNOLOGY CHARGES               | 17,226   | 0        | 17,226  | .00          | .00          | 17,225.70  | .0%    |  |
| 1016001 5408 WORKERS COMPENSATI               | 28,271   | 0        | 28,271  | .00          | .00          | 28,271.14  | .0%    |  |
| 1016001 5409 BUILDING MAINTENAN               | 91,085   | 0        | 91,085  | .00          | .00          | 91,085.30  | .0%    |  |
| TOTAL GENERAL FUND LIB ADMIN                  | 664,351  | 0        | 664,351 | 23,470.61    | .00          | 640,880.75 | 3.5%   |  |
| <b>1016002 GENERAL FUND REFERENCE N ADULT</b> |          |          |         |              |              |            |        |  |
| 1016002 5103 PERMANENT SALARIES               | 393,712  | 0        | 393,712 | 20,195.89    | .00          | 373,515.67 | 5.1%   |  |
| 1016002 5104 PART TIME SALARIES               | 30,888   | 0        | 30,888  | .00          | .00          | 30,888.11  | .0%    |  |
| 1016002 5121 MEDICARE INSURANCE               | 5,699    | 0        | 5,699   | 285.90       | .00          | 5,412.77   | 5.0%   |  |
| 1016002 5122 MEDICAL INSURANCE                | 57,000   | 0        | 57,000  | 3,160.23     | .00          | 53,839.77  | 5.5%   |  |
| 1016002 5125 DENTAL INSURANCE                 | 5,642    | 0        | 5,642   | 227.78       | .00          | 5,414.22   | 4.0%   |  |

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

| ACCOUNTS FOR:                        | ORIGINAL | TRANFRS/ | REVISED |              |              |            | AVAILABLE | PCT |
|--------------------------------------|----------|----------|---------|--------------|--------------|------------|-----------|-----|
| 101 GENERAL FUND                     | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | BUDGET     | USED      |     |
| 1016002 5126 VISION PLAN             | 1,908    | 0        | 1,908   | 80.86        | .00          | 1,827.14   | 4.2%      |     |
| 1016002 5127 LONG TERM DISABILI      | 3,240    | 0        | 3,240   | 61.27        | .00          | 3,178.73   | 1.9%      |     |
| 1016002 5128 LIFE INSURANCE          | 2,518    | 0        | 2,518   | 84.30        | .00          | 2,433.42   | 3.3%      |     |
| 1016002 5129 RETIREMENT              | 0        | 0        | 0       | 2,481.14     | .00          | -2,481.14  | 100.0%    |     |
| 1016002 5130 PART TIME RETIREME      | 1,345    | 0        | 1,345   | .00          | .00          | 1,344.56   | .0%       |     |
| 1016002 5133 401 DEFERRED COMP       | 7,800    | 0        | 7,800   | 340.00       | .00          | 7,460.00   | 4.4%      |     |
| 1016002 5207 LIBRARY DATABASES       | 5,281    | 0        | 5,281   | .00          | .00          | 5,281.00   | .0%       |     |
| 1016002 5308 OTHER OFFICE SUPPL      | 5,100    | 0        | 5,100   | .00          | .00          | 5,100.00   | .0%       |     |
| 1016002 5346 BOOKS SUBSCRIPTION      | 27,000   | 0        | 27,000  | 60.00        | 18,500.00    | 8,440.00   | 68.7%     |     |
| 1016002 5402 SEPERATION BENEFIT      | 23,313   | 0        | 23,313  | .00          | .00          | 23,312.74  | .0%       |     |
| 1016002 5403 PENSION CHARGES         | 37,023   | 0        | 37,023  | .00          | .00          | 37,022.84  | .0%       |     |
| 1016002 5404 OPEB CHARGES            | 24,598   | 0        | 24,598  | .00          | .00          | 24,598.10  | .0%       |     |
| 1016002 5405 TECHNOLOGY CHARGES      | 32,590   | 0        | 32,590  | .00          | .00          | 32,590.39  | .0%       |     |
| 1016002 5408 WORKERS COMPENSATI      | 53,488   | 0        | 53,488  | .00          | .00          | 53,487.95  | .0%       |     |
| TOTAL GENERAL FUND REFERENCE N ADULT | 718,144  | 0        | 718,144 | 26,977.37    | 18,500.00    | 672,666.27 | 6.3%      |     |

## 1016003 GENERAL FUND TECHNICAL SERVICE

|                                      |         |   |         |           |          |            |        |  |
|--------------------------------------|---------|---|---------|-----------|----------|------------|--------|--|
| 1016003 5103 PERMANENT SALARIES      | 292,718 | 0 | 292,718 | 15,183.13 | .00      | 277,534.62 | 5.2%   |  |
| 1016003 5104 PART TIME SALARIES      | 47,810  | 0 | 47,810  | .00       | .00      | 47,810.15  | .0%    |  |
| 1016003 5121 MEDICARE INSURANCE      | 4,323   | 0 | 4,323   | 222.86    | .00      | 4,099.85   | 5.2%   |  |
| 1016003 5122 MEDICAL INSURANCE       | 42,200  | 0 | 42,200  | 2,122.07  | .00      | 40,077.93  | 5.0%   |  |
| 1016003 5125 DENTAL INSURANCE        | 4,680   | 0 | 4,680   | 106.95    | .00      | 4,573.05   | 2.3%   |  |
| 1016003 5126 VISION PLAN             | 970     | 0 | 970     | 37.05     | .00      | 932.95     | 3.8%   |  |
| 1016003 5127 LONG TERM DISABILI      | 2,992   | 0 | 2,992   | 46.30     | .00      | 2,945.70   | 1.5%   |  |
| 1016003 5128 LIFE INSURANCE          | 1,248   | 0 | 1,248   | 67.44     | .00      | 1,180.56   | 5.4%   |  |
| 1016003 5129 RETIREMENT              | 0       | 0 | 0       | 1,864.98  | .00      | -1,864.98  | 100.0% |  |
| 1016003 5130 PART TIME RETIREME      | 2,253   | 0 | 2,253   | .00       | .00      | 2,253.28   | .0%    |  |
| 1016003 5133 401 DEFERRED COMP       | 4,300   | 0 | 4,300   | 272.00    | .00      | 4,028.00   | 6.3%   |  |
| 1016003 5213 DATA PROCESSING         | 850     | 0 | 850     | .00       | .00      | 850.00     | .0%    |  |
| 1016003 5254 REPAIR AND MAINT M      | 47,652  | 0 | 47,652  | 9,960.00  | 3,905.00 | 33,787.00  | 29.1%  |  |
| 1016003 5313 SUPPLIES PROC CATA      | 5,500   | 0 | 5,500   | 38.98     | .00      | 5,461.02   | .7%    |  |
| 1016003 5402 SEPARATION BENEFIT      | 17,705  | 0 | 17,705  | .00       | .00      | 17,705.47  | .0%    |  |
| 1016003 5403 PENSION CHARGES         | 28,118  | 0 | 28,118  | .00       | .00      | 28,117.97  | .0%    |  |
| 1016003 5404 OPEB CHARGES            | 18,682  | 0 | 18,682  | .00       | .00      | 18,681.68  | .0%    |  |
| 1016003 5405 TECHNOLOGY CHARGES      | 24,752  | 0 | 24,752  | .00       | .00      | 24,751.63  | .0%    |  |
| 1016003 5408 WORKERS COMPENSATI      | 40,623  | 0 | 40,623  | .00       | .00      | 40,622.83  | .0%    |  |
| TOTAL GENERAL FUND TECHNICAL SERVICE | 587,375 | 0 | 587,375 | 29,921.76 | 3,905.00 | 553,548.71 | 5.8%   |  |

## 1016005 GENERAL FUND LITERACY

|                                 |         |   |         |          |     |            |      |  |
|---------------------------------|---------|---|---------|----------|-----|------------|------|--|
| 1016005 5103 PERMANENT SALARIES | 154,573 | 0 | 154,573 | 6,772.70 | .00 | 147,800.02 | 4.4% |  |
|---------------------------------|---------|---|---------|----------|-----|------------|------|--|

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

| ACCOUNTS FOR:<br>101 GENERAL FUND         | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 1016005 5104 PART TIME SALARIES           | 69,607             | 0                    | 69,607            | .00          | .00          | 69,607.29           | .0%         |
| 1016005 5121 MEDICARE INSURANCE           | 2,448              | 0                    | 2,448             | 95.55        | .00          | 2,352.04            | 3.9%        |
| 1016005 5122 MEDICAL INSURANCE            | 37,701             | 0                    | 37,701            | 1,115.13     | .00          | 36,585.45           | 3.0%        |
| 1016005 5125 DENTAL INSURANCE             | 2,601              | 0                    | 2,601             | 88.08        | .00          | 2,512.46            | 3.4%        |
| 1016005 5126 VISION PLAN                  | 1,050              | 0                    | 1,050             | 28.86        | .00          | 1,021.14            | 2.7%        |
| 1016005 5127 LONG TERM DISABILI           | 1,188              | 0                    | 1,188             | 20.61        | .00          | 1,167.39            | 1.7%        |
| 1016005 5128 LIFE INSURANCE               | 9,592              | 0                    | 9,592             | 31.86        | .00          | 9,559.74            | .3%         |
| 1016005 5129 RETIREMENT                   | 0                  | 0                    | 0                 | 831.36       | .00          | -831.36             | 100.0%      |
| 1016005 5130 PART TIME RETIREME           | 1,282              | 0                    | 1,282             | .00          | .00          | 1,281.65            | .0%         |
| 1016005 5133 401 DEFERRED COMP            | 2,803              | 0                    | 2,803             | 163.91       | .00          | 2,639.21            | 5.8%        |
| 1016005 5402 SEPARATION BENEFIT           | 9,658              | 0                    | 9,658             | .00          | .00          | 9,657.97            | .0%         |
| 1016005 5403 PENSION CHARGES              | 15,338             | 0                    | 15,338            | .00          | .00          | 15,337.77           | .0%         |
| 1016005 5404 OPEB CHARGES                 | 10,190             | 0                    | 10,190            | .00          | .00          | 10,190.47           | .0%         |
| 1016005 5405 TECHNOLOGY CHARGES           | 13,502             | 0                    | 13,502            | .00          | .00          | 13,501.50           | .0%         |
| 1016005 5408 WORKERS COMPENSATI           | 22,159             | 0                    | 22,159            | .00          | .00          | 22,158.91           | .0%         |
| TOTAL GENERAL FUND LITERACY               | 353,690            | 0                    | 353,690           | 9,148.06     | .00          | 344,541.65          | 2.6%        |
| <b>1016006 GENERAL FUND CHILDREN SERV</b> |                    |                      |                   |              |              |                     |             |
| 1016006 5103 PERMANENT SALARIES           | 309,781            | 0                    | 309,781           | 7,288.34     | .00          | 302,492.16          | 2.4%        |
| 1016006 5104 PART TIME SALARIES           | 27,375             | 0                    | 27,375            | .00          | .00          | 27,375.12           | .0%         |
| 1016006 5121 MEDICARE INSURANCE           | 3,617              | 0                    | 3,617             | 105.69       | .00          | 3,511.19            | 2.9%        |
| 1016006 5122 MEDICAL INSURANCE            | 39,586             | 0                    | 39,586            | 1,280.53     | .00          | 38,305.47           | 3.2%        |
| 1016006 5125 DENTAL INSURANCE             | 3,600              | 0                    | 3,600             | 71.30        | .00          | 3,528.70            | 2.0%        |
| 1016006 5126 VISION PLAN                  | 1,080              | 0                    | 1,080             | 24.70        | .00          | 1,055.30            | 2.3%        |
| 1016006 5127 LONG TERM DISABILI           | 1,188              | 0                    | 1,188             | 22.21        | .00          | 1,165.79            | 1.9%        |
| 1016006 5128 LIFE INSURANCE               | 936                | 0                    | 936               | 33.72        | .00          | 902.28              | 3.6%        |
| 1016006 5129 RETIREMENT                   | 0                  | 0                    | 0                 | 897.01       | .00          | -897.01             | 100.0%      |
| 1016006 5130 PART TIME RETIREME           | 1,094              | 0                    | 1,094             | .00          | .00          | 1,093.60            | .0%         |
| 1016006 5133 401 DEFERRED COMP            | 4,307              | 0                    | 4,307             | 204.00       | .00          | 4,103.00            | 4.7%        |
| 1016006 5207 LIBRARY DATABASES            | 1,889              | 0                    | 1,889             | 1,151.83     | 35.62        | 701.55              | 62.9%       |
| 1016006 5313 LIBRARY SUPPLIES             | 5,000              | 0                    | 5,000             | .00          | .00          | 5,000.00            | .0%         |
| 1016006 5346 BOOKS SUBSCRIPTION           | 23,000             | 0                    | 23,000            | .00          | 23,000.00    | .00                 | 100.0%      |
| 1016006 5402 SEPARATION BENEFIT           | 17,133             | 0                    | 17,133            | .00          | .00          | 17,132.92           | .0%         |
| 1016006 5403 PENSION CHARGES              | 27,204             | 0                    | 27,204            | .00          | .00          | 27,203.70           | .0%         |
| 1016006 5404 OPEB CHARGES                 | 18,078             | 0                    | 18,078            | .00          | .00          | 18,077.55           | .0%         |
| 1016006 5405 TECHNOLOGY CHARGES           | 23,951             | 0                    | 23,951            | .00          | .00          | 23,951.22           | .0%         |
| 1016006 5408 WORKERS COMPENSATI           | 39,309             | 0                    | 39,309            | .00          | .00          | 39,309.18           | .0%         |
| TOTAL GENERAL FUND CHILDREN SERV          | 548,127            | 0                    | 548,127           | 11,079.33    | 23,035.62    | 514,011.72          | 6.2%        |
| TOTAL GENERAL FUND                        | 2,871,687          | 0                    | 2,871,687         | 100,597.13   | 45,440.62    | 2,725,649.10        | 5.1%        |
| TOTAL EXPENSES                            | 2,871,687          | 0                    | 2,871,687         | 100,597.13   | 45,440.62    | 2,725,649.10        |             |

YEAR-TO-DATE BUDGET REPORT

| FOR 2025 01                         |          |          |         |              |              |           |           |     |
|-------------------------------------|----------|----------|---------|--------------|--------------|-----------|-----------|-----|
| 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     | 43,856   | 0        | 43,856  | 1,713.94     | .00          | 42,142.34 | 3.9%      |     |
| 1126005 5121 MEDICARE               | 632      | 0        | 632     | 24.76        | .00          | 606.80    | 3.9%      |     |
| 1126005 5122 MEDICAL INSURANCE      | 8,947    | 0        | 8,947   | 262.45       | .00          | 8,684.55  | 2.9%      |     |
| 1126005 5125 DENTAL INSURANCE       | 480      | 0        | 480     | 9.30         | .00          | 470.70    | 1.9%      |     |
| 1126005 5126 VISION PLAN            | 178      | 0        | 178     | 5.49         | .00          | 172.51    | 3.1%      |     |
| 1126005 5127 LONG TERM DISABILI     | 328      | 0        | 328     | 5.23         | .00          | 322.73    | 1.6%      |     |
| 1126005 5128 LIFE INSURANCE         | 182      | 0        | 182     | 7.50         | .00          | 174.49    | 4.1%      |     |
| 1126005 5129 RETIREMENT             | 0        | 0        | 0       | 209.78       | .00          | -209.78   | 100.0%    |     |
| 1126005 5133 CITY 401 PLAN          | 1,058    | 0        | 1,058   | 47.95        | .00          | 1,010.38  | 4.5%      |     |
| 1126005 5213 DATA PROCESSING        | 1,976    | 0        | 1,976   | .00          | .00          | 1,976.00  | .0%       |     |
| 1126005 5303 POSTAGE                | 5,000    | 0        | 5,000   | .00          | .00          | 5,000.00  | .0%       |     |
| 1126005 5308 OTHER OFFICE SUPPL     | 1,400    | 0        | 1,400   | .00          | .00          | 1,400.00  | .0%       |     |
| 1126005 5402 SEPARATION BENEFIT     | 2,487    | 0        | 2,487   | .00          | .00          | 2,487.04  | .0%       |     |
| 1126005 5403 PENSION CHARGES        | 4,109    | 0        | 4,109   | .00          | .00          | 4,108.68  | .0%       |     |
| 1126005 5404 OPEB CHARGES           | 2,730    | 0        | 2,730   | .00          | .00          | 2,729.83  | .0%       |     |
| 1126005 5405 TECHNOLOGY CHARGES     | 3,617    | 0        | 3,617   | .00          | .00          | 3,616.79  | .0%       |     |
| 1126005 5408 WORKERS COMPENSATI     | 5,936    | 0        | 5,936   | .00          | .00          | 5,935.95  | .0%       |     |
| TOTAL LIB PASSPORT TRUST LITERACY   | 82,915   | 0        | 82,915  | 2,286.40     | .00          | 80,629.01 | 2.8%      |     |
| TOTAL LIBRARY SERVICES FUND         | 82,915   | 0        | 82,915  | 2,286.40     | .00          | 80,629.01 | 2.8%      |     |
| TOTAL EXPENSES                      | 82,915   | 0        | 82,915  | 2,286.40     | .00          | 80,629.01 |           |     |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2025 01        |      |                    |          |          |         |              |              |           |       |
|--------------------|------|--------------------|----------|----------|---------|--------------|--------------|-----------|-------|
| 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 | 4,987    | 0        | 4,987   | 919.81       | .00          | 4,066.88  | 18.4% |
| 3516005            | 5121 | MEDICARE INSURANCE | 72       | 0        | 72      | 13.34        | .00          | 58.97     | 18.4% |
| 3516005            | 5122 | MEDICAL INSURANCE  | 1,773    | 0        | 1,773   | 166.57       | .00          | 1,606.45  | 9.4%  |
| 3516005            | 5125 | DENTAL INSURANCE   | 120      | 0        | 120     | 7.87         | .00          | 112.13    | 6.6%  |
| 3516005            | 5126 | VISION PLAN        | 36       | 0        | 36      | 3.49         | .00          | 32.51     | 9.7%  |
| 3516005            | 5127 | LONG TERM DISABILI | 125      | 0        | 125     | 2.83         | .00          | 121.97    | 2.3%  |
| 3516005            | 5128 | LIFE INSURANCE     | 31       | 0        | 31      | 4.75         | .00          | 26.45     | 15.2% |
| 3516005            | 5129 | RETIREMENT         | 619      | 0        | 619     | 113.37       | .00          | 505.73    | 18.3% |
| 3516005            | 5133 | CITY 401 PLAN      | 130      | 0        | 130     | 25.13        | .00          | 104.87    | 19.3% |
| 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   | .00          | .00          | 1,175.00  | .0%   |
| TOTAL WIOA GRANT   |      |                    | 10,018   | 0        | 10,018  | 1,257.16     | .00          | 8,760.96  | 12.5% |
| TOTAL WIOA GRANT   |      |                    | 10,018   | 0        | 10,018  | 1,257.16     | .00          | 8,760.96  | 12.5% |
| TOTAL EXPENSES     |      |                    | 10,018   | 0        | 10,018  | 1,257.16     | .00          | 8,760.96  |       |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2025 01                          |                                |                    |          |          |         |              |              |           |       |  |
|--------------------------------------|--------------------------------|--------------------|----------|----------|---------|--------------|--------------|-----------|-------|--|
| 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 | 7,480    | 0        | 7,480   | 1,279.66     | .00          | 6,200.37  | 17.1% |  |
| 3536005                              | 5121                           | MEDICARE INSURANCE | 108      | 0        | 108     | 18.56        | .00          | 89.90     | 17.1% |  |
| 3536005                              | 5122                           | MEDICAL INSURANCE  | 2,660    | 0        | 2,660   | 226.44       | .00          | 2,433.10  | 8.5%  |  |
| 3536005                              | 5125                           | DENTAL INSURANCE   | 180      | 0        | 180     | 10.38        | .00          | 169.62    | 5.8%  |  |
| 3536005                              | 5126                           | VISION PLAN        | 54       | 0        | 54      | 4.73         | .00          | 49.27     | 8.8%  |  |
| 3536005                              | 5127                           | LONG TERM DISABILI | 187      | 0        | 187     | 3.94         | .00          | 183.06    | 2.1%  |  |
| 3536005                              | 5128                           | LIFE INSURANCE     | 57       | 0        | 57      | 6.47         | .00          | 50.33     | 11.4% |  |
| 3536005                              | 5129                           | RETIREMENT         | 929      | 0        | 929     | 157.50       | .00          | 771.16    | 17.0% |  |
| 3536005                              | 5133                           | CITY 401 PLAN      | 195      | 0        | 195     | 35.01        | .00          | 159.99    | 18.0% |  |
| 3536005                              | 5208                           | DUES MEMBERSHIPS   | 200      | 0        | 200     | .00          | .00          | 200.00    | .0%   |  |
| 3536005                              | 5211                           | OTHER PROFESSIONAL | 1,560    | 0        | 1,560   | .00          | .00          | 1,560.00  | .0%   |  |
| 3536005                              | 5213                           | DATA PROCESSING    | 2,775    | 0        | 2,775   | .00          | 2,745.79     | 29.21     | 98.9% |  |
| 3536005                              | 5266                           | CONFERENCES_SEMINA | 600      | 0        | 600     | .00          | .00          | 600.00    | .0%   |  |
| 3536005                              | 5308                           | OTHER OFFICE SUPPL | 1,300    | 0        | 1,300   | .00          | .00          | 1,300.00  | .0%   |  |
| 3536005                              | 5346                           | BOOKS SUBSCRIPTION | 7,430    | 0        | 7,430   | .00          | 3,000.00     | 4,430.00  | 40.4% |  |
| TOTAL CAL LIBRARY LITERACY SVC       |                                |                    | 25,714   | 0        | 25,714  | 1,742.69     | 5,745.79     | 18,226.01 | 29.1% |  |
| TOTAL CAL LIBRARY LITERACY SVC GRANT |                                |                    | 25,714   | 0        | 25,714  | 1,742.69     | 5,745.79     | 18,226.01 | 29.1% |  |
| TOTAL EXPENSES                       |                                |                    | 25,714   | 0        | 25,714  | 1,742.69     | 5,745.79     | 18,226.01 |       |  |



## YEAR-TO-DATE BUDGET REPORT

| FOR 2025 01                            |                      |                    |          |          |         |              |              |                  |
|----------------------------------------|----------------------|--------------------|----------|----------|---------|--------------|--------------|------------------|
| ACCOUNTS FOR:                          |                      |                    | ORIGINAL | TRANFRS/ | REVISED |              | AVAILABLE    | PCT              |
| 363                                    | AMERICAN RESCUE PLAN |                    | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES | USED             |
| 3636002 ARPA REFER N ADULT SERVICES    |                      |                    |          |          |         |              |              |                  |
| 3636002                                | 5104                 | PART TIME SALARIES | 30,888   | 0        | 30,888  | 1,899.76     | .00          | 28,988.35 6.2%   |
| 3636002                                | 5121                 | EMPLOYER MEDICARE  | 0        | 0        | 0       | 27.54        | .00          | -27.54 100.0%    |
| 3636002                                | 5129                 | RETIREMENT         | 0        | 0        | 0       | 236.89       | .00          | -236.89 100.0%   |
| 3636002                                | 5130                 | PART TIME RETIREME | 1,345    | 0        | 1,345   | .00          | .00          | 1,344.56 .0%     |
| TOTAL ARPA REFER N ADULT SERVICES      |                      |                    | 32,233   | 0        | 32,233  | 2,164.19     | .00          | 30,068.48 6.7%   |
| 3636003 ARPA LIB TECHNICAL SERVICES    |                      |                    |          |          |         |              |              |                  |
| 3636003                                | 5104                 | PART TIME SALARIES | 47,810   | 0        | 47,810  | 6,906.16     | .00          | 40,903.99 14.4%  |
| 3636003                                | 5121                 | EMPLOYER MEDICARE  | 0        | 0        | 0       | 100.13       | .00          | -100.13 100.0%   |
| 3636003                                | 5130                 | PART TIME RETIREME | 2,253    | 0        | 2,253   | 276.24       | .00          | 1,977.04 12.3%   |
| TOTAL ARPA LIB TECHNICAL SERVICES      |                      |                    | 50,063   | 0        | 50,063  | 7,282.53     | .00          | 42,780.90 14.5%  |
| 3636004 ARPA LIBRARY CIRCULATION       |                      |                    |          |          |         |              |              |                  |
| 3636004                                | 5104                 | PART TIME SALARIES | 0        | 0        | 0       | 1,236.95     | .00          | -1,236.95 100.0% |
| 3636004                                | 5121                 | EMPLOYER MEDICARE  | 0        | 0        | 0       | 17.94        | .00          | -17.94 100.0%    |
| 3636004                                | 5130                 | PART TIME RETIREME | 0        | 0        | 0       | 49.47        | .00          | -49.47 100.0%    |
| TOTAL ARPA LIBRARY CIRCULATION         |                      |                    | 0        | 0        | 0       | 1,304.36     | .00          | -1,304.36 100.0% |
| 3636005 ARPA LIBRARY LITERACY          |                      |                    |          |          |         |              |              |                  |
| 3636005                                | 5104                 | PART TIME SALARIES | 69,607   | 0        | 69,607  | 4,238.79     | .00          | 65,368.50 6.1%   |
| 3636005                                | 5121                 | EMPLOYER MEDICARE  | 0        | 0        | 0       | 61.43        | .00          | -61.43 100.0%    |
| 3636005                                | 5129                 | RETIREMENT         | 0        | 0        | 0       | 120.96       | .00          | -120.96 100.0%   |
| 3636005                                | 5130                 | PART TIME RETIREME | 1,282    | 0        | 1,282   | 131.41       | .00          | 1,150.24 10.3%   |
| TOTAL ARPA LIBRARY LITERACY            |                      |                    | 70,889   | 0        | 70,889  | 4,552.59     | .00          | 66,336.35 6.4%   |
| 3636006 ARPA LIBRARY CHILDREN SERVICES |                      |                    |          |          |         |              |              |                  |
| 3636006                                | 5104                 | PART TIME SALARIES | 27,375   | 0        | 27,375  | 3,850.68     | .00          | 23,524.44 14.1%  |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2025 01                          |          |          |         |     |           |              |            |        |  |
|--------------------------------------|----------|----------|---------|-----|-----------|--------------|------------|--------|--|
| ACCOUNTS FOR:                        | ORIGINAL | TRANFRS/ | REVISED |     |           |              | AVAILABLE  | PCT    |  |
| 363 AMERICAN RESCUE PLAN             | APPROP   | ADJSTMTS | BUDGET  | YTD | EXPENDED  | ENCUMBRANCES | BUDGET     | USED   |  |
| 3636006 5121 EMPLOYER MEDICARE       | 0        | 0        | 0       |     | 55.83     | .00          | -55.83     | 100.0% |  |
| 3636006 5129 RETIREMENT              | 0        | 0        | 0       |     | 117.98    | .00          | -117.98    | 100.0% |  |
| 3636006 5130 PART TIME RETIREME      | 1,094    | 0        | 1,094   |     | 116.19    | .00          | 977.41     | 10.6%  |  |
| TOTAL ARPA LIBRARY CHILDREN SERVICES | 28,469   | 0        | 28,469  |     | 4,140.68  | .00          | 24,328.04  | 14.5%  |  |
| TOTAL AMERICAN RESCUE PLAN           | 181,654  | 0        | 181,654 |     | 19,444.35 | .00          | 162,209.41 | 10.7%  |  |
| TOTAL EXPENSES                       | 181,654  | 0        | 181,654 |     | 19,444.35 | .00          | 162,209.41 |        |  |

Consent Agenda  
August 20, 2024

**ATTACHMENT 2**  
Library Services Fund Account Reports  
July 2024

BALANCE SHEET FOR 2025 1

| FUND: 112 LIBRARY SERVICES FUND |      |                                  | NET CHANGE<br>FOR PERIOD | ACCOUNT<br>BALANCE |
|---------------------------------|------|----------------------------------|--------------------------|--------------------|
| ASSETS                          |      |                                  |                          |                    |
| 112                             | 1000 | AP CASH CONTROL                  | 3,284.82                 | 527,675.33         |
|                                 |      | TOTAL ASSETS                     | 3,284.82                 | 527,675.33         |
| LIABILITIES                     |      |                                  |                          |                    |
| 112                             | 2006 | PAYROLL LIABILITY                | 1,042.88                 | .00                |
|                                 |      | TOTAL LIABILITIES                | 1,042.88                 | .00                |
| FUND BALANCE                    |      |                                  |                          |                    |
| 112                             | 3900 | FUND BALANCE UNRESERVED          | .00                      | -523,347.63        |
| 112                             | 3901 | REVENUE CONTROL                  | -6,614.10                | -6,614.10          |
| 112                             | 3902 | EXPENDITURE CONTROL              | 2,286.40                 | 2,286.40           |
| 112                             | 3921 | ENCUMBRANCE CONTROL              | 20,000.00                | 23,238.21          |
| 112                             | 3922 | BUDGET FB RES 4 ENCUM            | -20,000.00               | -23,238.21         |
|                                 |      | TOTAL FUND BALANCE               | -4,327.70                | -527,675.33        |
|                                 |      | TOTAL LIABILITIES + FUND BALANCE | -3,284.82                | -527,675.33        |

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



# Library Board of Trustees Staff Report

**DATE:** August 20, 2024

**AGENDA ITEM NO:** 5

**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 July 2024.

**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

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

Kristin Olivarez  
City Librarian

Prepared by:

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

Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. City Librarian's Report July 2024

City Librarian's Report  
August 20, 2024

**ATTACHMENT 1**  
City Librarian's Report  
July 2024

**TO:** The Board of Trustees of the Monterey Park Bruggemeyer Library  
**FROM:** Kristin Olivarez, City Librarian  
**SUBJECT:** July 2024 Report

### ***Meetings/Conferences***

#### **SCLLN Meeting**

On July 9, Adult Literacy Coordinator Victor Castellanos attended the Southern California Library Literacy Network (SCLLN) meeting at the City of Commerce Public Library. During the meeting, attendees voted for new board members and discussed new California State Library literacy program data requirements for FY 24/25. These quarterly meetings provide networking opportunities for adult literacy coordinators throughout Southern California.

### ***Trainings/Workshops/Classes***

#### **Effective Teaching for Adult Educators**

From July 8 to 29, LAMP Library Assistant Rebecca Duran-Perez attended the *Effective Teaching for Adult Educators* workshop presented by the California Adult Literacy Professional Development Project (CALPRO). Participants are trained in the four domains of Adult Education Teacher Competencies: using data to inform instruction, using evidence-based instruction, communicating effectively with students and planning for professional growth.

#### **ECHO for Citizenship Educators**

On July 10, Library Assistant Duran-Perez also attended the *ECHO for Citizenship Educators* presented by the Naturalization Network. This monthly workshop improves teacher efficacy through best practices for teaching citizenship, helping students self-regulate interview-related stress and anxiety and reviewing updates from United States Citizenship and Immigration Services (USCIS).

### ***Employee of the Quarter***



**Natalie Park**, part-time Library Assistant in Operational Support Services (OPS), was chosen as the Library's Employee of the Quarter (April/May/June 2024). Library staff members nominate colleagues for recognition of outstanding performance. Natalie was nominated by several staff members.

Natalie was praised for being helpful in multiple divisions, not just OPS, and taking on tasks that are beyond her day-to-day duties. Congratulations to Natalie!

## ***Staffing***



**Summer Blake** has been hired as the new full-time Children's Librarian as of July 23, 2024. Summer has worked as a Librarian in both Children's and Adult Services and in libraries for ten years, most recently at Huntington Beach. She has a bachelor's degree in English with a concentration in Creative Writing and a master's degree in library and information science. Her interests include hiking, spicy food and horror novels. Welcome aboard Summer!

Recruitment to fill the vacant part-time Librarian position in Adult Services has closed. Applications have been screened and interviews will be held in mid-August.

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



## ADMINISTRATION

The **Library Board of Trustees** met on July 16. The Library Board rotated officers, with Trustee Choi becoming Library Board President and Trustee Villalobos becoming Vice President. Trustee Villalobos reported that she attended the Monterey Park Library Foundation meeting on July 8 when they discussed the upcoming Gala and asked members to solicit donations, sponsorships and silent auction and raffle prizes. City Librarian Olivarez reported on staff recruitments, Zip Books, online resources, California Parks Pass Program and upcoming events including the Living Library Mixer, a Classic Film Screening of *Sergeant Rutledge* with actress Constance Towers and film historian Foster Hirsch (dedicated to the memories of Larry Sullivan and Johnny Thompson) and an Author Talk with Justinian Huang in conversation with Madeleine Nakamura. United for Libraries, a sub-group of the American Library Association, is holding a virtual conference for library Trustees, Friends and Foundations on July 30 and City Librarian Olivarez invited the Trustees to participate.

The **Monterey Park Library Foundation** met on July 8. Library Foundation members continued to discuss the annual fundraising Gala scheduled for October 25. The Gala will be held at Luminarias. Because of increased costs, ticket prices were raised slightly and sponsorship levels were also updated. The theme will be Fall Classic. Chinatown Service Center and Theresa Amador will be honored at the Gala. Mike Eng will serve as master of ceremonies and Rodney Durand will perform once again. Information is posted on the website on the Foundation and Foundation Events pages. Newly appointed Library Board liaison Stacy Villalobos was introduced and noted that the LAMP Literacy and Citizenship Program would be celebrating its 40<sup>th</sup> anniversary this year. The Library Foundation agreed to recognize LAMP in the event program.



The poster features a blue and white shield logo with the text "Fall Classic GALA" and the Monterey Park Library Foundation logo. Below the logo, it says "Champions of the Monterey Park Bruggemeyer Library are invited to step up to the plate at the annual Library Foundation Gala. This year's event will honor Theresa Amador and Chinatown Service Center." The date "FRIDAY, OCTOBER 25, 2024" is prominently displayed. The event details include "Master of Ceremonies Mike Eng" and "Music by Rodney Durand" at "Luminarias, 3500 W. Ramona Blvd, Monterey Park". Ticket information states "Get in the game: Individual tickets \$95 each" and "Table sponsorships of \$5,000, \$3,000 or \$2,000 welcomed". A QR code is located in the bottom right corner.

**Fall Classic GALA**

Champions of the Monterey Park Bruggemeyer Library are invited to step up to the plate at the annual Library Foundation Gala. This year's event will honor Theresa Amador and Chinatown Service Center.

**FRIDAY, OCTOBER 25, 2024**

Master of Ceremonies **Mike Eng** 6 PM RECEPTION 7 PM DINNER Music by **Rodney Durand**

Luminarias, 3500 W. Ramona Blvd, Monterey Park

Get in the game: Individual tickets \$95 each  
Table sponsorships of \$5,000, \$3,000 or \$2,000 welcomed

**ALL PROCEEDS BENEFIT THE MONTEREY PARK BRUGGEMEYER LIBRARY**

For more information, call (626) 307-1269 or visit [www.montereypark.ca.gov/LibraryFoundation](http://www.montereypark.ca.gov/LibraryFoundation)



The form is titled "Fall Classic GALA" and "FRIDAY, OCTOBER 25, 2024". It includes sections for sponsorship opportunities, silent auction, and contact information. The sponsorship section lists three levels: \$5,000 Grand Slam Sponsor, \$3,000 Home Run Sponsor, and \$2,000 RBI Double Sponsor. The silent auction section asks for a list of items to be donated. The contact section asks for the company/organization, individual contact person, address, and telephone number. A QR code is located in the bottom right corner.

**Fall Classic GALA**

**FRIDAY, OCTOBER 25, 2024**

I would like to be a sponsor of the Monterey Park Library Foundation Gala:

☐ \$5,000 Grand Slam Sponsor  
☐ \$3,000 Home Run Sponsor  
☐ \$2,000 RBI Double Sponsor

I would like to support the Library by attending/purchasing:

\_\_\_\_\_ Individual tickets at \$95 each

I would like to donate a silent auction or raffle prize:

\_\_\_\_\_

My sponsorship or donation should be recognized in print or digital media as:

\_\_\_\_\_

Company/Organization (if applicable):

\_\_\_\_\_

Individual/Contact Person:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Unfortunately, I cannot attend. Please find enclosed my donation of \$ \_\_\_\_\_

**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.

**THE MISSION OF THE MONTEREY PARK LIBRARY FOUNDATION**

is to raise funds to support the programs and activities of the Library. The Foundation aims to enrich the educational and cultural fabric of our community.

**Batter up! Be a Monterey Park MVP!**  
**Swing for the fences and knock it out of the park in support of the Library and this community!**

**SPONSORSHIP OPPORTUNITIES**

**\$5,000 GRAND SLAM SPONSOR**  
10 complimentary tickets for a VIP table at the Gala  
Full page advertisement space in the Gala program  
Special recognition opportunities  
Recognition in the Gala program  
Recognition on the Monterey Park Library Foundation donor board in the Library

**\$3,000 HOME RUN SPONSOR**  
10 complimentary tickets for a VIP table at the Gala  
Half page advertisement space in the Gala program  
Special recognition opportunities  
Recognition in the Gala program  
Recognition on the Monterey Park Library Foundation donor board in the Library

**\$2,000 RBI DOUBLE SPONSOR**  
10 complimentary tickets for a VIP table at the Gala  
Quarter page advertisement space in the Gala program  
Recognition in the Gala program  
Recognition on the Monterey Park Library Foundation donor board in the Library

**ALL DONATIONS ARE TAX DEDUCTIBLE**  
**TAX IDENTIFICATION #77-0886780**

Please make your check payable to **Monterey Park Library Foundation** and submit it along with this form to: **Monterey Park Bruggemeyer Library**  
318 S. Ramona Avenue, Monterey Park, CA 91754

Your payment, donation and advertisement (if applicable) must be received by October 11, 2024 to ensure publication in the program.

**The Friends of the Monterey Park Library** did not meet in July but plan to meet on August 5. The Friends Board continued efforts to fill the vacant Treasurer position and will re-interview a candidate. The Friends bookstore all-items-you-can-fit-in-a-bag for \$5 sale continued. For the month of July, the bookstore had revenues of \$556 with 83 sale bags sold. Over the past few months, the Friends bookstore has added several new volunteers to its crew. With so many new faces, the Friends plan to host a get-together in August for volunteers, Friends and Library staff to meet and get (better) acquainted.

## 2024 - 2025 ADMINISTRATION GOALS AND OBJECTIVES

| GOALS AND OBJECTIVES                                                                                                                                                            | PROGRESS                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Reconfigure library spaces to better meet contemporary needs.                                                                                                                | <b>In progress:</b> The Library is assessing usage of library spaces and considering alternative uses for these spaces.                                                                                                                                                     |
| 2. Continue to explore funding options for mobile library services in order to extend the Library’s services to hard to reach or underserved residents.                         | <b>In progress:</b> Staff continue to research outside funding options for mobile library services. The Monterey Park Library Foundation has now earmarked \$20,000 of its funds towards the acquisition of a bookmobile and continues to fundraise with this goal in mind. |
| 3. Develop a plan with local school districts to issue library cards to all students by third grade in response to California SB 321: Local Public Library Partnership Program. | <b>In progress:</b> The Library is researching best practices for implementing student success card programs.                                                                                                                                                               |

## ADULT / TEEN SERVICES

### Adult Programming



#### Adult Summer Reading Program 2024: Community Reads

The 2024 Adult Summer Reading Program finished with 275 registrations and 158 completions of the reading program, a completion rate of 57.5%! Altogether, participants have read 241,364 minutes for the program, which equals approximately 4,023 hours. Feedback from patrons has been positive, with many expressing admiration for the completion prize tote bag (featuring the new Adult/Teen library card design) and the variety of programs that was available.

#### Adult Summer Reading Statistics 2024

| Number Registered | Completions | Minutes Read | Activities Completed |
|-------------------|-------------|--------------|----------------------|
| 275               | 158         | 241,364      | 731                  |

#### Super Smash Bros Tournament

Sixty patrons took part in an all-ages Super Smash Bros. tournament on July 2, jointly programmed by Reference Librarian Yessica Rowe and Teen Librarian Deborah Takahashi. All ages were represented among the winners, with an adult receiving first place, a teen coming in second and a child coming third. Spectators had the opportunity to make bookmarks or play Mario Kart while they waited or supported a competitor.



### **One Book, One County**

On July 20, booklovers gathered to discuss the One Book, One County selection for the year, *L.A. Weather* by María Amparo Escandón, with copies of the book donated by the Monterey Park Library Foundation. Attendees discussed characters they identified with, how food and the weather played into the story and possible motives behind the characters' decisions. As a lead-up to this event, on July 13 patrons enjoyed a screening and group discussion of *Tortilla Soup*, a film with the same themes as *LA Weather*. Both events were led by Reference Librarian Rowe.

### **Computer Education**

Reference Librarian Rowe led two programs to help improve the digital literacy of patrons: an Introduction to Google on July 11 and an Introduction to AI on July 18. The latter session was particularly popular, with 16 patrons shown how to use text and image generators, such as Chat-GPT, and asking thoughtful questions about AI and its implications and uses.

### **The Birds in Our Community Talk**

On July 20, Dave Weeshoff from the Pasadena Audubon Society visited the Library for a presentation covering what makes birds unique, local birds and getting started in birding. Eighteen people attended, with over half of these first-time visitors to the Library who had come specifically for the program.



### **Living Library**

Reference Librarian Rowe hosted the Living Library series on July 23 and 30. The first session was designed to help participants find and develop a story they would like to share, while in the second session, participants were invited to share or listen to stories, or to simply connect with other community members over board games.

### **Movies at the Library**

Patrons took refuge from the heat and watched a series of movies set in Los Angeles every Friday in July. Movies included *The Muppets*, *Who Framed Roger Rabbit*, *Hail, Caesar!* and *Clueless*. On July 23, they also enjoyed a screening of the documentary *The Donut King*.

### **Get Fit While You Sit**

Reference Librarian Rowe and Library Assistant Jennifer Yarman led the *Get Fit While You Sit* program at Langley Center on July 12, teaching simple stretching exercises to a dedicated group of regulars. This was the staff members' final session, with management of the class moving to the City Recreation Department. This transition will enable the class to be offered more frequently, as well as freeing up staff for more Library programming and outreach opportunities.

### **Open Mic Karaoke**

Volunteer Siu Ying Fong hosted a karaoke program on July 17 where participants came to sing, dance and socialize.

### **3D Printing Projects**

For July, Reference Services received eight 3D print requests.

## **Community Partnerships**

### **Legal Assistance Clinic**

On July 9, 46 patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library to consult on various legal issues.

### **Financial Literacy with Chinatown Service Center**

From June 8 to July 13, Chinatown Service Center representatives Eddy Lee and Alan Cheung presented a series of Saturday morning workshops on financial topics. Topics included debt management, credit literacy, insurance and securing one's financial future. Most participants attended a number of workshops in the series, suggesting they found them valuable.

### **Job Seeker Support**

Representatives from Chinatown Service Center's Workforce Development department visited the Library on July 10 to offer one-on-one job seeking help. This was combined with a Career Assessment and Action Planning workshop that was offered simultaneously.



## Teen Programming

### Teen Summer Reading Challenge

Teens ages 12-18 completed the 2024 Community Reads Teen Summer Reading Challenge by logging their reading through Beanstack. Teens earned drawing tickets for the prize raffle by logging their reading, as well as earning additional tickets for completing various activities.

#### Teen Summer Reading Statistics 2024

| Registered | Completions | Badges Earned | Rewards Earned | Rewards Redeemed |
|------------|-------------|---------------|----------------|------------------|
| 129        | 84          | 1359          | 271            | 98               |

### Adulting 101: Life Skills Workshops for Teens

Teens attended six life skills workshops in July. These workshops were intended to support and educate teens as they prepare for adulthood. A total of 71 teens attended the below workshops.



**First Aid & Safety (July 11):** Teens learned basic first aid tips such as assembling a first aid kit, recognizing and treating minor injuries and when and how to call for help. The Monterey Park Police Department provided safety tips for at home and in public. Teens went home with a small first aid kit to keep in their backpacks.

**Cooking and Nutrition Basics (July 12):** Teens learned about food safety and received a brief overview of cooking, including skills such as grocery shopping, reading the recipe and preparing ingredients ahead of time. API Forward provided a presentation covering food insecurity and nutrition, and teens were able to taste a healthier version of QQ Yuan, a boba-like dessert.



**Sewing (July 18):** Teens watched a presentation from Teen Librarian Deborah Takahashi, then learned how to thread a needle, tie a knot and do running stitch and overstitch. To culminate, they sewed an onigiri plush using the skills they learned, then took home a travel sewing kit.



**Skin and Hair Care (July 19):** Local Esthetician Maria Soto stopped by the Friends Room to provide skin care advice to teens, as well briefly touching on basic hair care.

**Wardrobe Care (July 25):** Teen Librarian Takahashi presented on wardrobe care, with teens watching a video about proper laundering and then playing a game that required them to sort and fold laundry. As a souvenir, they made a reusable dryer sheet using a generic washcloth and essential oils.

**Pet Adoption (July 26):** Animal Control Officer Villa from the San Gabriel Valley Humane Society provided teens with a lively presentation about caring for an animal and the importance of pet adoption. Office Villa also provided useful advice regarding feral cats, dogs and coyotes. At the end of the session, teens made cat tents to be taken home or donated to a local animal shelter.

### **Dungeons and Dragons at MPBL**

On July 6, Reference Librarian Rowe led eight adventurers and spectators through the next chapter in their Dungeons and Dragons adventure.

### **Junior Friends Meetings**

The Junior Friends Board led the bimonthly meetings on July 12 and 26, with 82 teens attending.

### **Hours Volunteered**

The Junior Friends volunteered a total of 475 hours in July, comprised of assisting the Children's division with Summer Reading activities, attending events, participating in the Teen Summer Reading challenge and writing book reviews.

## **2024 - 2025 ADULT/TEEN GOALS AND OBJECTIVES**

| <b>GOALS AND OBJECTIVES</b>                                                                                                                                    | <b>PROGRESS</b>                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Reorganize and expand the Adult collection to make it more appealing and relevant to users and to highlight underutilized materials such as graphic novels. | <b>In progress:</b> Library Assistants Abraham Escalante and Jennifer Yarman have been withdrawing books from the fiction section to make the collection more relevant and visually appealing. |

2. Develop book-focused programming and introduce readers' advisory resources that help patrons select appropriate reading materials in order to increase usage of the Adult and Young Adult collections.
3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.
4. Work with community partners to enhance career readiness and employment skills for a broader spectrum of the community including teens, community language-speakers and retirees/seniors.

**In progress:** The Library participated in the One Book, One County program, which promotes literature-based discussion. Two targeted programs were offered (a book discussion and related film discussion).

**In progress:** Game-based programming was introduced with the Super Smash Bros Tournament in order to attract a younger adult audience.

**In progress:** Chinatown Service Center's monthly job seeker workshops have been expanded, with targeted job skills panels (this month on career planning and assessment) supplementing their one-on-one support. Teen Librarian Takahashi is working with Junior Friends to develop career related programming for January 2025.



## **OPERATIONAL SUPPORT SERVICES**

### **Acquisitions:**

Staff added 320 items (44 Adult items and 276 Children's items) in the month of July.

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

Five items were loaned out to other libraries.

### **Mending and processing:**

During the month of July, staff repaired 62 items.

### **eBook and eAudio**

A total of 590 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

### **Weeding:**

A total of 716 items were weeded from the collection.

### **Wi-Fi:**

There were 8,714 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

### **Zip Books:**

For the month of July, 28 books were ordered.

### **Tech Help:**

Staff provided 11 sessions of Technology Help and assisted 29 patrons with their technology questions.

### **Scan & Save:**

Two patrons used the Scan & Save Memory Station.

## **2024 - 2025 OPERATIONAL SUPPORT GOALS AND OBJECTIVES**

1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills. **In progress:** OPS will be offering one-on-one appointments for several hours per week, launching in September.

2. Coordinate with local businesses to offer library card sign-up events and promote relevant services to underserved and hard-to-reach residents.

**In progress:** OPS is investigating likely partners for events.

3. Research scanning technology that allows patrons to email and fax documents in order to make library resources and services easier and more convenient for every resident.

**In progress:** The Library is investigating setting up an account that will allow scanning to email using existing equipment.

## LAMP LITERACY / CITIZENSHIP

During the month of July, LAMP staff answered 349 ESL questions, 135 citizenship questions and 862 passport questions.

### ESL and Citizenship Classes

July marked the end of the six-week summer workshops (*Phonics, Talk about Food, Talking with the Police, Health Literacy, Writing About You* and *Movies & Conversation*). These workshops were successful, and staff plan on implementing more ongoing workshops throughout the year. Two summer workshops, *Writing about You* and *Movies & Conversation*, are now new ongoing programs for the Fall Semester.



*Talking with the Police with Teacher Rebecca*

### 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 July 2024

|                           |         |                |
|---------------------------|---------|----------------|
| <b>Programs</b>           | 96      |                |
| <b>Program Attendance</b> | 403     |                |
| <b>Students Served</b>    | 135     |                |
| <b>Student hours</b>      | 655     |                |
| <b>Total Students</b>     | YTD 135 | Projected 800  |
| <b>Total Hours</b>        | YTD 655 | Projected 9870 |
| <b>Passports</b>          | 123     | YTD 123        |

### Summer Schedule: Six-Week Summer Workshops, Citizenship and Conversation Groups

|                       |           |                  |                       |
|-----------------------|-----------|------------------|-----------------------|
| Phonics               | Wednesday | 10:30 – 12:00 PM | Stephanie Chen        |
| Phonics               | Friday    | 10:30 – 12:00 PM | Stephanie Chen        |
| Talk about Food       | Thursday  | 12:00-1:30 PM    | Ruby Zhu              |
| Health Literacy       | Tuesday   | 3:30-5:00 PM     | Ruby Zhu              |
| Talking with Police   | Friday    | 12:00-1:30 PM    | Rebecca Duran-Perez   |
| Writing About You     | Monday    | 1:00-2:30 PM     | Victor Castellanos    |
| Movies & Conversation | Monday    | 4:30-6:0 PM      | Annie Hoang           |
| Citizenship           | Monday    | 3:00-4:30 PM     | Kelvin Loangkote      |
| Citizenship           | Saturday  | 10:00-11:30 AM   | Rebecca Duran-Perez   |
| Conversation II       | Wed/Fri   | 3:00-5:00 PM     | Richard Hollingsworth |

### 2024 - 2025 LAMP GOALS AND OBJECTIVES

#### GOALS/OBJECTIVES

1. Improve access to and browsability of literacy materials for English language learners by reorganizing and expanding the literacy collection.
2. Partner with community organizations to provide programming that targets life and work goals and meets the evolving needs of English language learners.

#### PROGRESS

**In progress:** Staff have begun the weeding process in the Literacy Center and are beginning to purchase new, replacement materials.

**In progress:** Asian Americans Advancing Justice (AJSOCAL) is presenting their services to each class during the first three weeks of the Fall Semester. LAMP plans on incorporating our community partners into our lesson planning to strengthen our classroom lessons and to plan future workshops built upon needs observed in the classrooms.

## CHILDREN'S SERVICES



In July, 74% of the Library's total circulated items were Children's materials. A total of 11,647 children's items were checked out during the month.

In July, 141 TumbleBooks were viewed and 179 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 448 reference questions in person and over the phone.

### Programming



#### Children's Summer Reading Program 2024: Community Reads

July 31 marked the end of the Children's Summer Reading Program. Children who logged their time spent reading over the summer earned prizes and virtual badges. By the end of the program, 677 children had participated in the program, with 696,041 minutes of reading logged and a total of 337 children completing the program.

#### Children's Summer Reading Statistics 2024

| Registered | Completions | Minutes Read | Badges Earned | Activities Completed | Rewards Redeemed |
|------------|-------------|--------------|---------------|----------------------|------------------|
| 677        | 337         | 696,041      | 3,717         | 1,834                | 1,417            |



### **End of Summer Family Pool Party**

On July 24, the Children's Division celebrated the end of the Summer Reading Program with a Family Pool Party at George Elder Park Pool. Families swam, jumped off the diving board and enjoyed popsicles supplied by the Library. A total of 110 children and their caregivers attended.



### **Bob Baker Marionette Theater**

On July 10, 213 children and adults enjoyed a spellbinding puppet variety show by a Bob Baker Marionette Theater puppeteer.





### **Christopher T. Magician**

On July 24, 220 children and adults enjoyed a wacky literary magic show performance by Christopher T. Magician at the Langley Center.



### **Park Dance Party**

Park Dance Party is a special summer program that brings music and dancing to Barnes Park. On July 12, 110 children and caregivers danced and participated in outdoor games and activities with Senior Librarian LV Frazier and Library Assistant Maddy Ornelas.



### **Community Writes**

This weekly program encourages children ages 7 - 12 to explore their imagination by trying different genres and methods of creative writing. In July, 27 children and their caregivers attended Community Writes. Library Assistant Maddy Ornelas compiled their work from over the summer into a Zine that participants received, along with a pizza party for their last session.



### **Community Art: Quilt**

Community Art is a monthly summer program that encourages collaboration between kids and families to complete their own masterpiece to decorate the Library. In July, 32 children and adults worked together to create a quilt that will be displayed in the Library.





### **Family Engineering Club**

Family Engineering Club is a bi-weekly program that encourages families to work together to construct sculptures out of recycled materials. In July, a total of 61 children and adults created vehicles and monsters at the program.



### **Gaming Hour**

Gaming Hour is a weekly program that encourages kids to use the Library Computer Lab PCs and Nintendo Switch to game and make friends. In July, a total of 106 children attended five sessions of Gaming Hour.



### **Storytime**

Staff provided 19 storytimes for 1,301 children and their caregivers during the month of July.

### **Spanish Bilingual Storytime**

On July 22, eight children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.



### **Sensory Storytime**

On July 3, eight 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.

### **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 July, 46 children wrote recipes to be included in a community recipe book that will be shared on the Library website.

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

In July, 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. Thirteen children signed up for the program during the month of July and three children completed the program.

## Community Partnerships and Outreach

### Garvey School District

On July 17, Senior Librarian LV Frazier attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

On July 9 and 10, Senior Librarian Frazier and Library Assistant Maddy Ornelas attended the Garvey School District Early Head Start Parent Orientations. They shared resources with 111 parents and registered nine parents for library cards.

## 2024 - 2025 CHILDREN'S GOALS AND OBJECTIVES

| GOALS/OBJECTIVES                                                                                                                                                                                                                     | PROGRESS                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Develop and implement a weekly Preschool Storytime for children ages 3 - 5 to promote literacy, language development and school readiness.                                                                                        | <b>In progress.</b> Newly hired Children's Librarian Summer Blake has been tasked with researching community needs and implementing a weekly Preschool Storytime.                                                                                                                                                                         |
| 2. Organize a monthly Caregiver Meet-Up event in collaboration with local parents and organizations to increase community connections and foster the Library as a meeting space for the community.                                   | <b>In progress.</b> Senior Children's Librarian LV Frazier is working in collaboration with former Moms Club President Rose Scobie to implement the monthly Caregiver Meet-Up. Three sessions have been planned, with the first meeting occurring on August 16 with Monterey Park Fire Department personnel serving as the first speaker. |
| 3. Strengthen international languages collection in the Children's Division by purchasing new materials in community languages and removing old and outdated materials to increase the relevance and access of children's materials. | <b>Ongoing.</b> VOX Books have been purchased in Chinese and Spanish and have begun to circulate, strengthening the international language picture book collection. There will be further purchasing of books for all age groups in community languages.                                                                                  |
| 4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.                                                                                                                 | <b>In progress.</b> When the school year begins in August, Children's staff will be reaching out to schools that have not visited the Library in recent years for visits to build more relationships throughout the districts.                                                                                                            |

## Monterey Park Bruggemeyer Library Statistics 2024-2025

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