LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK
AGENDA

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

Monday
January 13, 2025
6:00 p.m.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent service, foster growth and opportunity, and create a joyous and collaborative environment.

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. Written Communication will be accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/writtencomm.

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. STARGAZING KITS: Overview of new stargazing kits which will be available for checkout

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 18, 2024; and
(2) Taking such additional and 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. CITY LIBRARIAN'S REPORT : Updates on Library activities

4. OLD BUSINESS: None

5. NEW BUSINESS None

6. BOARD COMMUNICATIONS:

6A. PRESIDENT'S REPORT

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

ADJOURN

Library Board of Trustees
Staff Report

DATE: January 13, 2025

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 18, 2024 and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Kristin Olivarez
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees: November 18, 2024 meeting minutes

ATTACHMENT 1

Draft Minutes
Library Board of Trustees
November 18, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Special Meeting
November 18, 2024

The Library Board of Trustees of the City of Monterey Park held a Special Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, November 18, 2024, at 6:00 p.m.

CALL TO ORDER
Trustee Choi called the meeting to order at 6:00 p.m.

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

<u>MISSION STATEMENT</u>

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.

<u>LAND ACKNOWLEDGMENT</u>

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: Ricky Choi, Stacy Villalobos, Lisa Duong and Travis Kaya

TRUSTEES ABSENT: Jennifer Tang

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida and Adult Literacy Coordinator Victor Castellanos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS
None

ORAL AND WRITTEN COMMUNICATIONS
None

1. PRESENTATIONS:

1A. PRESENTATION: LAMP WINTER WORKSHOPS

Adult Literacy Coordinator Castellanos announced that the Library would be hosting a Workers Rights Clinic on November 23. Employment law attorneys from Neighborhood Legal Services of Los Angeles will discuss rights in the workplace including topics such as EDD unemployment insurance and state disability, California discrimination and harassment laws, denied meal or rest breaks and more. This program will be presented in English and Mandarin. Adult Literacy Coordinator Castellanos noted that students in the citizenship class would attend. This program is aligned with the Library's strategic goal of forming new partnerships with local organizations.

ESL classes, including Beginning and Advanced Reading and ESL Writing, have ended for the year, but Citizenship Preparation classes, Conversation II and Movies & Conversation will continue throughout the winter. The Library will present workshops in December 2024 and January 2025. The workshops offer more individualized instruction as workshop sizes are smaller. Workshops will include Phonics, Financial Literacy and a more advanced version of ESL Book Club. The workshops are supplemental to the regular ESL classes.

Trustee Kaya asked if the Library partners with organizations with a focus on immigration law. Adult Literacy Coordinator Castellanos stated that the Library also partners with Asian Americans Advancing Justice Southern California (AJSOCAL) and International Rescue Committee. Trustee Villalobos suggested offering Red Cards printed with your rights under the Constitution to help people assert their rights and defend themselves against constitutional violations.

2. CONSENT CALENDAR 1A – 1B

2A. LIBRARY BOARD OF TRUSTEES MINUTES
2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meetings of October 15, 2024 and the financial reports and expenditures of October 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of October 15, 2024 and approved the expenditures of October 2024.

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

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

3. CITY LIBRARIAN'S REPORT

City Librarian Olivarez thanked the Trustees for attending the Library Foundation Gala in support of the Library.

The State of the City Address by outgoing Mayor Thomas Wong will take place on November 19 at 5:30 p.m. at City Hall. City departments including the Library will be present, offering information on services and resources.

The first round of interviews for full-time Library Assistant in Children's Services was held on November 6 with the second round scheduled for November 22. Interviews to fill two part-time Library Page positions were held on November 6.

The annual Public Library Survey covering fiscal year 2023/24 has been submitted to the California State Library. City Librarian Olivarez noted that the Library added a day to its schedule during this period, increasing from five to six days of service. The Library showed increases in registered cardholders, library visits, total circulation and program attendance. The complete survey results will be available online at the California State Library website.

Holiday closures include Thanksgiving (November 28 and 29), Christmas (December 24 and 25) and New Year's (December 30 and 31 and January 1).

The Library will offer a Winter Reading Program for children, teens and adults from December 16 to January 4. The Library had previously offered a Winter Reading Program for teens, but this is the inaugural Winter Reading Program for children and adults.

Upcoming events include a film screening of *Tequila Sunset* and a discussion with its director Jinsui Song and star Cici Lau on November 23 at 2 p.m. and Elder Law Day presented by the Asian Pacific American Bar Association (APABA) on November 30 from 10 a.m. to 2:30 p.m.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. DECEMBER 2024 MEETING

City Librarian Olivarez noted that there was a lack of agenda items for the meeting scheduled for December 17, 2024, and asked if the Trustees wished to cancel the meeting.

Action Taken: The Library Board of Trustees approved the cancellation of the regular meeting scheduled for December 17, 2024 due to a lack of agenda items.

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

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

6. BOARD COMMUNICATIONS

City Librarian Olivarez reported that the City Attorney's office advised to move the President's Report and Monterey Park Library Foundation Liaison's Report under Board Communications. The City Attorney was concerned that the contents of these reports were not clear on the published agenda and thought that these would be better categorized as communications rather than reports.

Trustee Kaya thanked Library staff as well as the Library Foundation for their efforts in organizing the Gala fundraiser. He noted that there would not be an APABA free legal clinic in December, but it would return in January. APABA volunteers will assist at Elder Law Day on November 30.

Trustee Villalobos also thanked City Librarian Olivarez and Administrative Secretary Kishida in particular for their work on the Gala. Trustee Villalobos was present during the APABA legal clinic mentioned by Trustee Kaya and was amazed at how many patrons were helped that day.

6A. PRESIDENT'S REPORT

Trustee Choi noted that he attended the Hello Kitty 50th Birthday Jubilee on November 2 and was very impressed with the number and variety of activities offered all day. He commended staff, particularly Librarian Deb Takahashi, for the idea and implementation of the event. Many people attended and loved it all.

Trustee Choi noted that November is Native American Heritage Month, honoring indigenous people of North America - Native American, Alaska Native, Native Hawaiian and affiliated Island communities – and their histories and cultures.

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Monterey Park Library Foundation meeting on November 12, reporting that Foundation members held a debrief on the Gala. The total amount raised is yet to be determined. The Foundation agreed to contribute $700 towards prizes for the inaugural Children's Winter Reading Program. Former City Council and Library Foundation member Peter Chan attended the meeting and announced that he will host a 100-day celebration of his new granddaughter's birth on January 18 from 12 – 3 p.m. at the Service Clubhouse with any donations given to the Library Foundation. Trustee Duong asked if any mention was made about the Foundation Tea fundraiser that has been held in the past. Trustee Villalobos stated that the Foundation has not started planning this yet, but it would occur in the spring of 2025.

ADJOURNMENT
There being no further business for consideration, the meeting was adjourned at 6:39 p.m.

With the cancellation of the next regular meeting scheduled for December 17, 2024, the next regular meeting of the Library Board of Trustees is scheduled for January 21, 2025.

Kristin Olivarez
City Librarian

Library Board of Trustees
Staff Report

DATE: January 13, 2025

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 November and December 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 November and December 2024
2. Library Services Fund Account Reports for November and December 2024

Consent Agenda
January 13, 2025

ATTACHMENT 1
Year-To-Date Budget Reports
November and December 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN								
1016001 5103	PERMANENT SALARIES	239,560	0	239,560	94,358.72	.00	145,201.28	39.4%
1016001 5121	MEDICARE INSURANCE	3,031	0	3,031	1,365.00	.00	1,666.24	45.0%
1016001 5122	MEDICAL INSURANCE	30,311	0	30,311	12,401.15	.00	17,909.85	40.9%
1016001 5125	DENTAL INSURANCE	2,760	0	2,760	490.66	.00	2,269.34	17.8%
1016001 5126	ADMINISTRATION VIS	720	0	720	169.98	.00	550.02	23.6%
1016001 5127	LONG TERM DISABILI	1,510	0	1,510	257.71	.00	1,252.29	17.1%
1016001 5128	LIFE INSURANCE	819	0	819	290.16	.00	528.84	35.4%
1016001 5129	RETIREMENT	0	0	0	11,569.44	.00	-11,569.44	100.0%
1016001 5133	401 DEFERRED COMP	6,500	0	6,500	2,590.00	.00	3,910.00	39.8%
1016001 5208	DUES MEMBERSHIPS	4,614	0	4,614	3,906.00	-3,906.00	4,614.00	.0%
1016001 5213	DATA PROCESSING	7,032	0	7,032	6,415.00	.00	617.39	91.2%
1016001 5251	REPAIR AND MAINT B	15,000	0	15,000	1,166.10	.00	13,833.90	7.8%
1016001 5254	REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5265	MILEAGE	400	0	400	389.14	.00	10.86	97.3%
1016001 5266	CONFERENCES	7,500	0	7,500	4,771.59	.00	2,728.41	63.6%
1016001 5269	ELECTRICITY	120,000	0	120,000	69,588.98	.00	50,411.02	58.0%
1016001 5270	GAS	3,000	0	3,000	215.81	.00	2,784.19	7.2%
1016001 5272	TELEPHONE	8,820	0	8,820	3,100.04	.00	5,719.96	35.1%
1016001 5303	POSTAGE	800	0	800	408.06	.00	391.94	51.0%
1016001 5308	OTHER OFFICE SUPPL	5,000	0	5,000	3,887.42	.00	1,112.58	77.7%
1016001 5310	CLEANING SUPPLIES	10,000	0	10,000	7,770.10	.00	2,229.90	77.7%
1016001 5342	PRINTING	500	0	500	.00	.00	500.00	.0%
1016001 5402	SEPARATION BENEFIT	12,322	0	12,322	3,080.44	.00	9,241.30	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	17,226	0	17,226	4,306.43	.00	12,919.27	25.0%
1016001 5408	WORKERS COMPENSATI	28,271	0	28,271	7,067.79	.00	21,203.35	25.0%
1016001 5409	BUILDING MAINTENAN	91,085	0	91,085	22,771.33	.00	68,313.97	25.0%
TOTAL GENERAL FUND LIB ADMIN		664,351	0	664,351	270,479.51	-3,906.00	397,777.85	40.1%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	393,712	0	393,712	156,116.28	.00	237,595.28	39.7%
1016002 5104	PART TIME SALARIES	30,888	0	30,888	4,525.08	.00	26,363.03	14.6%
1016002 5121	MEDICARE INSURANCE	5,699	0	5,699	2,280.17	.00	3,418.50	40.0%
1016002 5122	MEDICAL INSURANCE	57,000	0	57,000	21,749.83	.00	35,250.17	38.2%
1016002 5125	DENTAL INSURANCE	5,642	0	5,642	1,567.62	.00	4,074.38	27.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5126	VISION PLAN	1,908	0	1,908	556.54	.00	1,351.46	29.2%
1016002 5127	LONG TERM DISABILI	3,240	0	3,240	425.99	.00	2,814.01	13.1%
1016002 5128	LIFE INSURANCE	2,518	0	2,518	580.30	.00	1,937.42	23.0%
1016002 5129	RETIREMENT	0	0	0	19,392.57	.00	-19,392.57	100.0%
1016002 5130	PART TIME RETIREME	1,345	0	1,345	121.58	.00	1,222.98	9.0%
1016002 5133	401 DEFERRED COMP	7,800	0	7,800	2,590.00	.00	5,210.00	33.2%
1016002 5207	LIBRARY DATABASES	5,281	0	5,281	628.00	.00	4,653.00	11.9%
1016002 5308	OTHER OFFICE SUPPL	5,100	0	5,100	1,623.87	.00	3,476.13	31.8%
1016002 5346	BOOKS SUBSCRIPTION	27,000	0	27,000	9,551.30	9,717.70	7,731.00	71.4%
1016002 5402	SEPERATION BENEFIT	23,313	0	23,313	5,828.19	.00	17,484.55	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	32,590	0	32,590	8,147.60	.00	24,442.79	25.0%
1016002 5408	WORKERS COMPENSATI	53,488	0	53,488	13,371.99	.00	40,115.96	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT		718,144	0	718,144	264,462.15	9,717.70	443,963.79	38.2%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103	PERMANENT SALARIES	292,718	0	292,718	121,197.34	.00	171,520.41	41.4%
1016003 5104	PART TIME SALARIES	47,810	0	47,810	6,298.24	.00	41,511.91	13.2%
1016003 5121	MEDICARE INSURANCE	4,323	0	4,323	1,817.57	.00	2,505.14	42.0%
1016003 5122	MEDICAL INSURANCE	42,200	0	42,200	19,504.95	.00	22,695.05	46.2%
1016003 5125	DENTAL INSURANCE	4,680	0	4,680	900.71	.00	3,779.29	19.2%
1016003 5126	VISION PLAN	970	0	970	374.97	.00	595.03	38.7%
1016003 5127	LONG TERM DISABILI	2,992	0	2,992	321.90	.00	2,670.10	10.8%
1016003 5128	LIFE INSURANCE	1,248	0	1,248	464.24	.00	783.76	37.2%
1016003 5129	RETIREMENT	0	0	0	14,907.72	.00	-14,907.72	100.0%
1016003 5130	PART TIME RETIREME	2,253	0	2,253	251.93	.00	2,001.35	11.2%
1016003 5133	401 DEFERRED COMP	4,300	0	4,300	2,072.00	.00	2,228.00	48.2%
1016003 5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003 5254	REPAIR AND MAINT M	47,652	0	47,652	25,237.51	11,625.00	10,789.49	77.4%
1016003 5313	SUPPLIES PROC CATA	5,500	0	5,500	3,686.00	.00	1,814.00	67.0%
1016003 5402	SEPARATION BENEFIT	17,705	0	17,705	4,426.37	.00	13,279.10	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	24,752	0	24,752	6,187.91	.00	18,563.72	25.0%
1016003 5408	WORKERS COMPENSATI	40,623	0	40,623	10,155.71	.00	30,467.12	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE		587,375	0	587,375	229,504.98	11,625.00	346,245.49	41.1%
1016004 GENERAL FUND CIRCULATION								
1016004 5104	PART TIME SALARIES	0	0	0	2,771.67	.00	-2,771.67	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 5121	MEDICARE INSURANCE	0	0	0	40.19	.00	-40.19	100.0%
1016004 5130	PART TIME RETIREME	0	0	0	110.86	.00	-110.86	100.0%
TOTAL GENERAL FUND CIRCULATION		0	0	0	2,922.72	.00	-2,922.72	100.0%
1016005 GENERAL FUND LITERACY								
1016005 5103	PERMANENT SALARIES	154,573	0	154,573	63,539.58	.00	91,033.14	41.1%
1016005 5104	PART TIME SALARIES	69,607	0	69,607	2,899.70	.00	66,707.59	4.2%
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	944.15	.00	1,503.44	38.6%
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	7,698.87	.00	30,001.71	20.4%
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	608.75	.00	1,991.79	23.4%
1016005 5126	VISION PLAN	1,050	0	1,050	199.20	.00	850.80	19.0%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	143.32	.00	1,044.68	12.1%
1016005 5128	LIFE INSURANCE	9,592	0	9,592	219.93	.00	9,371.67	2.3%
1016005 5129	RETIREMENT	0	0	0	7,783.19	.00	-7,783.19	100.0%
1016005 5130	PART TIME RETIREME	1,282	0	1,282	66.76	.00	1,214.89	5.2%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	1,250.46	.00	1,552.66	44.6%
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	2,414.49	.00	7,243.48	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	13,502	0	13,502	3,375.38	.00	10,126.12	25.0%
1016005 5408	WORKERS COMPENSATI	22,159	0	22,159	5,539.73	.00	16,619.18	25.0%
TOTAL GENERAL FUND LITERACY		353,690	0	353,690	103,065.57	.00	250,624.14	29.1%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	72,797.95	.00	236,982.55	23.5%
1016006 5104	PART TIME SALARIES	27,375	0	27,375	3,866.87	.00	23,508.25	14.1%
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	1,108.46	.00	2,508.42	30.6%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	10,546.45	.00	29,039.55	26.6%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	395.24	.00	3,204.76	11.0%
1016006 5126	VISION PLAN	1,080	0	1,080	188.14	.00	891.86	17.4%
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	191.79	.00	996.21	16.1%
1016006 5128	LIFE INSURANCE	936	0	936	256.92	.00	679.08	27.4%
1016006 5129	RETIREMENT	0	0	0	8,979.96	.00	-8,979.96	100.0%
1016006 5130	PART TIME RETIREME	1,094	0	1,094	154.68	.00	938.92	14.1%
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	1,304.00	.00	3,003.00	30.3%
1016006 5207	LIBRARY DATABASES	1,889	0	1,889	1,328.35	35.62	525.03	72.2%

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ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5313	LIBRARY SUPPLIES	5,000	0	5,000	1,892.13	.00	3,107.87	37.8%
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	13,172.88	11,737.43	-1,910.31	108.3%
1016006 5402	SEPARATION BENEFIT	17,133	0	17,133	4,283.23	.00	12,849.69	25.0%
1016006 5403	PENSION CHARGES	27,204	0	27,204	6,800.93	.00	20,402.77	25.0%
1016006 5404	OPEB CHARGES	18,078	0	18,078	4,519.39	.00	13,558.16	25.0%
1016006 5405	TECHNOLOGY CHARGES	23,951	0	23,951	5,987.81	.00	17,963.41	25.0%
1016006 5408	WORKERS COMPENSATI	39,309	0	39,309	9,827.30	.00	29,481.88	25.0%
TOTAL GENERAL FUND CHILDREN SERV		548,127	0	548,127	147,602.48	11,773.05	388,751.14	29.1%
TOTAL GENERAL FUND		2,871,687	0	2,871,687	1,018,037.41	29,209.75	1,824,439.69	36.5%
	TOTAL EXPENSES	2,871,687	0	2,871,687	1,018,037.41	29,209.75	1,824,439.69	

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ACCOUNTS FOR: 112 LIBRARY SERVICES FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	43,856	0	43,856	13,272.20	.00	30,584.08	30.3%
1126005 5121	MEDICARE	632	0	632	191.42	.00	440.14	30.3%
1126005 5122	MEDICAL INSURANCE	8,947	0	8,947	1,818.27	.00	7,128.73	20.3%
1126005 5125	DENTAL INSURANCE	480	0	480	65.28	.00	414.72	13.6%
1126005 5126	VISION PLAN	178	0	178	38.04	.00	139.96	21.4%
1126005 5127	LONG TERM DISABILI	328	0	328	36.42	.00	291.54	11.1%
1126005 5128	LIFE INSURANCE	182	0	182	51.95	.00	130.04	28.5%
1126005 5129	RETIREMENT	0	0	0	1,623.90	.00	-1,623.90	100.0%
1126005 5133	CITY 401 PLAN	1,058	0	1,058	366.23	.00	692.10	34.6%
1126005 5213	DATA PROCESSING	1,976	0	1,976	1,760.00	.00	216.00	89.1%
1126005 5303	POSTAGE	5,000	0	5,000	1,477.50	.00	3,522.50	29.6%
1126005 5308	OTHER OFFICE SUPPL	1,400	0	1,400	623.71	150.00	626.29	55.3%
1126005 5402	SEPARATION BENEFIT	2,487	0	2,487	621.76	.00	1,865.28	25.0%
1126005 5403	PENSION CHARGES	4,109	0	4,109	1,027.17	.00	3,081.51	25.0%
1126005 5404	OPEB CHARGES	2,730	0	2,730	682.46	.00	2,047.37	25.0%
1126005 5405	TECHNOLOGY CHARGES	3,617	0	3,617	904.20	.00	2,712.59	25.0%
1126005 5408	WORKERS COMPENSATI	5,936	0	5,936	1,483.99	.00	4,451.96	25.0%
TOTAL LIB PASSPORT TRUST LITERACY		82,915	0	82,915	26,044.50	150.00	56,720.91	31.6%
TOTAL LIBRARY SERVICES FUND		82,915	0	82,915	26,044.50	150.00	56,720.91	31.6%
TOTAL EXPENSES		82,915	0	82,915	26,044.50	150.00	56,720.91	

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YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 351 WIOA GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	4,987	0	4,987	6,766.15	.00	-1,779.46	135.7%
3516005 5121 MEDICARE INSURANCE	72	0	72	98.13	.00	-25.82	135.7%
3516005 5122 MEDICAL INSURANCE	1,773	0	1,773	1,076.84	.00	696.18	60.7%
3516005 5125 DENTAL INSURANCE	120	0	120	49.28	.00	70.72	41.1%
3516005 5126 VISION PLAN	36	0	36	22.54	.00	13.46	62.6%
3516005 5127 LONG TERM DISABILI	125	0	125	18.93	.00	105.87	15.2%
3516005 5128 LIFE INSURANCE	31	0	31	30.76	.00	.44	98.6%
3516005 5129 RETIREMENT	619	0	619	835.49	.00	-216.39	135.0%
3516005 5133 CITY 401 PLAN	130	0	130	183.19	.00	-53.19	140.9%
3516005 5266 CONFERENCES_SEMINA	550	-550	0	.00	.00	.00	.0%
3516005 5308 OTHER OFFICE SUPPL	400	550	950	491.77	150.00	308.23	67.6%
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36	300.00	188.64	83.9%
TOTAL WIOA GRANT	10,018	0	10,018	10,259.44	450.00	-691.32	106.9%
TOTAL WIOA GRANT	10,018	0	10,018	10,259.44	450.00	-691.32	106.9%
TOTAL EXPENSES	10,018	0	10,018	10,259.44	450.00	-691.32	

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ACCOUNTS FOR: 353 CAL LIBRARY LITERACY SVC GRANT		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	7,480	0	7,480	10,049.57	.00	-2,569.54	134.4%
3536005 5121	MEDICARE INSURANCE	108	0	108	145.72	.00	-37.26	134.4%
3536005 5122	MEDICAL INSURANCE	2,660	0	2,660	1,591.89	.00	1,067.65	59.9%
3536005 5125	DENTAL INSURANCE	180	0	180	72.48	.00	107.52	40.3%
3536005 5126	VISION PLAN	54	0	54	33.27	.00	20.73	61.6%
3536005 5127	LONG TERM DISABILI	187	0	187	28.10	.00	158.90	15.0%
3536005 5128	LIFE INSURANCE	57	0	57	45.54	.00	11.26	80.2%
3536005 5129	RETIREMENT	929	0	929	1,240.72	.00	-312.06	133.6%
3536005 5133	CITY 401 PLAN	195	0	195	272.12	.00	-77.12	139.5%
3536005 5208	DUES MEMBERSHIPS	200	0	200	.00	.00	200.00	.0%
3536005 5211	OTHER PROFESSIONAL	1,560	-384	1,176	98.00	.00	1,078.00	8.3%
3536005 5213	DATA PROCESSING	2,775	-29	2,746	2,745.79	.00	.00	100.0%
3536005 5266	CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%
3536005 5308	OTHER OFFICE SUPPL	1,300	0	1,300	606.32	250.00	443.68	65.9%
3536005 5346	BOOKS SUBSCRIPTION	7,430	413	7,843	472.86	6,501.44	868.91	88.9%
TOTAL CAL LIBRARY LITERACY SVC		25,714	0	25,714	17,402.38	6,751.44	1,560.67	93.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT		25,714	0	25,714	17,402.38	6,751.44	1,560.67	93.9%
TOTAL EXPENSES		25,714	0	25,714	17,402.38	6,751.44	1,560.67	

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ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104	PART TIME SALARIES	30,888	0	30,888	14,469.91	.00	16,418.20	46.8%
3636002 5121	EMPLOYER MEDICARE	0	0	0	209.80	.00	-209.80	100.0%
3636002 5129	RETIREMENT	0	0	0	1,589.65	.00	-1,589.65	100.0%
3636002 5130	PART TIME RETIREME	1,345	0	1,345	74.35	.00	1,270.21	5.5%
TOTAL ARPA REFER N ADULT SERVICES		32,233	0	32,233	16,343.71	.00	15,888.96	50.7%
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104	PART TIME SALARIES	47,810	0	47,810	36,299.88	.00	11,510.27	75.9%
3636003 5121	EMPLOYER MEDICARE	0	0	0	526.33	.00	-526.33	100.0%
3636003 5130	PART TIME RETIREME	2,253	0	2,253	1,452.00	.00	801.28	64.4%
TOTAL ARPA LIB TECHNICAL SERVICES		50,063	0	50,063	38,278.21	.00	11,785.22	76.5%
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104	PART TIME SALARIES	0	0	0	6,305.86	.00	-6,305.86	100.0%
3636004 5121	EMPLOYER MEDICARE	0	0	0	91.45	.00	-91.45	100.0%
3636004 5130	PART TIME RETIREME	0	0	0	252.22	.00	-252.22	100.0%
TOTAL ARPA LIBRARY CIRCULATION		0	0	0	6,649.53	.00	-6,649.53	100.0%
3636005 ARPA LIBRARY LITERACY								
3636005 5104	PART TIME SALARIES	69,607	0	69,607	30,010.84	.00	39,596.45	43.1%
3636005 5121	EMPLOYER MEDICARE	0	0	0	435.05	.00	-435.05	100.0%
3636005 5129	RETIREMENT	0	0	0	850.44	.00	-850.44	100.0%
3636005 5130	PART TIME RETIREME	1,282	0	1,282	939.22	.00	342.43	73.3%
TOTAL ARPA LIBRARY LITERACY		70,889	0	70,889	32,235.55	.00	38,653.39	45.5%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104	PART TIME SALARIES	27,375	0	27,375	18,031.25	.00	9,343.87	65.9%

City of Monterey Park

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FOR 2025 05

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636006 5121	EMPLOYER MEDICARE	0	0	0	261.44	.00	-261.44	100.0%
3636006 5129	RETIREMENT	0	0	0	145.97	.00	-145.97	100.0%
3636006 5130	PART TIME RETIREME	1,094	0	1,094	676.16	.00	417.44	61.8%
	TOTAL ARPA LIBRARY CHILDREN SERVICES	28,469	0	28,469	19,114.82	.00	9,353.90	67.1%
	TOTAL AMERICAN RESCUE PLAN	181,654	0	181,654	112,621.82	.00	69,031.94	62.0%
	TOTAL EXPENSES	181,654	0	181,654	112,621.82	.00	69,031.94	

City of Monterey Park

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FOR 2025 06

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN								
1016001 5103	PERMANENT SALARIES	239,560	0	239,560	112,424.69	.00	127,135.31	46.9%
1016001 5121	MEDICARE INSURANCE	3,031	0	3,031	1,626.22	.00	1,405.02	53.6%
1016001 5122	MEDICAL INSURANCE	30,311	0	30,311	15,326.89	.00	14,984.11	50.6%
1016001 5125	DENTAL INSURANCE	2,760	0	2,760	670.80	.00	2,089.20	24.3%
1016001 5126	ADMINISTRATION VIS	720	0	720	214.44	.00	505.56	29.8%
1016001 5127	LONG TERM DISABILI	1,510	0	1,510	312.81	.00	1,197.19	20.7%
1016001 5128	LIFE INSURANCE	819	0	819	352.16	.00	466.84	43.0%
1016001 5129	RETIREMENT	0	0	0	13,784.93	.00	-13,784.93	100.0%
1016001 5133	401 DEFERRED COMP	6,500	0	6,500	3,090.00	.00	3,410.00	47.5%
1016001 5208	DUES MEMBERSHIPS	4,614	0	4,614	3,906.00	-3,906.00	4,614.00	.0%
1016001 5213	DATA PROCESSING	7,032	0	7,032	6,415.00	.00	617.39	91.2%
1016001 5251	REPAIR AND MAINT B	15,000	0	15,000	1,636.15	.00	13,363.85	10.9%
1016001 5254	REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5265	MILEAGE	400	0	400	389.14	.00	10.86	97.3%
1016001 5266	CONFERENCES	7,500	0	7,500	4,819.15	.00	2,680.85	64.3%
1016001 5269	ELECTRICITY	120,000	0	120,000	78,151.08	.00	41,848.92	65.1%
1016001 5270	GAS	3,000	0	3,000	568.29	.00	2,431.71	18.9%
1016001 5272	TELEPHONE	8,820	0	8,820	3,100.04	.00	5,719.96	35.1%
1016001 5303	POSTAGE	800	0	800	408.06	.00	391.94	51.0%
1016001 5308	OTHER OFFICE SUPPL	5,000	0	5,000	3,887.42	.00	1,112.58	77.7%
1016001 5310	CLEANING SUPPLIES	10,000	0	10,000	8,919.04	.00	1,080.96	89.2%
1016001 5342	PRINTING	500	0	500	.00	.00	500.00	.0%
1016001 5402	SEPARATION BENEFIT	12,322	0	12,322	3,080.44	.00	9,241.30	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	17,226	0	17,226	4,306.43	.00	12,919.27	25.0%
1016001 5408	WORKERS COMPENSATI	28,271	0	28,271	7,067.79	.00	21,203.35	25.0%
1016001 5409	BUILDING MAINTENAN	91,085	0	91,085	22,771.33	.00	68,313.97	25.0%
TOTAL GENERAL FUND LIB ADMIN		664,351	0	664,351	305,370.76	-3,906.00	362,886.60	45.4%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	393,712	0	393,712	186,382.17	.00	207,329.39	47.3%
1016002 5104	PART TIME SALARIES	30,888	0	30,888	10,423.40	.00	20,464.71	33.7%
1016002 5121	MEDICARE INSURANCE	5,699	0	5,699	2,791.72	.00	2,906.95	49.0%
1016002 5122	MEDICAL INSURANCE	57,000	0	57,000	26,256.11	.00	30,743.89	46.1%
1016002 5125	DENTAL INSURANCE	5,642	0	5,642	1,902.58	.00	3,739.42	33.7%

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 5126 VISION PLAN	1,908	0	1,908	675.46	.00	1,232.54	35.4%
1016002 5127 LONG TERM DISABILI	3,240	0	3,240	517.61	.00	2,722.39	16.0%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	704.30	.00	1,813.42	28.0%
1016002 5129 RETIREMENT	0	0	0	23,346.10	.00	-23,346.10	100.0%
1016002 5130 PART TIME RETIREME	1,345	0	1,345	285.57	.00	1,058.99	21.2%
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	3,090.00	.00	4,710.00	39.6%
1016002 5207 LIBRARY DATABASES	5,281	0	5,281	811.00	.00	4,470.00	15.4%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	2,144.21	.00	2,955.79	42.0%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	10,969.98	8,299.02	7,731.00	71.4%
1016002 5402 SEPERATION BENEFIT	23,313	0	23,313	5,828.19	.00	17,484.55	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	32,590	0	32,590	8,147.60	.00	24,442.79	25.0%
1016002 5408 WORKERS COMPENSATI	53,488	0	53,488	13,371.99	.00	40,115.96	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	718,144	0	718,144	313,053.23	8,299.02	396,791.39	44.7%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	292,718	0	292,718	144,074.66	.00	148,643.09	49.2%
1016003 5104 PART TIME SALARIES	47,810	0	47,810	11,894.40	.00	35,915.75	24.9%
1016003 5121 MEDICARE INSURANCE	4,323	0	4,323	2,217.77	.00	2,104.94	51.3%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	23,964.11	.00	18,235.89	56.8%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,099.15	.00	3,580.85	23.5%
1016003 5126 VISION PLAN	970	0	970	459.45	.00	510.55	47.4%
1016003 5127 LONG TERM DISABILI	2,992	0	2,992	390.80	.00	2,601.20	13.1%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	563.44	.00	684.56	45.1%
1016003 5129 RETIREMENT	0	0	0	17,724.18	.00	-17,724.18	100.0%
1016003 5130 PART TIME RETIREME	2,253	0	2,253	475.79	.00	1,777.49	21.1%
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	2,472.00	.00	1,828.00	57.5%
1016003 5213 DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003 5254 REPAIR AND MAINT M	47,652	0	47,652	25,237.51	11,625.00	10,789.49	77.4%
1016003 5313 SUPPLIES PROC CATA	5,500	0	5,500	4,346.96	.00	1,153.04	79.0%
1016003 5402 SEPARATION BENEFIT	17,705	0	17,705	4,426.37	.00	13,279.10	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	24,752	0	24,752	6,187.91	.00	18,563.72	25.0%
1016003 5408 WORKERS COMPENSATI	40,623	0	40,623	10,155.71	.00	30,467.12	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	587,375	0	587,375	267,390.12	11,625.00	308,360.35	47.5%
1016004 GENERAL FUND CIRCULATION							
1016004 5104 PART TIME SALARIES	0	0	0	4,070.11	.00	-4,070.11	100.0%

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ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 5121	MEDICARE INSURANCE	0	0	0	59.02	.00	-59.02	100.0%
1016004 5130	PART TIME RETIREME	0	0	0	162.80	.00	-162.80	100.0%
TOTAL GENERAL FUND CIRCULATION		0	0	0	4,291.93	.00	-4,291.93	100.0%
1016005 GENERAL FUND LITERACY								
1016005 5103	PERMANENT SALARIES	154,573	0	154,573	75,091.43	.00	79,481.29	48.6%
1016005 5104	PART TIME SALARIES	69,607	0	69,607	7,936.18	.00	61,671.11	11.4%
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	1,181.24	.00	1,266.35	48.3%
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	9,493.36	.00	28,207.22	25.2%
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	739.87	.00	1,860.67	28.5%
1016005 5126	VISION PLAN	1,050	0	1,050	242.42	.00	807.58	23.1%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	174.64	.00	1,013.36	14.7%
1016005 5128	LIFE INSURANCE	9,592	0	9,592	267.82	.00	9,323.78	2.8%
1016005 5129	RETIREMENT	0	0	0	9,267.94	.00	-9,267.94	100.0%
1016005 5130	PART TIME RETIREME	1,282	0	1,282	250.94	.00	1,030.71	19.6%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	1,497.39	.00	1,305.73	53.4%
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	2,414.49	.00	7,243.48	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	13,502	0	13,502	3,375.38	.00	10,126.12	25.0%
1016005 5408	WORKERS COMPENSATI	22,159	0	22,159	5,539.73	.00	16,619.18	25.0%
TOTAL GENERAL FUND LITERACY		353,690	0	353,690	123,854.89	.00	229,834.82	35.0%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	87,752.05	.00	222,028.45	28.3%
1016006 5104	PART TIME SALARIES	27,375	0	27,375	8,086.06	.00	19,289.06	29.5%
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	1,385.67	.00	2,231.21	38.3%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	13,809.72	.00	25,776.28	34.9%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	515.53	.00	3,084.47	14.3%
1016006 5126	VISION PLAN	1,080	0	1,080	242.62	.00	837.38	22.5%
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	244.03	.00	943.97	20.5%
1016006 5128	LIFE INSURANCE	936	0	936	331.32	.00	604.68	35.4%
1016006 5129	RETIREMENT	0	0	0	10,942.95	.00	-10,942.95	100.0%
1016006 5130	PART TIME RETIREME	1,094	0	1,094	286.32	.00	807.28	26.2%
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	1,504.00	.00	2,803.00	34.9%
1016006 5207	LIBRARY DATABASES	1,889	0	1,889	1,328.35	35.62	525.03	72.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5313	LIBRARY SUPPLIES	5,000	0	5,000	1,973.68	.00	3,026.32	39.5%
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	13,962.89	10,947.42	-1,910.31	108.3%
1016006 5402	SEPARATION BENEFIT	17,133	0	17,133	4,283.23	.00	12,849.69	25.0%
1016006 5403	PENSION CHARGES	27,204	0	27,204	6,800.93	.00	20,402.77	25.0%
1016006 5404	OPEB CHARGES	18,078	0	18,078	4,519.39	.00	13,558.16	25.0%
1016006 5405	TECHNOLOGY CHARGES	23,951	0	23,951	5,987.81	.00	17,963.41	25.0%
1016006 5408	WORKERS COMPENSATI	39,309	0	39,309	9,827.30	.00	29,481.88	25.0%
TOTAL GENERAL FUND CHILDREN SERV		548,127	0	548,127	173,783.85	10,983.04	363,359.78	33.7%
TOTAL GENERAL FUND		2,871,687	0	2,871,687	1,187,744.78	27,001.06	1,656,941.01	42.3%
TOTAL EXPENSES		2,871,687	0	2,871,687	1,187,744.78	27,001.06	1,656,941.01	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

ACCOUNTS FOR: 112 LIBRARY SERVICES FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	43,856	0	43,856	15,940.74	.00	27,915.54	36.3%
1126005 5121	MEDICARE	632	0	632	229.88	.00	401.68	36.4%
1126005 5122	MEDICAL INSURANCE	8,947	0	8,947	2,250.95	.00	6,696.05	25.2%
1126005 5125	DENTAL INSURANCE	480	0	480	79.75	.00	400.25	16.6%
1126005 5126	VISION PLAN	178	0	178	46.51	.00	131.49	26.1%
1126005 5127	LONG TERM DISABILI	328	0	328	44.55	.00	283.41	13.6%
1126005 5128	LIFE INSURANCE	182	0	182	63.50	.00	118.49	34.9%
1126005 5129	RETIREMENT	0	0	0	1,950.45	.00	-1,950.45	100.0%
1126005 5133	CITY 401 PLAN	1,058	0	1,058	439.69	.00	618.64	41.5%
1126005 5213	DATA PROCESSING	1,976	0	1,976	1,760.00	.00	216.00	89.1%
1126005 5303	POSTAGE	5,000	0	5,000	1,477.50	.00	3,522.50	29.6%
1126005 5308	OTHER OFFICE SUPPL	1,400	0	1,400	821.76	150.00	428.24	69.4%
1126005 5402	SEPARATION BENEFIT	2,487	0	2,487	621.76	.00	1,865.28	25.0%
1126005 5403	PENSION CHARGES	4,109	0	4,109	1,027.17	.00	3,081.51	25.0%
1126005 5404	OPEB CHARGES	2,730	0	2,730	682.46	.00	2,047.37	25.0%
1126005 5405	TECHNOLOGY CHARGES	3,617	0	3,617	904.20	.00	2,712.59	25.0%
1126005 5408	WORKERS COMPENSATI	5,936	0	5,936	1,483.99	.00	4,451.96	25.0%
TOTAL LIB PASSPORT TRUST LITERACY		82,915	0	82,915	29,824.86	150.00	52,940.55	36.2%
TOTAL LIBRARY SERVICES FUND		82,915	0	82,915	29,824.86	150.00	52,940.55	36.2%
TOTAL EXPENSES		82,915	0	82,915	29,824.86	150.00	52,940.55	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

ACCOUNTS FOR: 351 WIOA GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	4,987	0	4,987	7,948.64	.00	-2,961.95	159.4%
3516005 5121 MEDICARE INSURANCE	72	0	72	115.26	.00	-42.95	159.4%
3516005 5122 MEDICAL INSURANCE	1,773	0	1,773	1,300.83	.00	472.19	73.4%
3516005 5125 DENTAL INSURANCE	120	0	120	59.05	.00	60.95	49.2%
3516005 5126 VISION PLAN	36	0	36	26.91	.00	9.09	74.8%
3516005 5127 LONG TERM DISABILI	125	0	125	22.57	.00	102.23	18.1%
3516005 5128 LIFE INSURANCE	31	0	31	36.74	.00	-5.54	117.8%
3516005 5129 RETIREMENT	619	0	619	981.72	.00	-362.62	158.6%
3516005 5133 CITY 401 PLAN	130	0	130	215.04	.00	-85.04	165.4%
3516005 5266 CONFERENCES_SEMINA	550	-550	0	.00	.00	.00	.0%
3516005 5308 OTHER OFFICE SUPPL	400	550	950	491.77	150.00	308.23	67.6%
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36	300.00	188.64	83.9%
TOTAL WIOA GRANT	10,018	0	10,018	11,884.89	450.00	-2,316.77	123.1%
TOTAL WIOA GRANT	10,018	0	10,018	11,884.89	450.00	-2,316.77	123.1%
TOTAL EXPENSES	10,018	0	10,018	11,884.89	450.00	-2,316.77	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

ACCOUNTS FOR: 353 CAL LIBRARY LITERACY SVC GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC							
3536005 5103 PERMANENT SALARIES	7,480	0	7,480	11,823.32	.00	-4,343.29	158.1%
3536005 5121 MEDICARE INSURANCE	108	0	108	171.44	.00	-62.98	158.1%
3536005 5122 MEDICAL INSURANCE	2,660	0	2,660	1,927.85	.00	731.69	72.5%
3536005 5125 DENTAL INSURANCE	180	0	180	87.16	.00	92.84	48.4%
3536005 5126 VISION PLAN	54	0	54	39.83	.00	14.17	73.8%
3536005 5127 LONG TERM DISABILI	187	0	187	33.55	.00	153.45	17.9%
3536005 5128 LIFE INSURANCE	57	0	57	54.52	.00	2.28	96.0%
3536005 5129 RETIREMENT	929	0	929	1,460.05	.00	-531.39	157.2%
3536005 5133 CITY 401 PLAN	195	0	195	319.88	.00	-124.88	164.0%
3536005 5208 DUES MEMBERSHIPS	200	0	200	.00	.00	200.00	.0%
3536005 5211 OTHER PROFESSIONAL	1,560	-384	1,176	98.00	.00	1,078.00	8.3%
3536005 5213 DATA PROCESSING	2,775	-29	2,746	2,745.79	.00	.00	100.0%
3536005 5266 CONFERENCES_SEMINA	600	0	600	14.58	.00	585.42	2.4%
3536005 5308 OTHER OFFICE SUPPL	1,300	0	1,300	686.77	250.00	363.23	72.1%
3536005 5346 BOOKS SUBSCRIPTION	7,430	413	7,843	683.46	6,290.84	868.91	88.9%
TOTAL CAL LIBRARY LITERACY SVC	25,714	0	25,714	20,146.20	6,540.84	-972.55	103.8%
TOTAL CAL LIBRARY LITERACY SVC GRANT	25,714	0	25,714	20,146.20	6,540.84	-972.55	103.8%
TOTAL EXPENSES	25,714	0	25,714	20,146.20	6,540.84	-972.55	

Consent Agenda
January 13, 2025

ATTACHMENT 2
Library Services Fund Account Reports
November and December 2024

BALANCE SHEET FOR 2025 5

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	517.86	555,157.64
		TOTAL ASSETS		517.86	555,157.64
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
	112	3901	REVENUE CONTROL	-3,753.66	-26,589.97
	112	3902	EXPENDITURE CONTROL	3,235.80	26,444.54
	112	3910	BUDGETARY FB UNRESERVED	.00	18,315.41
	112	3911	ESTIMATED REVENUE	.00	84,600.00
	112	3912	APPROPRIATIONS	.00	-102,915.41
	112	3921	ENCUMBRANCE CONTROL	.00	19,749.96
	112	3922	BUDGET FB RES 4 ENCUM	.00	-19,749.96
		TOTAL FUND BALANCE		-517.86	-555,157.64
	TOTAL LIABILITIES + FUND BALANCE			-517.86	-555,157.64

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

BALANCE SHEET FOR 2025 6

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	12,855.12	571,947.83
	TOTAL ASSETS			12,855.12	571,947.83
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
	112	3901	REVENUE CONTROL	-16,635.48	-47,160.52
	112	3902	EXPENDITURE CONTROL	3,780.36	30,224.90
	112	3910	BUDGETARY FB UNRESERVED	.00	18,315.41
	112	3911	ESTIMATED REVENUE	.00	84,600.00
	112	3912	APPROPRIATIONS	.00	-102,915.41
	112	3921	ENCUMBRANCE CONTROL	.00	19,749.96
	112	3922	BUDGET FB RES 4 ENCUM	.00	-19,749.96
	TOTAL FUND BALANCE			-12,855.12	-571,947.83
TOTAL LIABILITIES + FUND BALANCE				-12,855.12	-571,947.83

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

Library Board of Trustees
Staff Report

DATE: January 13, 2025

AGENDA ITEM NO: 3

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 2024.

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 2024

ATTACHMENT 1
City Librarian's Report
December 2024

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

Meetings/Conferences

AEFLA Manager Meeting
On December 4, Adult Literacy Coordinator Victor Castellanos attended the Adult Education and Family Literacy Act (AEFLA) Program Manager Meeting to discuss the concerns of community-based organizations (CBOs), such as LAMP, when trying to meet the WIOA grant requirements that normally only apply to traditional adult schools. Topics included changing the number of hours required per student, changing the timeline of grant funding and streamlining the required information and paperwork required by the California Department of Education.

Community Outreach

Langley Tech Hour
On December 4, Reference Librarian Rowe and Library Assistant Clara Shuler visited Langley Center to provide one-on-one tech help and library information to seniors. One patron expressed gratitude for the visit, as she had just purchased a new laptop on Black Friday and needed help setting it up.

City of Monterey Park Snow Village
On December 5, Library staff attended the City of Monterey Park's Snow Village event. The Library provided a snowman cup 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.

Alpha-Shen Preschool and Kindergarten
On December 11, LV visited Alpha-Shen Preschool and Kindergarten to facilitate a storytime for 29 children and teachers.

City of Monterey Park Tiny Tots
On December 13, Librarian Summer Blake visited the City of Monterey Park Tiny Tots classroom and facilitated a storytime for 16 kids and teachers.

Alhambra School District
On December 16, Children’s Senior Librarian LV Frazier attended a Community Schools meeting for Ynez Elementary School.

Garvey School District
On December 18, LV attended a meeting for the Garvey Head Start Policy Council.

Staffing

Cathleen Bowley, Senior Librarian in OPS, has resigned to move to Tampa Bay, Florida and take a librarian position there. Cathleen had been with the Library since November 2022. Recruitment to fill the position is ongoing.

Catherine Lim
Children’s Library Assistant
Part-time

Catherine Lim has been hired to be the new part-time Library Assistant in Children's Services. Catherine has worked at the Whittier Public Library and has a Bachelor of Arts degree in Sociology from UCLA.

Two part-time Library Page candidates have cleared the pre-employment screening process and will start work in OPS in January.

ADMINISTRATION

The Library Board of Trustees did not meet in December.

The Monterey Park Library Foundation did not meet in December. The total amount raised from the Gala is yet to be determined as donations are still coming in, but the net proceeds will be at least $40,000.

The Friends of the Monterey Park Library met on December 5. The Friends approved an allocation of up to $300 to update the Library's collection of Native American Heritage-themed materials so that materials are more diverse and culturally sensitive, including incorporating more Native American authors and perspectives. The Friends also approved an allocation of up to $250 to purchase a small thermal printer and labels for the Circulation Desk, so staff could immediately print spine labels and barcodes that need replacement, eliminating the need to send items into the multi-step mending process and enabling staff to get the items back on the shelves right away. For the month of December, the Friends bookstore had revenues of $592.25 with 80 $5 sale bags sold. The Friends hosted a Holiday Social for bookstore volunteers on December 12, providing lunch and gifts in appreciation of their service.

2024 - 2025 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Reconfigure library spaces to better meet contemporary needs.	**In progress**: The Library continues to assess usage of library spaces and consider alternative uses for these spaces. Additional programs are now being offered in the Storytime Room, allowing for multiple programs to run concurrently in different 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.	**In progress:** Staff continue to research outside funding options for mobile library services. The Monterey Park Library Foundation has earmarked $20,000 of its funds towards the acquisition of a bookmobile and continues to fundraise with this goal in mind. The Foundation plans to designate additional funds raised at its recent Gala towards the bookmobile. Staff assessed options for bookmobiles at the CLA conference, having the opportunity to view differently sized and configured vehicles and learn more about their advantages and disadvantages.
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.	**In progress:** The Library is researching best practices for implementing student success card programs.

ADULT / TEEN SERVICES

Adult Programming

Tech Skills
On December 4, staff presented a workshop on online resources available through the library, focusing predominantly on Libby and Kanopy. Participants were shown how to utilize both services, giving them access to the Library's collection of ebooks, e-audiobooks and streaming movies, and increasing information literacy.

Dungeons and Dragons
On December 7, two sessions of Dungeons and Dragons, one for adults and one general session, were held. Both sessions played a holiday campaign to rescue children from a Grinch-style creature. Both parties demonstrated problem solving skills and cooperation.

Gift Wrapping Party
On December 10, staff gave wrapping demonstrations and assisted with creative ways to wrap and decorate gifts for 13 participants.

Holiday Movie
On December 14, community members of all ages gathered for holiday treats and a showing of the classic Christmas film, *Home Alone*.

Crafternoon Tea
On December 16, patrons created coffee filter angels which they decorated with beads, buttons, glitter and ribbons. Crafters socialized and learned new skills from one another.

Family Game Night
On December 16, Family Game Night kicked off the Winter Reading Program. Participants were given a warm, spacious place to enjoy a variety of board games.

Taste of the Holidays
A workshop on December 21 highlighted the history of popular holiday foods found in the United States. Thirteen participants learned the history of these foods and were given the opportunity to taste them, expanding their experiences and connecting them to different cultures.

3D Printing Projects
For December, Adult Services receive five 3D print requests.

Community Partnerships

Employment Law with Legal Aid Foundation of Los Angeles
Representatives Bohan Chen and Catherine Vega from the Legal Aid Foundation of Los Angeles visited the library on December 5 to share information about employees' legal rights and about human trafficking for labor.

LACDMH visits
The Los Angeles County Department of Mental Health visited the library on December 9 to share information on hoarding with the community. This was held in Mandarin to reach a broader audience.

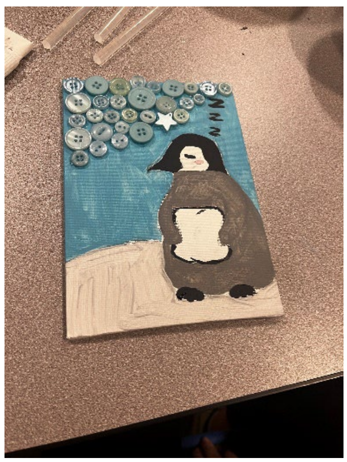
Job Seeker Support with Chinatown Service Center
Representatives from Chinatown Service Center's Workforce Development Team visited the library on December 9 to assist patrons with resumes and interview skills.

Teen Programming

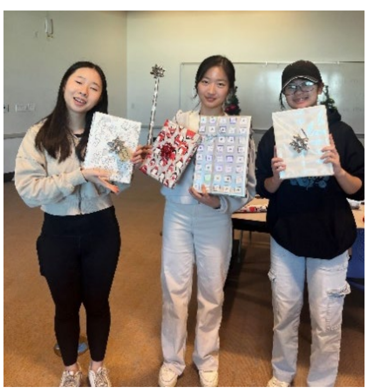
Holiday Horror Flick
On December 3, teens celebrated the holiday season by watching *Krampus* while enjoying Oreos and hot chocolate.

Daebak K-Pop Club
On December 4, 20 teens created unique K-pop light stick ornaments to decorate their holiday trees. The teens enjoyed the simplicity of the craft, and several participants made more than one to give to their friends.

Crafterschool: Pesto the Penguin Bead Art
On December 12, teens took a well-deserved break from studying by painting and decorating artworks of penguins inspired by the world's favorite penguin, Pesto.



Playdough Power Hour
On December 17, teens attended the Playdough Power Hour, a program designed to promote relaxation and stress relief. This month, attendees created playdough sculptures while watching a heartfelt anime.



Teen Gift Wrapping Workshop
On December 18, teens learned how to wrap gifts and practiced traditional gift-wrapping methods including the "pocket fold", using empty boxes or items from home. They also learned how to decorate their packages with ribbons and bows.

Junior Friends Meeting
On December 13, 39 Junior Friends gathered to discuss upcoming volunteer opportunities and programs. With the holiday season approaching, the Junior Friends Board focused on team-building activities to enhance camaraderie among members.

Junior Friends Jingle Mingle
After a grueling week of winter finals, the Junior Friends hosted their second annual winter social on December 20, featuring karaoke. Teens performed a variety of songs, including holiday tunes, K-pop hits and even songs in Chinese. In addition to karaoke, teens decorated cookies and enjoyed pizza while playing various games. A total of 20 teens attended the event.



Hours Volunteered
The Junior Friends volunteered 114 hours in December by attending events, assisting with Technology Help and helping with the City's Snow Village and letters to Santa program.

2024 - 2025 ADULT/TEEN GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	**In Progress**. Staff have been withdrawing books from the Chinese 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.

In Progress. Staff continue to create social media posts promoting books recommended by Junior Friends volunteers and created a series of social media posts promoting the Books and Blankets Teen Winter Reading Challenge.

3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.

In Progress. Programs such as the Gift-Wrapping Party are giving new adults avenues to meet other adults in their age range. The teen Playdough Power Hour was also opened up to college students seeking an activity to unwind during the end of their semester.

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 has partnered with Chinatown Service Center to provide one-on-one job seeking support in English, Mandarin, and Cantonese.

OPERATIONAL SUPPORT SERVICES

Acquisitions:
Staff added 282 items (120 Adult items, 142 Children's and 20 LAMP items) in the month of December.

ILL (Inter Library Loans):
Four items were loaned out to other libraries.

Mending and processing:
During the month of December, staff repaired 46 items.

eBook and eAudio
A total of 449 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:
A total of 385 items were weeded from the collection.

Wi-Fi:
There were 8,164 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:
For the month of December, 35 Zip books were ordered and added to the collection via the California State Library grant, saving the Library $678.77.

Tech Help:
Staff provided 21 sessions of Technology Help and assisted 28 patrons with their technology questions

Scan and Save:
Staff assisted one user with 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.	**Completed:** OPS launched the half-hour one-on-one appointments in September. In December, staff assisted 28 patrons.

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.	**Completed:** The Library has implemented the service to allow scanning to email using the existing public copier.

LAMP LITERACY / CITIZENSHIP

During the month of December, LAMP staff answered 297 ESL questions, 100 citizenship questions and 622 passport questions.

ESL and Citizenship Classes

December marked the beginning of the Winter Workshops. These short-term workshops target specific learning goals and provide additional learning opportunities for learners. Topics include phonics, financial literacy, and improving listening skills. Other workshops in December include two beginning-level reading workshops and a two-month ESL Book Club.

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 2024

Programs	81	
Program Attendance	533	
Students Served this month	214	
Student hours	859	
Total Students	788 YTD	Projected 800
Total Hours	7966 YTD	Projected 9870
Passports	98	YTD 540

Winter Schedule: Workshops, Conversation and Citizenship

Phonics	Wed/Thurs/Fri	10:30 – 12:00 PM	Stephanie Chen
Financial Literacy	Tues/Thurs	3:30 – 5:00 PM	Ruby Zhu
Read and Speak	Mon/Thurs	12:00 – 1:30 PM	Victor Castellanos
Listen and Speak	Saturday	11:30 – 1:00 PM	Rebecca Duran-Perez
Beginning Reading	Friday	1:30 – 3:00 PM	Rebecca Duran-Perez
ESL Book Club	Thursday	3:30 – 5:00 PM	Valerie Tohom
Conversation	Wed/Fri	2:00 – 4:00 PM	Richard Hollingsworth
Movies & Conversation	Monday	2:00 – 4:00 PM	Missy Davis
Citizenship Prep	Monday	2:00 – 3:30 PM	Rebecca Duran-Perez
Citizenship Prep	Saturday	10:00 – 11:30 AM	Kelvin Loangkote

2024 - 2025 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Improve access to and browsability of literacy materials for English language learners by reorganizing and expanding the literacy collection.	**In progress**: Staff continue to update the LAMP collection by weeding old materials and purchasing new literacy books. New areas for textbooks, books with CDs and new books have been created.
2. Partner with community organizations to provide programming that targets life and work goals and meets the evolving needs of English language learners.	**In progress:** Staff have been in contact with the Sierra Madre Middle School Mandarin Dual Immersion Program to provide a field trip to the Library to interview adult English language learners. This partnership provides adult learners with the opportunity to take on a leadership role and meet with young students to talk about their immigration stories. This program is scheduled for January 17.

CHILDREN'S SERVICES

In December, 77% of the Library's total circulated items were Children's materials. A total of 11,217 children's items were checked out during the month.

In December, 160 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 418 reference questions in person and over the phone.

Programming

Books & Blankets Winter Reading Program

This is the first year the Children's Division has offered a reading program during the winter, joining Adult and Teen in the all-ages Books & Blankets Winter Reading Program. From December 16 – January 4, kids can read eight hours to win a winter-themed plushie and a free meal from Raising Cane's, with the chance to win one of five larger raffle prizes. In December, 259 kids registered for the Winter Reading Program with 131 completing the program, and 87,868 minutes were read.

Arts for All **Kids' Art Workshop**

On December 7, local art school Arts for All hosted an art workshop for kids of all ages. A total of 24 children decorated holiday cards and learned sketching, drawing and painting techniques from Arts for All volunteers.

Storytime
Staff provided 17 storytimes for 887 children and their caregivers during the month of December.

Caregiver Meet-Up: Alana Banana

The fourth session of the monthly Caregiver Meet-Up on December 20 featured children's musical performer Alana Banana. A total of 50 caregivers and kids enjoyed live music, singing and dancing followed by free play.

Sensory Storytime

On December 4, 12 children and their caregivers attended Sensory Storytime. 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.

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 December, a total of 59 children attended four sessions of Gaming Hour.

Spanish Bilingual Storytime

On December 21, 27 children and their caregivers attended Spanish Bilingual Storytime, where they listened to stories, sang songs and learned Spanish vocabulary.

Toddler Dance Party
On December 6, 74 children and their caregivers sang, danced and played instruments in the Library Friends Room.

Books & Cooks
On December 13, 28 kids and adults practiced making turkey and bacon wraps at the monthly Books & Cooks program.

Arts & Crafts Zone

On December 12, 30 children created penguin poppers at Arts & Crafts Zone.

Science Explorers

On December 17, 26 children and their caregivers learned about optical illusions by making thaumatropes.

The InbeTWEENers Club

On December 19, 14 tweens enjoyed decorating holiday cookies and drinking hot cocoa while making friends at the InbeTWEENers Club.

Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided three days of Homework Help in December and assisted six children with 36 questions.

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, 233 kids participated in a Pete the Cat scavenger hunt.

1,000 Books Before Kindergarten

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

2024-25 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.	**Complete.** Children's Librarian Summer Blake is now facilitating a weekly Preschool Storytime at 11:30 a.m. on Wednesdays. This storytime incorporates deeper recognition of classroom rules and more complex books and songs. Three Preschool Storytimes were conducted in December with a total attendance of 82.
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.	**Ongoing.** In collaboration with the former Moms Club President Rose Scobie, the Library presented the fifth monthly Caregiver Meet-Up in December. Fifty attendees enjoyed a musical performance by Alana Banana.
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.	**In progress.** Librarian Jasmine Gomez has begun weeding the Spanish language collection and is taking note of areas that need to be focused on for purchasing. A large order was processed in December for Chinese, Korean, Japanese and Vietnamese children's books, which will arrive in the coming months.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.	**Ongoing.** The Children's Division will soon be reaching out to public elementary schools in Monterey Park to plan implementation of Student Success Cards in response to California State Senate Bill No. 321. This will include schools that previously have had less robust connections to the Library including Robert Hill Lane Elementary School.

Monterey Park Bruggemeyer Library Statistics 2024-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	341	405	386	371	281	229							
Library Card Renewal	203	223	330	198	159	132							
CIRCULATION													
Total Public Service Hours	200	208	232	208	184	176							
Library Visits	20,818	18,782	22,991	22,726	16,650	17,724							
Total Circulation of Physical Materials	15,687	15,227	16,684	16,991	15,771	14,503							
Circulation of Children's Materials	11,212	11,747	12,975	13,170	12,367	11,217							
Circulation of Adult & YA Materials	3,158	3,724	3,587	3,766	3,395	3,296							
Circulation of Non-English Materials	1,020	780	1,077	835	1,121	769							
Overall ebook	642	641	603	461	376	495							
Patron amount saved by borrowing instead of purchasing, in dollars	137,983	132,388	148,763	150,627	142,874	126,129							
ILL loans to other	5	6	4	5	1	**4**							
ILL loans received	0	0	0	0	0	**0**							
PREVIOUS YEAR CIRCULATION													
Library Visits (2023-24)	15,317	17,794	17,978	17,636	15,397	14,865	17,098	16,447	21,267	20,629	18,819	20,087	213,334
Total Circulations (2023-24)	14,136	15,211	15,589	14,772	14,538	13,190	15,470	13,465	15,705	15,325	14,207	14,973	176,581

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volumes added	44	174	176	190	112	120							
Children's volumes added	276	381	242	224	133	142							
Items Deleted	716	444	990	443	571	627							
Total Vols in Collection	104,860	104,999	104,407	103,381	103,240	102,855							
Uses of Public Internet Computers	3,064	3,202	2,702	2,491	2,133	2,182							
Visits to the library website	6791	6,634	6,017	6,552	5,413	5,349							
# of Wireless Sessions	8,714	9,816	9,899	10,225	8,164	7,981							
GENERAL INTEREST													
General Interest Reference Questions													
Total # of General Interest Programs													
In-Person, Onsite													
In-Person, Offsite													
Total # of General Interest Attendance													
In-Person, Onsite													
In-Person, Offsite													
Outreach Events			2										
Outreach Events- Attendance			132										
Self-Directed Activities - Number of Programs	0	0											
Self-Directed Activities - Attendance	0	0											
General Interest Friends Sp. Programs-Number	0	0											
General Interest Friends Sp. Programs-Attendance	0	0											

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT													
Adult Reference Questions	199	290	239	222	202	173							
Number of Technology Reference Questions	185	274	187	217	213	204							
Gabbie Text Questions	9	5	6	8	2	3							
Total # of Adult Programs	16	8	15	16	18	12							
In-Person, Onsite	16	8	15	15	17	11							
In-Person, Offsite	0	0	0	1	1	1							
Total Adult Program Attendance	189	117	115	169	303	88							
In-Person, Onsite	189	117	115	161	295	76							
In-Person, Offsite	0	0	0	8	8	0							
Outreach Events	0	0	0	0	0	12							
Outreach Events- Attendance	0	0	0	0	0	0							
Self-Directed Activities - Number of Programs	0	0	0	0	0	0							
Self-Directed Activities - Attendance	0	0	0	0	0	0							
Adult Friends Sp. Programs - Number	0	0	0	0	0	0							
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0							
YA (Young Adult)													
Total # of Young Adult Programs	8	8	13	14	11	8							
In-Person, Onsite	8	7	13	14	11	8							
In-Person, Offsite	0	1	0	0	0	0							
Total Young Adult Program Attendance	153	277	292	238	195	105							
In-Person, Onsite	153	127	292	238	195	105							
In-Person, Offsite	0	150	0	0	0	0							
Self-Directed Activities - Number of Programs	0	0	0	0	0	0							
Self-Directed Activities - Attendance	0	0	0	0	0	0							
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0							
YA Friends Sp. Program- Attendance	0	0	0	0	0	0							

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
LAMP Questions	1346	3,350	1,325	1,041	991	1,019							
ESL/Citizenship/Workshop Programs- Total Number	53	149	142	102	64	49							
In-person, Onsite	49	128	121	102	64	49							
In-person, Offsite	0	0	0	0	0	0							
Live, Virtual	4	21	21	32	19	3							
ESL/Citizenship/Workshop Programs Total Attendance	356	964	1,120	1,128	658	496							
In-person, Onsite	340	900	1,018	1,128	597	494							
In-person, Offsite	0	0	0	0	0	0							
Live, Virtual	16	64	102	75	61	2							
Self-Directed Activities	0	0	0	0	0	0							
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0	0							
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0	0							
Passport Services													
Of the above programs, how many were offsite?	0	0	0	0	0	0							
Attendance at offsite programs	0	0	0	0	0	0							
CHILDREN'S													
Children's Reference Questions	336	352	352	440	409	341							
Children's Tech Reference Questions	112	132	145	153	124	77							
Total # of Children's Programs (0-5 years)	24	15	25	33	27	23							
In-Person, Onsite	21	15	25	31	27	21							
In-Person, Offsite	3	0	0	2	0	2							

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total Children's Program Attendance (0-5 years)	1538	952	1,563	1,802	1,416	1,095							
In-Person, Onsite	1317	952	1,563	1,756	1,416	1,050							
In-Person, Offsite	221	0	0	46	0	45							
Total # of Children's Programs (6-11 years)	14	4	8	17	11	10							
In-Person, Onsite	11	4	8	12	10	9							
In-Person, Offsite	3	0	0	5	1	1							
Total Children's Program Attendance (6-11 years)	769	59	277	1,996	1,124	481							
In-Person, Onsite	226	59	277	500	1,114	181							
In-Person, Offsite	543	0	0	1,496	10	300							
Self-Directed Activities - Number of Programs	1	1	1	1	1	1							
Self-Directed Activities - Attendance	46	278	307	436	276	233							
Children's Program Friends Sp. -Number	2	0	0	1	0	0							
Children's Program Friends Sp. - Attendance	433	0	0	1,000	0	0							