Library Board of Trustees of Monterey Park Agenda

Regular Meeting
Monterey Park Bruggemeyer Library, Friends Room
318 South Ramona Avenue, Monterey Park, CA 91754

Tuesday, May 20, 2025
6:00 PM

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 www.montereypark.ca.gov/AgendaCenter

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 regular meeting and 2 hours before a special meeting for reasonable accommodation. The Library and the Friends Room are wheelchair accessible.

Public Participation
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/CBC_comm.

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 Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Board's subject-matter jurisdiction, comment on Agenda Items during Public Communications. If you provide public comment on a specific Agenda item during Public Communications, however, you cannot later provide comments at the time the Agenda Item is considered.

1. Call to Order

Library Board of Trustees President

2. Flag Salute

Library Board of Trustees Vice President

3. Roll Call

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

4. Agenda Additions, Deletions, Changes and Adoptions

5. Public Communications

6. Presentation

6.A. Fiscal Year 2024/25 Accomplishments and Fiscal Year 2025/26 Goals

6.B. Summer Reading Program 2025

7. Consent Calendar

All items under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the Board for separate consideration.

7.A. Minutes

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of April 15, 2025; and
2. Taking such additional, related, action that may be desirable.

7.B. Financial Reports and Expenditures

It is recommended that the Board consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

8. City Librarian's Report

Updates on Library activities

8.A. City Librarian's Report

It is recommended that the Board:

1. Receive and file the City Librarian's Report; and
2. Take such additional, related, action that may be desirable.

9. Old Business

10. New Business

11. Board Communications

11.A. President's Report

11.B. Monterey Park Library Foundation Liaison's Report

12. Adjourn

Library Board of Trustees Staff Report

Date: May 20, 2025
Agenda Item Number: 6.A.

To: Library Board of Trustees

From: LV Frazier, Acting City Librarian

Subject: Fiscal Year 2024/25 Accomplishments and Fiscal Year 2025/26 Goals

Recommendation:
It is recommended that the Board :

1. Receive and file the Fiscal Year 2024/25 Accomplishments and Fiscal Year 2025/26 Goals; and
2. Take such additional, related, action that may be desirable.

Executive Summary:
N/A

Background:
N/A

Fiscal Impact:
N/A

Attachments:
None

Library Board of Trustees Staff Report

Date: May 20, 2025
Agenda Item Number: 6.B.

To: Library Board of Trustees

From: LV Frazier, Acting City Librarian

Subject: Summer Reading Program 2025

Recommendation:
It is recommended that the Board:

1. Receive and file Summer Reading Program 2025; and
2. Take such additional, related, action that may be desirable.

Executive Summary:
N/A

Background:
N/A

Fiscal Impact:
N/A

Attachments:
None

Library Board of Trustees Staff Report

Date: May 20, 2025
Agenda Item Number: 7.A.

To: Library Board of Trustees

From: LV Frazier, Acting City Librarian

Subject: Minutes

Recommendation:
It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of April 15, 2025; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:
N/A

Background:
N/A

Fiscal Impact:
N/A

Attachments:
1. Board minutes 4-15-25

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
April 15, 2025

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, April 15, 2025, at 6:00 p.m.

CALL TO ORDER
Trustee Choi called the meeting to order at 6:01 p.m.

Trustee Choi 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 Kaya led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Lisa Duong

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS
None

ORAL AND WRITTEN COMMUNICATIONS: None

1. CONSENT CALENDAR 1A – 2B

1A. LIBRARY BOARD OF TRUSTEES MINUTES
1B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of March 18, 2025 and the financial reports and expenditures for March 2025.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of March 18, 2025 and the financial reports and expenditures for March 2025.

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

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

2. CITY LIBRARIAN'S REPORT

City Librarian Olivarez provided updates on staff recruitment. The City has reclassified the position of Senior Librarian, Operational Support Services division, creating the position of Library Manager. This position will oversee OPS and its staff but will also take on responsibilities Library-wide to support the City Librarian. A candidate has been selected and is in pre-employment screening. A candidate has been selected to fill the full-time Librarian vacancy in Adult Services and is in pre-employment screening. Interviews to fill the two part-time Library Assistant vacancies - one in Adult Services and the other in Children's Services – were held on April 8. The new part-time Library Page in Operational Support Services started on April 14.

The replacement of the Library's Heating/Ventilation/Air Conditioning (HVAC) system has been completed with minimal disruption to services. The installation of a generator at the Library is moving forward. The contract is scheduled to be awarded at the City Council meeting on April 16. Both projects are being funded by the Building Forward Grant.

A ribbon-cutting ceremony/thank you celebration has been scheduled for April 21 at 5 p.m. with San Gabriel Valley Municipal Water District (SGVMWD), which provided funding for the two water fountains/bottle fill stations replacing the existing drinking fountains in the Library.

The California State Library was notified by the Institute of Museum and Library Services (IMLS) that, effective April 1, 2025, federal grants awarded under the Library Services and Technology Act (LSTA) have been eliminated. The IMLS distributes $160 million to state library agencies including the California State Library, which in turn funds local libraries. Monterey Park Bruggemeyer Library services that will be impacted in fiscal year 2025/26 include access to New York Times Digital (the Library will still have access to the New York Times newspaper via PressReader); California Libraries Learn (CALL), which provides free training/professional development opportunities for library staff; California's Bookshelf, a recently launched program providing Californians with access to over 300,000 ebooks and audiobooks with only an email address; ProLiteracy, which provides discounts for LAMP resources as well as training opportunities; and Volunteer Match, a service which LAMP uses to recruit volunteers. The cost of ProLiteracy and Volunteer Match are minimal and the Library will continue to fund these programs in fiscal year 2025/26, but funding for the others is uncertain.

The Monterey Park Bruggemeyer Library and Children's Senior Librarian LV Frazier were recently honored by the Alhambra Council PTA for service to children and youth, schools and community.

Upcoming programs include National Cat Lady Day on April 19, Hate Crime Safety Workshop on May 3 and Mental Health, Healing Arts and Wellness Fair on May 17 in Barnes Park.

Interviews of applicants for the Library Board of Trustees by the City Council will be held on Monday, April 21 at 6 p.m. in the Friends Room. Trustee Duong's second term will end in June. Staff have recommended that Trustee Kaya be reappointed as his first term will also end in June.

The budget workshop for fiscal year 2025/26 is scheduled for Wednesday, May 28 at 5:30 p.m. in the City Hall Council Chambers.

4. OLD BUSINESS

None**.**

5. NEW BUSINESS

5A. UPDATES TO COLLECTION DEVELOPMENT POLICY

The Library presented updates to the Collection Development Policy pursuant to the California Freedom to Read Act (AB 1825). These updates have been reviewed and approved by the City Attorney's office and are under review by the California State Library. The California Freedom to Read Act (AB 1825) requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The bill requires the adopted policy to be sent to the State Librarian. The Library's Collection Development Policy, which was last updated in 2021, has been revised to comply with the California Freedom to Read Act and include specific language required by the California State Library.

City Librarian Olivarez stated that the revisions included minor language cleanup, gender neutral language and a mission statement update.

Trustee Kaya suggested changes to clarify certain portions of the policy. Under section VI, Languages, he recommended inserting “including but not limited to” (as in section V, Formats) to make explicit that the Library has in its collection materials in languages other than those listed. City Librarian Olivarez noted that the languages listed are those that the Library is actively purchasing as current practice, not necessarily all the languages in the collection.

Trustee Kaya noted that section IX, Procedure for Resolving Patron Complaints Regarding Materials, is confusing and that it should be clearer that the City Librarian makes these decisions unless the Library Board becomes involved. Trustee Villalobos asked to make the public meeting process clearer. The Library Board and City Librarian Olivarez agreed upon moving specific phrases and sentences within the policy.

Action Taken: The Library Board of Trustees approved staff’s recommended revisions and Library Board-discussed changes to Library Policy 98-01 upon approval of the City Attorney and authorized the City Librarian to make additional revisions as recommended by the California State Library pursuant to the California Freedom to Read Act (AB 1825).

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

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

6. BOARD COMMUNICATIONS

Trustee Kaya thanked the Library for participating in the Monterey Park Cherry Blossom Festival and thanked Gwen Kishida for her volunteer work on the planning committee. He also wished everyone a happy Asian American Pacific Islander (AAPI) Month.

Trustee Tang expressed her gratitude to Trustee Kaya and Administrative Secretary Kishida for their work organizing the Cherry Blossom Festival as it was a great event. Trustee Tang noted that she attended the Art Farm Nebraska program on March 29 and noticed that many in the audience were newcomers to this library and community, so the program extended the Library’s presence and influence.

6A. PRESIDENT'S REPORT

Trustee Choi noted that April 6 – 12 is National Library Week, a time to celebrate the vital role of libraries in the community. He thanked library staff and those who support and invest in libraries.

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Library Foundation's meeting on April 7. She reported that Foundation members approved funding prizes for the Summer Reading Program. They also chose a theme for the annual fundraising Gala to be held on October 10: Let Aloha Blossom. This ties in with the Foundation honoring the Cherry Blossom Festival Committee in addition to Peter Chan.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:51 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for May 20, 2025.

Kristin Olivarez
City Librarian

Library Board of Trustees Staff Report

Date: May 20, 2025
Agenda Item Number: 7.B.

To: Library Board of Trustees

From: LV Frazier, Acting City Librarian

Subject: Financial Reports and Expenditures

Recommendation:
It is recommended that the Board consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:
N/A

Background:
N/A

Fiscal Impact:
N/A

Attachments:
1. YTD Budget Report 2025 April
2. Trust Account Balance Sheet 2025 April

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

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	196,350.28	.00	43,209.72	82.0%
1016001 5121	MEDICARE INSURANCE	3,031	0	3,031	2,839.42	.00	191.82	93.7%
1016001 5122	MEDICAL INSURANCE	30,311	0	30,311	28,492.72	.00	1,818.28	94.0%
1016001 5125	DENTAL INSURANCE	2,760	0	2,760	1,481.43	.00	1,278.57	53.7%
1016001 5126	ADMINISTRATION VIS	720	0	720	414.51	.00	305.49	57.6%
1016001 5127	LONG TERM DISABILI	1,510	0	1,510	1,054.25	.00	455.75	69.8%
1016001 5128	LIFE INSURANCE	819	0	819	631.16	.00	187.84	77.1%
1016001 5129	RETIREMENT	0	0	0	24,077.86	.00	-24,077.86	100.0%
1016001 5133	401 DEFERRED COMP	6,500	0	6,500	5,340.00	.00	1,160.00	82.2%
1016001 5208	DUES AND MEMBERSHI	4,614	0	4,614	3,906.00	.00	708.00	84.7%
1016001 5213	DATA PROCESSING	7,032	0	7,032	8,107.39	.00	-1,075.00	115.3%
1016001 5250	REPAIR & MAINT SER	15,000	15,000	30,000	3,513.23	5,807.55	20,679.22	31.1%
1016001 5254	REPAIR AND MAINT M	15,000	-15,000	0	.00	.00	.00	.0%
1016001 5264	TRAVEL EXPENSES	400	0	400	389.14	.00	10.86	97.3%
1016001 5266	CONFERENCES	7,500	0	7,500	4,898.10	.00	2,601.90	65.3%
1016001 5269	ELECTRICITY	120,000	0	120,000	112,529.71	.00	7,470.29	93.8%
1016001 5270	GAS	3,000	0	3,000	2,415.07	.00	584.93	80.5%
1016001 5272	TELEPHONE	8,820	0	8,820	5,599.51	.00	3,220.49	63.5%
1016001 5303	POSTAGE	800	0	800	776.76	.00	23.24	97.1%
1016001 5308	OTHER OFFICE SUPPL	5,000	0	5,000	8,218.31	.00	-3,218.31	164.4%
1016001 5310	CLEANING SUPPLIES	10,000	0	10,000	12,909.98	.00	-2,909.98	129.1%
1016001 5342	PRINTING	500	0	500	46.30	.00	453.70	9.3%
1016001 5402	SEPARATION BENEFIT	12,322	0	12,322	9,241.32	.00	3,080.42	75.0%
1016001 5403	PENSION CHARGES	19,568	0	19,568	.00	.00	19,568.48	.0%
1016001 5404	OPEB CHARGES	13,001	0	13,001	9,751.02	.00	3,250.35	75.0%
1016001 5405	TECHNOLOGY CHARGES	17,226	0	17,226	12,919.29	.00	4,306.41	75.0%
1016001 5408	WORKERS COMPENSATI	28,271	0	28,271	21,203.37	.00	7,067.77	75.0%
1016001 5409	BUILDING MAINTENAN	91,085	0	91,085	68,313.99	.00	22,771.31	75.0%
TOTAL GENERAL FUND LIB ADMIN		664,351	0	664,351	545,420.12	5,807.55	113,123.69	83.0%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	393,712	0	393,712	291,440.21	.00	102,271.35	74.0%
1016002 5104	PART TIME SALARIES	30,888	0	30,888	37,417.46	.00	-6,529.35	121.1%
1016002 5121	MEDICARE INSURANCE	5,699	0	5,699	4,627.75	.00	1,070.92	81.2%
1016002 5122	MEDICAL INSURANCE	57,000	0	57,000	43,442.03	.00	13,557.97	76.2%
1016002 5125	DENTAL INSURANCE	5,642	0	5,642	3,055.44	.00	2,586.56	54.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

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	1,052.49	.00	855.51	55.2%
1016002 5127	LONG TERM DISABILI	3,240	0	3,240	896.71	.00	2,343.29	27.7%
1016002 5128	LIFE INSURANCE	2,518	0	2,518	1,113.21	.00	1,404.51	44.2%
1016002 5129	RETIREMENT	0	0	0	37,217.41	.00	-37,217.41	100.0%
1016002 5130	PART TIME RETIREME	1,345	0	1,345	1,068.68	.00	275.88	79.5%
1016002 5133	401 DEFERRED COMP	7,800	0	7,800	5,088.83	.00	2,711.17	65.2%
1016002 5301	SMALL SOFTWARE_HAR	5,281	0	5,281	1,466.00	.00	3,815.00	27.8%
1016002 5308	OTHER OFFICE SUPPL	5,100	0	5,100	3,436.72	.00	1,663.28	67.4%
1016002 5343	BOOKS_SUBSCRIPTION	27,000	0	27,000	21,998.83	2,259.05	2,742.12	89.8%
1016002 5402	SEPERATION BENEFIT	23,313	0	23,313	17,484.57	.00	5,828.17	75.0%
1016002 5403	PENSION CHARGES	37,023	0	37,023	.00	.00	37,022.84	.0%
1016002 5404	OPEB CHARGES	24,598	0	24,598	18,448.59	.00	6,149.51	75.0%
1016002 5405	TECHNOLOGY CHARGES	32,590	0	32,590	24,442.80	.00	8,147.59	75.0%
1016002 5408	WORKERS COMPENSATI	53,488	0	53,488	40,115.97	.00	13,371.98	75.0%
TOTAL GENERAL FUND REFERENCE N ADULT		718,144	0	718,144	553,813.70	2,259.05	162,070.89	77.4%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103	PERMANENT SALARIES	292,718	0	292,718	220,421.78	.00	72,295.97	75.3%
1016003 5104	PART TIME SALARIES	47,810	0	47,810	47,218.80	.00	591.35	98.8%
1016003 5121	MEDICARE INSURANCE	4,323	0	4,323	3,824.18	.00	498.53	88.5%
1016003 5122	MEDICAL INSURANCE	42,200	0	42,200	38,943.99	.00	3,256.01	92.3%
1016003 5125	DENTAL INSURANCE	4,680	0	4,680	1,848.00	.00	2,832.00	39.5%
1016003 5126	VISION PLAN	970	0	970	704.61	.00	265.39	72.6%
1016003 5127	LONG TERM DISABILI	2,992	0	2,992	668.04	.00	2,323.96	22.3%
1016003 5128	LIFE INSURANCE	1,248	0	1,248	898.24	.00	349.76	72.0%
1016003 5129	RETIREMENT	0	0	0	27,156.97	.00	-27,156.97	100.0%
1016003 5130	PART TIME RETIREME	2,253	0	2,253	1,888.70	.00	364.58	83.8%
1016003 5133	401 DEFERRED COMP	4,300	0	4,300	3,472.00	.00	828.00	80.7%
1016003 5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003 5250	REPAIR & MAINT SER	47,652	-2,000	45,652	34,255.99	5,133.86	6,262.15	86.3%
1016003 5311	OTHER OPERATING SU	5,500	2,000	7,500	5,934.85	.00	1,565.15	79.1%
1016003 5402	SEPARATION BENEFIT	17,705	0	17,705	13,279.11	.00	4,426.36	75.0%
1016003 5403	PENSION CHARGES	28,118	0	28,118	.00	.00	28,117.97	.0%
1016003 5404	OPEB CHARGES	18,682	0	18,682	14,011.26	.00	4,670.42	75.0%
1016003 5405	TECHNOLOGY CHARGES	24,752	0	24,752	18,563.73	.00	6,187.90	75.0%
1016003 5408	WORKERS COMPENSATI	40,623	0	40,623	30,467.13	.00	10,155.70	75.0%
TOTAL GENERAL FUND TECHNICAL SERVICE		587,375	0	587,375	463,557.38	5,133.86	118,684.23	79.8%
1016004 GENERAL FUND CIRCULATION								
1016004 5104	PART TIME SALARIES	0	0	0	5,926.59	.00	-5,926.59	100.0%

FOR 2025 10

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	85.94	.00	-85.94	100.0%
1016004 5130	PART TIME RETIREME	0	0	0	237.06	.00	-237.06	100.0%
	TOTAL GENERAL FUND CIRCULATION	0	0	0	6,249.59	.00	-6,249.59	100.0%
1016005 GENERAL FUND LITERACY								
1016005 5103	PERMANENT SALARIES	154,573	0	154,573	127,475.96	.00	27,096.76	82.5%
1016005 5104	PART TIME SALARIES	69,607	0	69,607	32,459.87	.00	37,147.42	46.6%
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	2,276.06	.00	171.53	93.0%
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	17,523.61	.00	20,176.97	46.5%
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	1,330.61	.00	1,269.93	51.2%
1016005 5126	VISION PLAN	1,050	0	1,050	436.07	.00	613.93	41.5%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	357.07	.00	830.93	30.1%
1016005 5128	LIFE INSURANCE	9,592	0	9,592	443.15	.00	9,148.45	4.6%
1016005 5129	RETIREMENT	0	0	0	16,740.61	.00	-16,740.61	100.0%
1016005 5130	PART TIME RETIREME	1,282	0	1,282	918.34	.00	363.31	71.7%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	2,594.88	.00	208.24	92.6%
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	7,243.47	.00	2,414.50	75.0%
1016005 5403	PENSION CHARGES	15,338	0	15,338	.00	.00	15,337.77	.0%
1016005 5404	OPEB CHARGES	10,190	0	10,190	7,642.86	.00	2,547.61	75.0%
1016005 5405	TECHNOLOGY CHARGES	13,502	0	13,502	10,126.14	.00	3,375.36	75.0%
1016005 5408	WORKERS COMPENSATI	22,159	0	22,159	16,619.19	.00	5,539.72	75.0%
	TOTAL GENERAL FUND LITERACY	353,690	0	353,690	244,187.89	.00	109,501.82	69.0%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	180,087.53	.00	129,692.97	58.1%
1016006 5104	PART TIME SALARIES	27,375	0	27,375	26,928.79	.00	446.33	98.4%
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	2,997.74	.00	619.14	82.9%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	30,828.00	.00	8,758.00	77.9%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,313.48	.00	2,286.52	36.5%
1016006 5126	VISION PLAN	1,080	0	1,080	553.84	.00	526.16	51.3%
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	620.46	.00	567.54	52.2%
1016006 5128	LIFE INSURANCE	936	0	936	728.41	.00	207.59	77.8%
1016006 5129	RETIREMENT	0	0	0	22,668.58	.00	-22,668.58	100.0%
1016006 5130	PART TIME RETIREME	1,094	0	1,094	942.57	.00	151.03	86.2%
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	2,705.17	.00	1,601.83	62.8%
1016006 5301	SMALL SOFTWARE_HAR	1,889	0	1,889	1,850.83	35.62	2.55	99.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5311	OTHER OPERATING SU	5,000	0	5,000	2,868.62	.00	2,131.38	57.4%
1016006 5343	BOOKS_SUBSCRIPTION	23,000	0	23,000	19,972.24	3,584.90	-557.14	102.4%
1016006 5402	SEPARATION BENEFIT	17,133	0	17,133	12,849.69	.00	4,283.23	75.0%
1016006 5403	PENSION CHARGES	27,204	0	27,204	.00	.00	27,203.70	.0%
1016006 5404	OPEB CHARGES	18,078	0	18,078	13,558.17	.00	4,519.38	75.0%
1016006 5405	TECHNOLOGY CHARGES	23,951	0	23,951	17,963.43	.00	5,987.79	75.0%
1016006 5408	WORKERS COMPENSATI	39,309	0	39,309	29,481.90	.00	9,827.28	75.0%
TOTAL GENERAL FUND CHILDREN SERV		548,127	0	548,127	368,919.45	3,620.52	175,586.70	68.0%
TOTAL GENERAL FUND		2,871,687	0	2,871,687	2,182,148.13	16,820.98	672,717.74	76.6%
	TOTAL EXPENSES	2,871,687	0	2,871,687	2,182,148.13	16,820.98	672,717.74	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

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	28,264.65	.00	15,591.63	64.4%
1126005 5121	MEDICARE	632	0	632	407.37	.00	224.19	64.5%
1126005 5122	MEDICAL INSURANCE	8,947	0	8,947	4,175.56	.00	4,771.44	46.7%
1126005 5125	DENTAL INSURANCE	480	0	480	145.27	.00	334.73	30.3%
1126005 5126	VISION PLAN	178	0	178	84.12	.00	93.88	47.3%
1126005 5127	LONG TERM DISABILI	328	0	328	91.79	.00	236.17	28.0%
1126005 5128	LIFE INSURANCE	182	0	182	114.89	.00	67.10	63.1%
1126005 5129	RETIREMENT	0	0	0	3,458.51	.00	-3,458.51	100.0%
1126005 5133	CITY 401 PLAN	1,058	0	1,058	763.38	.00	294.95	72.1%
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	3,007.68	.00	1,992.32	60.2%
1126005 5308	OTHER OFFICE SUPPL	1,400	0	1,400	897.30	150.00	352.70	74.8%
1126005 5402	SEPARATION BENEFIT	2,487	0	2,487	1,865.28	.00	621.76	75.0%
1126005 5403	PENSION CHARGES	4,109	0	4,109	.00	.00	4,108.68	.0%
1126005 5404	OPEB CHARGES	2,730	0	2,730	2,047.38	.00	682.45	75.0%
1126005 5405	TECHNOLOGY CHARGES	3,617	0	3,617	2,712.60	.00	904.19	75.0%
1126005 5408	WORKERS COMPENSATI	5,936	0	5,936	4,451.97	.00	1,483.98	75.0%
TOTAL LIB PASSPORT TRUST LITERACY		82,915	0	82,915	54,247.75	150.00	28,517.66	65.6%
TOTAL LIBRARY SERVICES FUND		82,915	0	82,915	54,247.75	150.00	28,517.66	65.6%
TOTAL EXPENSES		82,915	0	82,915	54,247.75	150.00	28,517.66	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

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	62,020	67,007	13,787.69	.00	53,219.00	20.6%
3516005 5121	MEDICARE INSURANCE	72	0	72	199.90	.00	-127.59	276.4%
3516005 5122	MEDICAL INSURANCE	1,773	0	1,773	2,335.69	.00	-562.67	131.7%
3516005 5125	DENTAL INSURANCE	120	0	120	102.63	.00	17.37	85.5%
3516005 5126	VISION PLAN	36	0	36	47.14	.00	-11.14	130.9%
3516005 5127	LONG TERM DISABILI	125	0	125	45.68	.00	79.12	36.6%
3516005 5128	LIFE INSURANCE	31	0	31	64.37	.00	-33.17	206.3%
3516005 5129	RETIREMENT	619	0	619	1,703.76	.00	-1,084.66	275.2%
3516005 5133	CITY 401 PLAN	130	0	130	366.58	.00	-236.58	282.0%
3516005 5266	CONFERENCES_SEMINA	550	-550	0	.00	.00	.00	.0%
3516005 5308	OTHER OFFICE SUPPL	400	550	950	875.30	150.00	-75.30	107.9%
3516005 5343	BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36	300.00	188.64	83.9%
TOTAL WIOA GRANT		10,018	62,020	72,038	20,215.10	450.00	51,373.02	28.7%
TOTAL WIOA GRANT		10,018	62,020	72,038	20,215.10	450.00	51,373.02	28.7%
	TOTAL EXPENSES	10,018	62,020	72,038	20,215.10	450.00	51,373.02	

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Program ID: glytdbud

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

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	82,481	89,961	20,581.78	.00	69,379.25	22.9%
3536005 5121	MEDICARE INSURANCE	108	0	108	298.42	.00	-189.96	275.1%
3536005 5122	MEDICAL INSURANCE	2,660	0	2,660	3,480.17	.00	-820.63	130.9%
3536005 5125	DENTAL INSURANCE	180	0	180	152.50	.00	27.50	84.7%
3536005 5126	VISION PLAN	54	0	54	70.13	.00	-16.13	129.9%
3536005 5127	LONG TERM DISABILI	187	0	187	68.25	.00	118.75	36.5%
3536005 5128	LIFE INSURANCE	57	0	57	96.00	.00	-39.20	169.0%
3536005 5129	RETIREMENT	929	0	929	2,543.10	.00	-1,614.44	273.8%
3536005 5133	CITY 401 PLAN	195	0	195	547.16	.00	-352.16	280.6%
3536005 5208	DUES AND MEMBERSHI	200	0	200	.00	.00	200.00	.0%
3536005 5211	OTHER PROFESSIONAL	1,560	-384	1,176	245.00	.00	931.00	20.8%
3536005 5213	DATA PROCESSING	2,775	-29	2,746	2,745.79	.00	.00	100.0%
3536005 5266	CONFERENCES_SEMINA	600	0	600	454.58	.00	145.42	75.8%
3536005 5308	OTHER OFFICE SUPPL	1,300	0	1,300	783.72	250.00	266.28	79.5%
3536005 5343	BOOKS_SUBSCRIPTION	7,430	413	7,843	3,218.82	4,383.57	240.82	96.9%
TOTAL CAL LIBRARY LITERACY SVC		25,714	82,481	108,195	35,285.42	4,633.57	68,276.50	36.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT		25,714	82,481	108,195	35,285.42	4,633.57	68,276.50	36.9%
TOTAL EXPENSES		25,714	82,481	108,195	35,285.42	4,633.57	68,276.50	

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Program ID: glytdbud

BALANCE SHEET FOR 2025 10

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	2,841.77	576,610.78
	112	1101	ACCOUNTS RECEIVABLE	1.00	1.00
		TOTAL ASSETS		2,842.77	576,611.78
LIABILITIES					
	112	2301	UNAVAILABLE REVENUE	-1.00	-1.00
		TOTAL LIABILITIES		-1.00	-1.00
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
	112	3901	REVENUE CONTROL	-6,353.48	-77,481.93
	112	3902	EXPENDITURE CONTROL	3,511.71	55,883.36
	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	18,514.39
	112	3922	BUDGET FB RES 4 ENCUM	.00	-18,514.39
		TOTAL FUND BALANCE		-2,841.77	-576,610.78
	TOTAL LIABILITIES + FUND BALANCE			-2,842.77	-576,611.78

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

Library Board of Trustees Staff Report

Date: May 20, 2025
Agenda Item Number: 8.A.

To: Library Board of Trustees

From: LV Frazier, Acting City Librarian

Subject: City Librarian's Report

Recommendation:
It is recommended that the Board:

1. Receive and file the City Librarian's Report; and
2. Take such additional, related, action that may be desirable.

Executive Summary:
N/A

Background:
N/A

Fiscal Impact:
N/A

Attachments:
1. Board Report May 2025

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, City Librarian
SUBJECT: April 2025 Report

April Highlights

The Library celebrated National Library Week April 6-12 with book-themed activities for all ages, a special Borrower of the Day campaign and a Zines and Comics workshop for children.

Library staff participated in a Staff Training Day on April 22 which featured a de-escalation training webinar, overview of 2024/25 accomplishments and 2025/26 goals, review of the Library's strategic plan and presentations by staff on acquisitions, ESL classes, program planning, book club, Canva, PressReader, Kanopy, 3D printing and storytimes.

On April 11, the Library received the Alhambra Council Parent Teacher Association Honorary Service Award for years of continued outstanding dedication and service to our children, schools and community. Senior Librarian LV Frazier received the Continuing Honorary Service Award from Repetto Elementary PTA for their outstanding service to children and youth.

Other highlights included a program celebrating National Cat Lady Day, a Career Readiness Workshop for Teens and outreach at the City's Cherry Blossom Festival and Spring Egg Hunt, and events at Alhambra and Montebello Unified School District schools.

Pictured on next page: Library Staff Training Day, Emergency Preparedness for Kids, Borrower of the Day, Toddler Dance Party, Monterey Park Spring Egg Hunt and Career Readiness Workshop for Teens




National Library Week
What Draws YOU in?
MONTEREY PARK


2024-2025 GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
ADMINISTRATION	
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 $40,000 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.	**In progress.** Staff is coordinating with the Alhambra Unified School District to offer an annual library card sign-up drive for second graders. Staff will provide several field trips to Kindergarten classes from Montebello Unified School District in May which will serve as library card sign-up events.
ADULT & TEEN	
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**. A part-time staff member has been trained in graphic novel ordering and continues developing this collection on a monthly basis.
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.** The Book Match readers' advisory service was launched in April in both online and print form, allowing patrons to get handpicked reading suggestions from library staff members. Library displays and booklists also highlighted reading materials related to Poetry Month and Earth Day, as well as frequently borrowed materials.

GOALS AND OBJECTIVES	PROGRESS
ADULT & TEEN	
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.** New adults were targeted for the National Cat Lady Day and the Earth Day/Poetry Month Collage Poetry programs.
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.** Teens participated in a Career Readiness seminar delivered by Chinatown Service Center. A LinkedIn workshop was delivered by library staff. Chinatown Service Center also continues to offer monthly Job Support sessions to adults, with its April sessions fully booked.
OPERATIONAL SUPPORT	
1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills.	**Complete.** OPS launched the half-hour one-on-one appointments in September. In April, staff assisted 33 patrons.
2. Coordinate with local businesses to offer library card sign-up events and promote relevant services to underserved and hard-to-reach residents.	**Ongoing.** OPS staff are assisting with library card sign-up at outreach 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.	**Complete.** The Library has implemented a service to allow scanning to email using the existing public copier.
LAMP LITERACY & CITIZENSHIP	
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. In April, staff added new grammar and phonics workbooks for beginning-level learners. These workbooks replaced outdated materials in the collection.

GOALS AND OBJECTIVES	PROGRESS
LAMP LITERACY & CITIZENSHIP	
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.** In April, LAMP staff visited the Langley Center to gain an understanding of the types of programs community members want during the summer. Borrowing from the Langley Center, LAMP staff will partner with the Adult Services Division to provide a Mahjong game day for experienced and beginning-level learners using materials from the Langley Center.
CHILDREN'S	
1. Develop and implement a weekly Preschool Storytime for children ages 3 – 5 to promote literacy, language development and school readiness.	**Complete.** The Library now offers 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. Five Preschool Storytimes were conducted in April with a total attendance of 242.
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.	**Complete.** In collaboration with the former Moms Club President Rose Scobie, the Library presented five sessions of the monthly Caregiver Meet-Up program. Caregiver Meet-Up will now be offered periodically based on speaker availability.
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.** Approximately 28 new items were added to the International Languages collection during the month of April.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.	**Ongoing.** The Children's Division participated in Bella Vista Elementary School's Family Fun Night, attended Repetto Elementary School's Parent Workshop, and provided five field trips and class visits during the month of April.

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	289	277	339	349			
Library Card Renewal	203	223	330	198	159	132	232	181	219	217			
CIRCULATION													
Total Public Service Hours	208	208	232	208	184	176	184	176	208	200			
Library Visits	20,818	18,782	22,991	22,726	16,650	17,724	16,500*	16,839	20,750	19,964			
Total Circulation of Physical Materials	15,687	15,227	16,684	16,991	15,771	14,503	15,787	13,849	15,706	15,800			
Circulation of Children's Materials	11,212	11,747	12,975	13,170	12,367	11,217	12,085	10,551	12,045	12,010			
Circulation of Adult & YA Materials	3,158	3,724	3,587	3,766	3,395	3,296	3,915	2,720	3,566	3,694			
Circulation of Non-English Materials	1,020	780	1,077	835	1,121	769	801	595	593	725			
Overall eBook	453	418	412	435	369	446	509	385	414	410			
Overall eMagazine	11	74	96	74	68	75	102	56	89	60			
Overall eAudio	189	221	186	123	202	190	215	202	211	210			
Overall eVideo	417	219	127	144	214	263	273	253	181	283			
Patron amount saved by borrowing instead of purchasing, in dollars	137,983	132,388	148,763	150,627	142,874	126,129	145,325	137,465	156,200	136,731			
ILL loans to other	5	6	4	5	1	**4**	4	4	4	5			
ILL loans received	0	0	0	0	0	**0**	0	0	1	1			
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

* January library visits statistic is estimated as gate counter was replaced halfway through the month

	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	145	124	188	169			
Children's volumes added	276	381	242	224	133	142	153	128	264	131			
Items Deleted	716	444	990	443	571	627	787	788	197	31			
Total Vols in Collection	104,860	104,999	104,407	103,381	103,240	102,855	102,441	101,904	102,328	102,632			
Uses of Public Internet Computers	3,064	3,202	2,702	2,491	2,133	2,182	2,226	2,340	2,538	2,522			
Visits to the library website	6791	6,634	6,017	6,552	5,413	5,349	6,366	5,860	6,807	6,539			
# of Wireless Sessions	8,714	9,816	9,899	10,225	8,164	7,981	8,470	8,279	10,085	9,730			
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	0	0	0	0	0	0	0	0			
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0	0	0			
General Interest Friends Sp. Programs-Number	0	0	0	0	0	0	0	0	0	0			
General Interest Friends Sp. Programs-Attendance	0	0	0	0	0	0	0	0	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	220	240	285	302			
Number of Technology Reference Questions	185	274	187	217	213	204	194	226	230	271			
Gabbie Text Questions	9	5	6	8	2	3	4	3	2	2			
Total # of Adult Programs	16	8	15	16	18	12	7	10	8	7			
In-Person, Onsite	16	8	15	15	17	11	7	9	8	6			
In-Person, Offsite	0	0	0	1	1	1	0	1	0	1			
Total Adult Program Attendance	189	117	115	169	303	88	121	261	110	55			
In-Person, Onsite	189	117	115	161	295	76	121	141	110	52			
In-Person, Offsite	0	0	0	8	8	0	0	120	0	0			
Outreach Events	0	0	0	0	0	12	0	1	1	1			
Outreach Events- Attendance	0	0	0	0	0	0	0	5	17	3			
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0	0	0			
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0	0	0			
Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0	0	0			
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0	0	0	0			
YA (Young Adult)													
Total # of Young Adult Programs	8	8	13	14	11	8	9	9	8	6			
In-Person, Onsite	8	7	13	14	11	8	9	9	8	6			
In-Person, Offsite	0	1	0	0	0	0	0	0	0	0			
Total Young Adult Program Attendance	153	277	292	238	195	105	151	146	204	104			
In-Person, Onsite	153	127	292	238	195	105	151	146	104	104			
In-Person, Offsite	0	150	0	0	0	0	0	0	100	0			
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0	0	0			
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0	0	0			
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0	0	0			
YA Friends Sp. Program- Attendance	0	0	0	0	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	1,609	1,149	1,072	1,171			
ESL/Citizenship/Workshops (No 1-1) - Total Number	53	149	142	102	64	49	59	71	101	87			
In-person, Onsite	49	128	121	102	64	49	59	71	101	87			
In-person, Offsite	0	0	0	0	0	0	0	0	0	0			
Live, Virtual	4	21	21	32	19	3	0	0	0	0			
ESL/Citizenship/Workshops (No 1-1) Total Attendance	356	964	1,120	1,128	658	496	393	729	1,015	917			
In-person, Onsite	340	900	1,018	1,128	597	494	393	707	994	897			
In-person, Offsite	0	0	0	0	0	0	0	0	0	0			
Live, Virtual	16	64	102	75	61	2	3	22	21	20			
Self-Directed Activities	0	0	0	0	0	0	0	0	0	0			
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0	0	0	0	0	0			
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0	0	0	0	0	0			
Passport Services													
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0	0	0			
Attendance at offsite programs	0	0	0	0	0	0	0	0	0	0			
CHILDREN'S													
Children's Reference Questions	336	352	352	440	409	341	365	319	381	336			
Children's Tech Reference Questions	112	132	145	153	124	77	106	71	84	81			
Total # of Children's Programs (0-5 years)	24	15	25	33	27	23	23	26	31	32			
In-Person, Onsite	21	15	25	31	27	21	23	25	30	30			
In-Person, Offsite	3	0	0	2	0	2	0	1	1	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	1,080	1,230	1,723	1,432			
In-Person, Onsite	1317	952	1,563	1,756	1,416	1,050	1,080	1,216	1,703	1,391			
In-Person, Offsite	221	0	0	46	0	45	0	14	20	41			
Total # of Children's Programs (6-11 years)	14	4	8	17	11	10	12	13	12	16			
In-Person, Onsite	11	4	8	12	10	9	12	11	11	15			
In-Person, Offsite	3	0	0	5	1	1	0	2	1	1			
Total Children's Program Attendance (6-11 years)	769	59	277	1,996	1,124	481	293	500	391	449			
In-Person, Onsite	226	59	277	500	1,114	181	293	241	281	416			
In-Person, Offsite	543	0	0	1,496	10	300	0	259	110	33			
Self-Directed Activities - Number of Programs	1	1	1	1	1	1	1	1	1	1			
Self-Directed Activities - Attendance	46	278	307	436	276	233	286	272	293	332			
Children's Program Friends Sp. -Number	2	0	0	1	0	0	0	0	0	0			
Children's Program Friends Sp. - Attendance	433	0	0	1,000	0	0	0	0	0	0			