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City of Whittier

*Whittier Public Library*

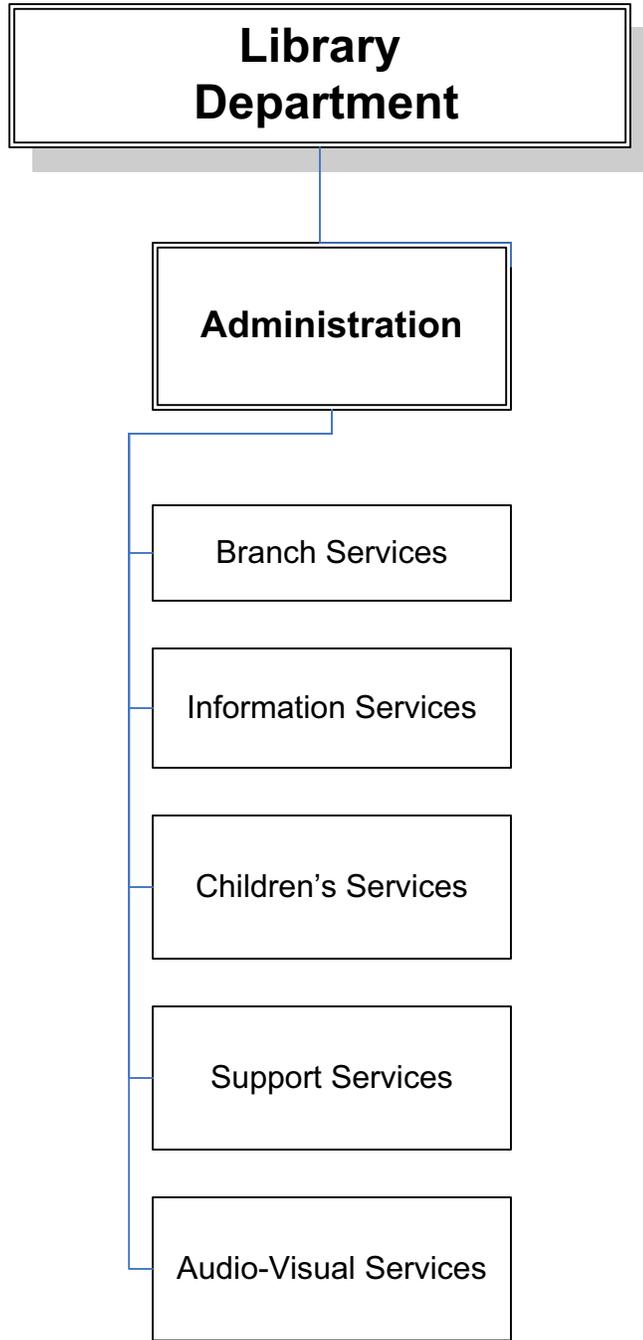
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- *Public Library*
- *Library Grant*



# Public Library

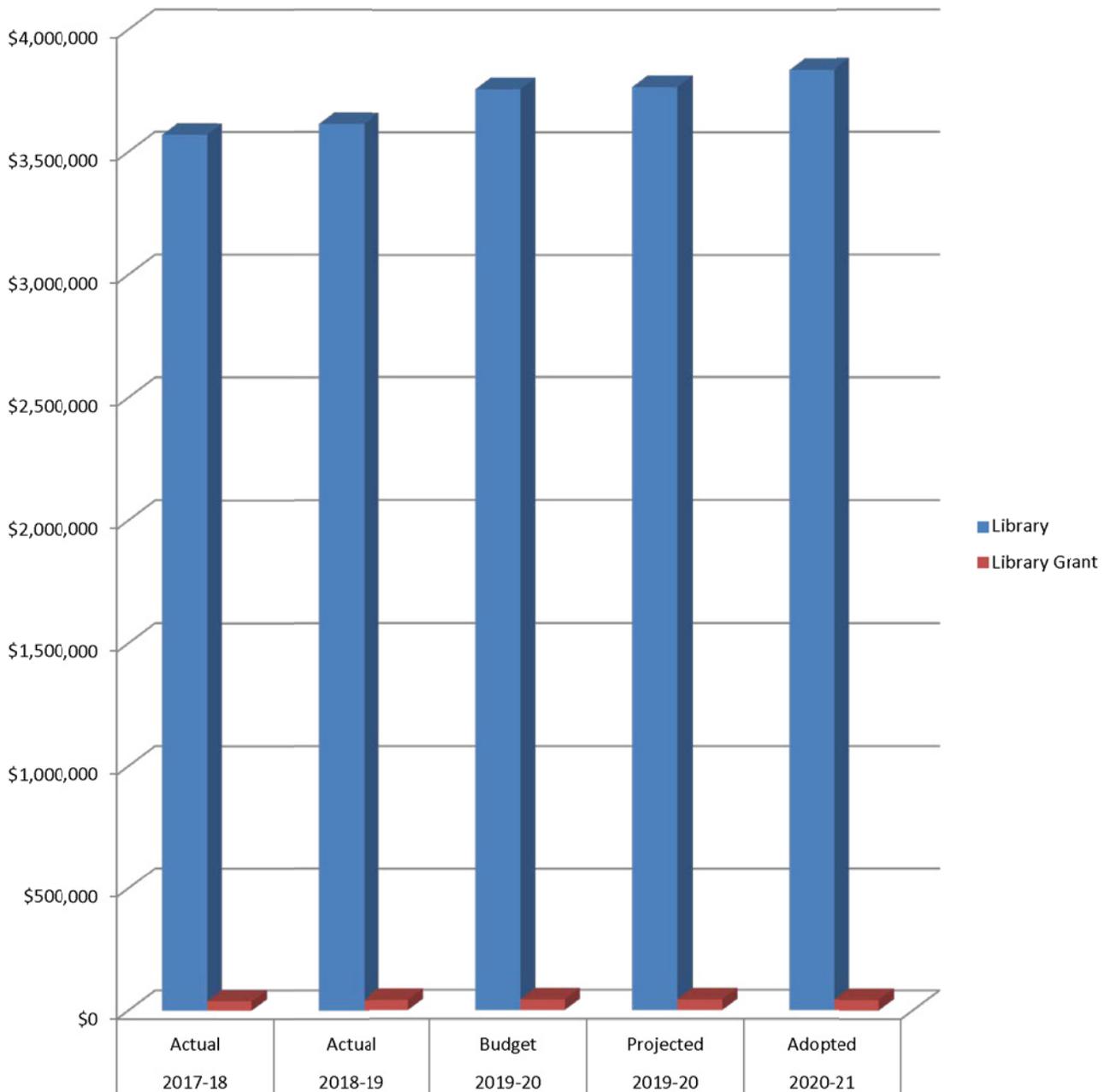
## Organization Chart



# City of Whittier

## Whittier Public Library

Division/Cost Center	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Adopted
Library	\$ 3,569,263	\$ 3,614,525	\$ 3,759,695	\$ 3,768,962	\$ 3,837,841
Library Grant	37,657	41,727	43,324	43,324	43,324



# City of Whittier

## Whittier Public Library

### OVERVIEW

The Whittier Public Library, with over 120 years of service, is the City's most popular and essential resource for learning and information. Library patrons take advantage of over 303,000 items in many formats which represent a broad range of ideas and viewpoints. Without question, the Library possesses one of the best collections in the area including the Whittier History, Local Authors and Whittier Hills Archives. The library continues to digitize and preserve maps, photographs, newspapers, and oral histories which are available through the library's website.

The library was closed to the public as of March 13, 2020 in order to comply with the LA County Public Health mandate for control of COVID-19. Prior to the library closure, public access to personal computers, free Internet access and Wi-Fi, Homework Center for students and their families, and a mobility center were available. Since the closure, patrons are able to borrow books through curbside pickup, remotely checkout e-books, e-magazines, and e-audiobooks, research online databases, as well as stream films and music.

The Library continues to virtually operate the Veterans Resource Center, where trained dedicated volunteers and the LA County Veterans Service Officer are equipped to provide educational, health services, legal, and housing resources and referrals to veterans and their families. Prior to the closure, the Veterans Resource Center was staffed Monday through Friday by trained volunteers and every other Friday by a Los Angeles County Veterans Service Officer who provided a direct link to the VA.

The Central Library and the Whittwood Branch Library offer a variety of services and programs in both Adult and Children's Services. The library continues to evaluate print and non-print materials to enhance patron experience and access to information. Even during the closure our librarians at the Reference Desk provide research on all subjects, Internet training, and access to statewide reference centers. In response to the closure, the library is offering numerous instructional videos for library patrons through electronic formats.

Learning and literacy are the primary focus for Children's Services. Prior to the closure, Children's programming included outreach and regular school visits, story time, the STEAM (science, technology, engineering, art, and mathematics) program, the Summer Reading program throughout the summer, after-school programs and a state-of-the-art Homework Center. Since the closure, the library has provided regular virtual storytimes through facebook, Instagram, and youtube, which have proved to be very popular. The library has also adapted to an electronic format to track children's and adult participants' reading during the Summer Reading Challenge. New this year, the library pop-up mobile trailer has visited parks in the City where librarians are offering temporary library cards and checking out packets of books. The "Read to a Dog" program was one of the most popular regular programs at the library pre-closure.

The library had also responded to the need for Young Adult programming by offering movies, book discussions, and fun activities for that age group. Since the closure, the library has provided virtual instructional videos for this age group. In order to access the library's digital collections, the library implemented the temporary digital library card program where patrons could apply for a card online.

In addition, the Central Library and Whittwood Branch are certified passport acceptance facilities. Prior to the closure, both libraries were providing full-service Passport Processing Services including passport photos.

The library continues to strive to provide services to the community given the Public Health mandates.

# City of Whittier

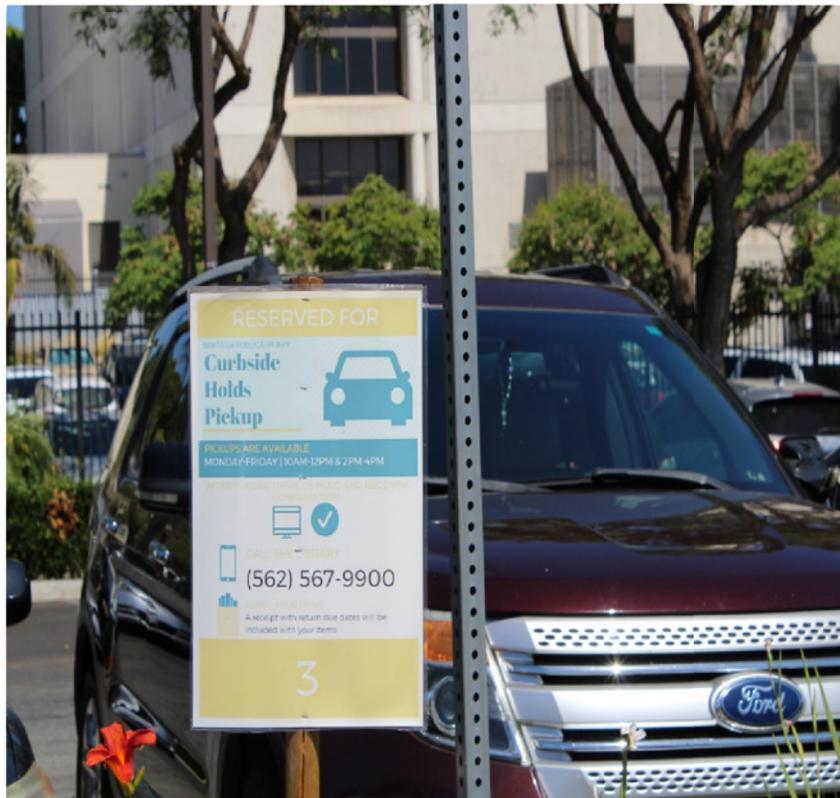
## Whittier Public Library (continued)

### KEY GOALS

- Enhance public services, resources, and programs to adapt to public health mandates.
- Implement goals and objectives in the plan of service and work plan established in FY 2020-21 based on the Library's vision and mission statement.
- Plan and implement the renovation of the Central Library.
- Continue to provide resources and referrals to veterans.
- Continue to schedule the Library Pop-Up trailer at various locations in the City.
- Continue to provide virtual programs to the community.
- Continue to offer informational assistance through the telephone.
- Continue to offer checkout of library books through curbside pickup.

### PERFORMANCE MEASURES

Measure	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected
e-book checkout	5,034	6,680	16,585	17,000
Kanopy film streaming			2,958	3,000
Veteran interaction	140	160	564	500



**Borrow books through Curbside holds pickup at both Central and Whittwood Branch Libraries**

# City of Whittier

## Whittier Public Library (100-21-211-000)

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,541,515	\$ 2,597,240	\$ 2,854,270	\$ 2,854,270	\$ 2,928,212
Maintenance and Operations	1,027,748	1,005,016	905,425	907,638	909,629
Capital Outlay	-	12,269	-	7,054	-
Total Expenditures	<u>3,569,263</u>	<u>3,614,525</u>	<u>3,759,695</u>	<u>3,768,962</u>	<u>3,837,841</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 3,569,263</u>	<u>\$ 3,614,525</u>	<u>\$ 3,759,695</u>	<u>\$ 3,768,962</u>	<u>\$ 3,837,841</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	3,569,263	3,614,525	3,759,695	3,768,962	3,837,841
Total Expenditures and Transfers-Out	<u>\$ 3,569,263</u>	<u>\$ 3,614,525</u>	<u>\$ 3,759,695</u>	<u>\$ 3,768,962</u>	<u>\$ 3,837,841</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 1,962,920	\$ 1,942,730	\$ 2,032,288	\$ 2,032,288	\$ 2,040,329
Employee Benefits	578,595	654,510	821,982	821,982	887,883
Total Employee Services	<u>2,541,515</u>	<u>2,597,240</u>	<u>2,854,270</u>	<u>2,854,270</u>	<u>2,928,212</u>
Dues, Memberships, License and Publications	1,314	535	2,205	2,205	2,205
Rentals	-	-	200	200	200
Taxes and Assessments	-	-	-	-	-
Insurance	12,722	13,828	13,828	13,828	18,032
Professional Services	71,648	65,174	46,572	46,572	46,572
Utilities	45,248	39,653	51,214	51,214	51,214
Miscellaneous Services	2,303	2,526	2,400	2,400	2,400
Repairs and Maintenance	463,979	446,502	448,839	448,839	448,839
Materials and Supplies	349,632	338,877	327,840	328,782	327,840
City Charges	-	-	-	-	-
Mobile Equipment Rental	4,391	4,326	4,526	4,526	4,526
Other	(40,591)	15,460	7,801	9,072	7,801
Total Maintenance and Operations	<u>910,646</u>	<u>926,881</u>	<u>905,425</u>	<u>907,638</u>	<u>909,629</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>3,452,161</u>	<u>3,524,121</u>	<u>3,759,695</u>	<u>3,761,908</u>	<u>3,837,841</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	117,102	78,135	-	-	-
Capital Outlay	-	12,269	-	7,054	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>117,102</u>	<u>90,404</u>	<u>-</u>	<u>7,054</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 3,569,263</u>	<u>\$ 3,614,525</u>	<u>\$ 3,759,695</u>	<u>\$ 3,768,962</u>	<u>\$ 3,837,841</u>
<b>Full Time Positions</b>					
	22.00	22.00	22.00	22.00	22.00
<b>Part Time Positions (Full Time Equivalent)</b>					
	20.16	20.16	20.16	20.16	20.16
Total	<u>42.16</u>	<u>42.16</u>	<u>42.16</u>	<u>42.16</u>	<u>42.16</u>



# City of Whittier

## Whittier Public Library Grant

### OVERVIEW

The Public Library Grant Fund, was enacted with the passage of SB 358 and implemented in 1983. At that time, the California Legislature declared "that the public library is a supplement to the formal system of free public education and a source of information and inspiration to persons of all ages, cultural backgrounds, economic status and a resource of continuing education and re-education beyond the years of formal education, and as such deserves adequate financial support from government at all levels."

Under this legislation, all eligible public libraries in California received a yearly allocation from the fund based upon each jurisdiction's population. The allocation varied each fiscal year depending on the level at which the program has been funded for the year. To remain eligible for the Public Library Grant Fund, a library must maintain its local level of funding. In addition, grant funds must be used to augment library services and cannot be used for capital construction projects. However, this fiscal year, as in the past few years, libraries did not receive Public Library Funds due to the State budget reduction.

The library continues to explore and secure grant funding from the Federal Library Services and Technology Act (LSTA) funds available through the California State Library and community organizations and other foundations to support and expand programs and services to enhance the experiences of the Library patrons. Some of the examples of these programs include the Library's Homework Center, the dispensing machine for library materials, Common Heritage Project, the Library Pop-up, Preservation and Digitization of local history materials, Summer Reading Club and other programs and cultural events to complement the ongoing services and programs at the Library.

Again, this year the library received a grant for Lunch at the Library, a summer lunch program at the library free to children up to 18 years of age. In addition, the library received a grant titled "Who-kulele." This program was a fun, interactive musical program which provided free checkout of ukuleles and virtual ukulele instruction for the community.

### KEY GOALS

- Implement goals and objectives in the plan of service and work plan established in FY 2020-21 based on the Library's vision and mission statement.
- Implement grants to enhance the Whittier historical collection.
- Continue to partner with organizations to provide services and programs for the community.

# City of Whittier

## Whittier Public Library Grant (Continued)

### PERFORMANCE MEASURES

The library continues to provide services, resources, and programs within LA County Public Health mandates.



Library staff taking applications for library cards and checking out packets of pre-selected books at local parks during the summer.

# City of Whittier

## Whittier Public Library - Grant (260-21-212-000)

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 31,574	\$ 31,574	\$ 31,574	\$ 31,574	\$ 31,574
Maintenance and Operations	6,083	10,153	11,750	11,750	11,750
Capital Outlay	-	-	-	-	-
Total Expenditures	37,657	41,727	43,324	43,324	43,324
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 37,657	\$ 41,727	\$ 43,324	\$ 43,324	\$ 43,324
<b>Expenditures and Transfers-Out By Source</b>					
Library Grant Fund	37,657	41,727	43,324	43,324	43,324
Total Expenditures and Transfers-Out	\$ 37,657	\$ 41,727	\$ 43,324	\$ 43,324	\$ 43,324
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	31,574	31,574	31,574	31,574	31,574
Total Employee Services	31,574	31,574	31,574	31,574	31,574
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Grants	-	-	-	-	-
Mobile Equipment Rental	6,083	10,153	11,750	11,750	11,750
Other	-	-	-	-	-
Total Maintenance and Operations	6,083	10,153	11,750	11,750	11,750
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	37,657	41,727	43,324	43,324	43,324
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 37,657	\$ 41,727	\$ 43,324	\$ 43,324	\$ 43,324
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00