

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

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

**Tuesday
April 15, 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. CONSENT CALENDAR:

1A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of March 18, 2025; and
- (2) Taking such additional, related, action that may be desirable.

1B. 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.

2. CITY LIBRARIAN'S REPORT : Updates on Library activities

3. OLD BUSINESS: None

4. NEW BUSINESS

4-A. UPDATES TO COLLECTION DEVELOPMENT POLICY: *Presentation of proposed changes to Library Policy 98-01 Collection Development Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 98-01;
- (2) Authorizing the City Librarian to make additional revisions as recommended by the California State Library pursuant to the California Freedom to Read Act (AB 1825);

(3) Taking such additional, related, action that may be desirable.

5. BOARD COMMUNICATIONS:

5A. PRESIDENT'S REPORT

5B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

ADJOURN



Library Board of Trustees Staff Report

DATE: April 15, 2025

AGENDA ITEM NO: 1-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 special meeting of March 18, 2025 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: March 18, 2025 meeting minutes

Approval of Minutes
April 15, 2025

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
March 18, 2025

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
March 18, 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, March 18, 2025, at 6:00 p.m.

CALL TO ORDER

Trustee Choi called the meeting to order at 6:03 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, Administrative Secretary Gwen Kishida and Children's Services Senior Librarian LV Frazier

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None

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.

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 February 18, 2025 and the financial reports and expenditures for February 2025.

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

Motion: Moved by Trustee Villalobos and seconded by Trustee Kaya. 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 first round of interviews to fill the full-time Librarian vacancy in Adult Services will be held on March 25. There are two part-time Library Assistant vacancies - one in Adult Services and the other in Children's Services – pending recruitment. The candidate to fill the part-time Library Page vacancy in Operational Support Services is in the pre-employment screening process.

The replacement of the Library's Heating/Ventilation/Air Conditioning (HVAC) system is moving forward. The contract with the contractor has been finalized, the units purchased and Public Works is developing a plan with the contractor regarding installation. This project is being funded by the Building Forward Grant.

The Friends Room has been repainted and refreshed.

Two water fountains/bottle fill stations to replace existing drinking fountains in the Library will be installed by the end of March. This project is being funded by the San Gabriel Valley Municipal Water District (SGVMWD) Opportunities for Water Leadership (O.W.L.) Grant. A ribbon-cutting ceremony/thank you celebration has been scheduled for April 21 at 5 p.m. with SGVMWD, although the stations will be operational before that date.

In order to comply with the California Freedom to Read Act (AB 1825), which 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, as specified in the bill, the

Library will review and revise as necessary its existing collection development policy. Recommended revisions will be presented to the Library Board for approval and then sent to the State Library for its review and approval.

On March 18, the Library, specifically the LAMP Literacy Division, hosted a field trip from the Sierra Madre Middle School Dual Immersion Program from the Pasadena Unified School District. Approximately 90 students and their teachers/chaperones visited the Library in the morning before it opened to the public. They heard from keynote speakers about their immigration experiences and broke into discussion groups led by LAMP adult learners. At the request of the school, the program was conducted almost entirely in Mandarin.

National Library Week is April 6-12 with the theme *Drawn to the Library*. To celebrate, the Library will launch its **Book Match** service. Patrons can fill out the reading survey online or pick up a print version at the Reference Desk. A Library staff member will match the patron with a book they think they will love. If the patron completes the survey during National Library Week, they will receive a small gift when they pick up their book. Each day from April 7 to 12, one lucky **Borrower of the Day** will win a mug featuring one of the new library card designs. Adults and teens can complete a **Library Bingo Bookmark** and children can complete a **Book Bingo Scavenger Hunt** for a chance to win a free book. And on April 9 at 3 p.m. in the Storytime Room, kids of all ages are invited to create their own **Zines and Comics**. City Librarian Olivarez noted that at the City Council meeting on March 19, the City Council will consider adopting a resolution to recognize April 6-12 as National Library Week in Monterey Park.

Upcoming programs include the final session of the **How to WeChat** workshop series on March 28 and **Words from a Field** with Art Farm Nebraska, a public reading of works by writers-in-residence, on March 29. From April 7 through May 7, the Library will also collaborate with the City's Recreation and Community Services Department with **Play Days Read & Ride**, where children who register and read for four hours can receive free ride tickets for the Play Days Carnival.

City Librarian Olivarez announced that the Library will be closed on April 22 for an All-Staff In-Service Day. She also reminded Trustees that their Form 700 are due to the City Clerk's Office by April 1.

City Librarian Olivarez plans that May 2 will be her last day before the onset of her maternity leave, which is scheduled to run through September 19. Children's Services Senior Librarian Frazier will serve as Acting City Librarian during this period. City Librarian Olivarez has been training Senior Librarian Frazier and looping them in on responsibilities, tasks and contacts.

4. OLD BUSINESS

None.

5. NEW BUSINESS

None.

6. BOARD COMMUNICATIONS

Regarding the Words from a Field program, Trustee Tang noted that she knows of Art Farm Nebraska from Grace Wong, a former resident of Monterey Park who moved to be a part of this artist and writer residency in rural Nebraska. Trustee Tang is looking forward to this program and encouraged others to attend.

Trustee Kaya announced that the Cherry Blossom Festival will take place April 12-13 in Barnes Park. This will mark the event's 25th anniversary celebrating Japanese culture and will be bigger than ever, offering a variety of food, crafts, exhibits, games and services as well as three stages featuring performances and demonstrations. On April 13, Asayoru Maid Café will present J-Pop performances, a maid cosplay photo booth, City Pop DJs, games and an *itasha* car show.

Trustee Villalobos reported that her family utilized the Library's passport processing service and found staff very helpful and efficient. It was also very busy, so she was reminded that this is a great resource for the community.

6A. PRESIDENT'S REPORT

Trustee Choi noted that March is Women's History Month, a time to acknowledge the contributions past and present of women and honor the legacy of women leaders who have shaped history.

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Library Foundation's meeting on March 4. She reported that Foundation members discussed possible themes for the Gala, are working on a brochure to share with potential donors and are considering whether it is feasible to host an afternoon tea event this spring.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:27 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for April 15, 2025.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: April 15, 2025

AGENDA ITEM NO: 1B

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 March 2025.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Report for March 2025
2. Library Services Fund Account Report March 2025

Consent Agenda
April 15, 2025

ATTACHMENT 1
Year-To-Date Budget Report
March 2025

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,560	0	239,560	177,642.27	.00		61,917.73	74.2%
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,568.90	.00		462.34	84.7%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	25,566.98	.00		4,744.02	84.3%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,301.29	.00		1,458.71	47.1%
1016001 5126 ADMINISTRATION VIS	720	0	720	370.05	.00		349.95	51.4%
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	856.09	.00		653.91	56.7%
1016001 5128 LIFE INSURANCE	819	0	819	569.16	.00		249.84	69.5%
1016001 5129 RETIREMENT	0	0	0	21,783.72	.00		-21,783.72	100.0%
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	4,840.00	.00		1,660.00	74.5%
1016001 5208 DUES AND MEMBERSHI	4,614	0	4,614	3,906.00	-3,906.00		4,614.00	.0%
1016001 5213 DATA PROCESSING	7,032	0	7,032	6,722.50	.00		309.89	95.6%
1016001 5250 REPAIR & MAINT SER	15,000	15,000	30,000	1,784.15	.00		28,215.85	5.9%
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	4,819.15	.00		2,680.85	64.3%
1016001 5269 ELECTRICITY	120,000	0	120,000	103,953.73	.00		16,046.27	86.6%
1016001 5270 GAS	3,000	0	3,000	2,119.41	.00		880.59	70.6%
1016001 5272 TELEPHONE	8,820	0	8,820	3,720.74	.00		5,099.26	42.2%
1016001 5303 POSTAGE	800	0	800	678.37	.00		121.63	84.8%
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	7,976.93	.00		-2,976.93	159.5%
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	11,666.99	.00		-1,666.99	116.7%
1016001 5342 PRINTING	500	0	500	.00	.00		500.00	.0%
1016001 5402 SEPARATION BENEFIT	12,322	0	12,322	6,160.88	.00		6,160.86	50.0%
1016001 5403 PENSION CHARGES	19,568	0	19,568	9,784.24	.00		9,784.24	50.0%
1016001 5404 OPEB CHARGES	13,001	0	13,001	6,500.68	.00		6,500.69	50.0%
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	14,135.58	.00		14,135.56	50.0%
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	446,894.71	-3,906.00		221,362.65	66.7%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	272,733.14	.00		120,978.42	69.3%
1016002 5104 PART TIME SALARIES	30,888	0	30,888	31,303.65	.00		-415.54	101.3%
1016002 5121 MEDICARE INSURANCE	5,699	0	5,699	4,287.20	.00		1,411.47	75.2%
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	40,167.31	.00		16,832.69	70.5%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	2,850.60	.00		2,791.40	50.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016002 5126	VISION PLAN	1,908	0	1,908	986.17	.00	921.83	51.7%	
1016002 5127	LONG TERM DISABILI	3,240	0	3,240	803.79	.00	2,436.21	24.8%	
1016002 5128	LIFE INSURANCE	2,518	0	2,518	1,038.81	.00	1,478.91	41.3%	
1016002 5129	RETIREMENT	0	0	0	34,704.21	.00	-34,704.21	100.0%	
1016002 5130	PART TIME RETIREME	1,345	0	1,345	891.90	.00	452.66	66.3%	
1016002 5133	401 DEFERRED COMP	7,800	0	7,800	4,688.83	.00	3,111.17	60.1%	
1016002 5301	SMALL SOFTWARE_HAR	5,281	0	5,281	1,319.00	.00	3,962.00	25.0%	
1016002 5308	OTHER OFFICE SUPPL	5,100	0	5,100	2,609.61	.00	2,490.39	51.2%	
1016002 5343	BOOKS_SUBSCRIPTION	27,000	0	27,000	19,435.55	3,979.89	3,584.56	86.7%	
1016002 5402	SEPERATION BENEFIT	23,313	0	23,313	11,656.38	.00	11,656.36	50.0%	
1016002 5403	PENSION CHARGES	37,023	0	37,023	18,511.42	.00	18,511.42	50.0%	
1016002 5404	OPEB CHARGES	24,598	0	24,598	12,299.06	.00	12,299.04	50.0%	
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	26,743.98	.00	26,743.97	50.0%	
TOTAL GENERAL FUND REFERENCE N ADULT		718,144	0	718,144	495,178.21	3,979.89	218,985.54	69.5%	
1016003 GENERAL FUND TECHNICAL SERVICE									
1016003 5103	PERMANENT SALARIES	292,718	0	292,718	204,633.24	.00	88,084.51	69.9%	
1016003 5104	PART TIME SALARIES	47,810	0	47,810	38,246.88	.00	9,563.27	80.0%	
1016003 5121	MEDICARE INSURANCE	4,323	0	4,323	3,465.16	.00	857.55	80.2%	
1016003 5122	MEDICAL INSURANCE	42,200	0	42,200	35,937.35	.00	6,262.65	85.2%	
1016003 5125	DENTAL INSURANCE	4,680	0	4,680	1,690.74	.00	2,989.26	36.1%	
1016003 5126	VISION PLAN	970	0	970	650.13	.00	319.87	67.0%	
1016003 5127	LONG TERM DISABILI	2,992	0	2,992	588.82	.00	2,403.18	19.7%	
1016003 5128	LIFE INSURANCE	1,248	0	1,248	823.84	.00	424.16	66.0%	
1016003 5129	RETIREMENT	0	0	0	25,205.49	.00	-25,205.49	100.0%	
1016003 5130	PART TIME RETIREME	2,253	0	2,253	1,529.84	.00	723.44	67.9%	
1016003 5133	401 DEFERRED COMP	4,300	0	4,300	3,272.00	.00	1,028.00	76.1%	
1016003 5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%	
1016003 5250	REPAIR & MAINT SER	47,652	0	47,652	34,255.99	11,625.00	1,771.01	96.3%	
1016003 5311	OTHER OPERATING SU	5,500	0	5,500	4,815.72	.00	684.28	87.6%	
1016003 5402	SEPARATION BENEFIT	17,705	0	17,705	8,852.74	.00	8,852.73	50.0%	
1016003 5403	PENSION CHARGES	28,118	0	28,118	14,058.98	.00	14,058.99	50.0%	
1016003 5404	OPEB CHARGES	18,682	0	18,682	9,340.84	.00	9,340.84	50.0%	
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	20,311.42	.00	20,311.41	50.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE		587,375	0	587,375	413,867.09	11,625.00	161,883.38	72.4%	
1016004 GENERAL FUND CIRCULATION									
1016004 5104	PART TIME SALARIES	0	0	0	4,070.11	.00	-4,070.11	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09									
ACCOUNTS FOR:	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	115,973.65	.00	38,599.07	75.0%	
1016005 5104	PART TIME SALARIES	69,607	0	69,607	26,620.03	.00	42,987.26	38.2%	
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	2,029.06	.00	418.53	82.9%	
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	15,763.37	.00	21,937.21	41.8%	
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	1,200.54	.00	1,400.00	46.2%	
1016005 5126	VISION PLAN	1,050	0	1,050	393.51	.00	656.49	37.5%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	305.31	.00	882.69	25.7%	
1016005 5128	LIFE INSURANCE	9,592	0	9,592	404.85	.00	9,186.75	4.2%	
1016005 5129	RETIREMENT	0	0	0	15,008.43	.00	-15,008.43	100.0%	
1016005 5130	PART TIME RETIREME	1,282	0	1,282	782.96	.00	498.69	61.1%	
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	2,354.07	.00	449.05	84.0%	
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	4,828.98	.00	4,828.99	50.0%	
1016005 5403	PENSION CHARGES	15,338	0	15,338	7,668.88	.00	7,668.89	50.0%	
1016005 5404	OPEB CHARGES	10,190	0	10,190	5,095.24	.00	5,095.23	50.0%	
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	11,079.46	.00	11,079.45	50.0%	
TOTAL GENERAL FUND LITERACY		353,690	0	353,690	212,883.72	.00	140,805.99	60.2%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	156,947.06	.00	152,833.44	50.7%	
1016006 5104	PART TIME SALARIES	27,375	0	27,375	22,399.91	.00	4,975.21	81.8%	
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	2,596.54	.00	1,020.34	71.8%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	26,635.68	.00	12,950.32	67.3%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,091.02	.00	2,508.98	30.3%	
1016006 5126	VISION PLAN	1,080	0	1,080	473.06	.00	606.94	43.8%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	502.64	.00	685.36	42.3%	
1016006 5128	LIFE INSURANCE	936	0	936	629.21	.00	306.79	67.2%	
1016006 5129	RETIREMENT	0	0	0	19,810.68	.00	-19,810.68	100.0%	
1016006 5130	PART TIME RETIREME	1,094	0	1,094	761.41	.00	332.19	69.6%	
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	2,355.17	.00	1,951.83	54.7%	
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 09								
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	2,728.11	.00	2,271.89	54.6%
1016006 5343	BOOKS_SUBSCRIPTION	23,000	0	23,000	18,343.65	5,213.49	-557.14	102.4%
1016006 5402	SEPARATION BENEFIT	17,133	0	17,133	8,566.46	.00	8,566.46	50.0%
1016006 5403	PENSION CHARGES	27,204	0	27,204	13,601.86	.00	13,601.84	50.0%
1016006 5404	OPEB CHARGES	18,078	0	18,078	9,038.78	.00	9,038.77	50.0%
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	19,654.60	.00	19,654.58	50.0%
TOTAL GENERAL FUND CHILDREN SERV		548,127	0	548,127	313,974.48	5,249.11	228,903.08	58.2%
TOTAL GENERAL FUND		2,871,687	0	2,871,687	1,887,090.14	16,948.00	967,648.71	66.3%
TOTAL EXPENSES		2,871,687	0	2,871,687	1,887,090.14	16,948.00	967,648.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	43,856	0	43,856	25,643.78	.00	18,212.50	58.5%	
1126005 5121 MEDICARE	632	0	632	369.61	.00	261.95	58.5%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	3,760.00	.00	5,187.00	42.0%	
1126005 5125 DENTAL INSURANCE	480	0	480	131.31	.00	348.69	27.4%	
1126005 5126 VISION PLAN	178	0	178	76.00	.00	102.00	42.7%	
1126005 5127 LONG TERM DISABILI	328	0	328	78.48	.00	249.48	23.9%	
1126005 5128 LIFE INSURANCE	182	0	182	103.79	.00	78.20	57.0%	
1126005 5129 RETIREMENT	0	0	0	3,137.88	.00	-3,137.88	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	692.98	.00	365.35	65.5%	
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	1,492.68	.00	3,507.32	29.9%	
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	1,243.52	.00	1,243.52	50.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	2,054.34	.00	2,054.34	50.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	1,364.92	.00	1,364.91	50.0%	
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	2,967.98	.00	2,967.97	50.0%	
TOTAL LIB PASSPORT TRUST LITERACY	82,915	0	82,915	46,678.77	150.00	36,086.64	56.5%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	46,678.77	150.00	36,086.64	56.5%	
TOTAL EXPENSES	82,915	0	82,915	46,678.77	150.00	36,086.64		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	4,987	62,020	67,007	12,440.41	.00	54,566.28	18.6%
3516005	5121	MEDICARE INSURANCE	72	0	72	180.37	.00	-108.06	249.4%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773	2,091.17	.00	-318.15	117.9%
3516005	5125	DENTAL INSURANCE	120	0	120	92.22	.00	27.78	76.9%
3516005	5126	VISION PLAN	36	0	36	42.36	.00	-6.36	117.7%
3516005	5127	LONG TERM DISABILI	125	0	125	38.79	.00	86.01	31.1%
3516005	5128	LIFE INSURANCE	31	0	31	57.84	.00	-26.64	185.4%
3516005	5129	RETIREMENT	619	0	619	1,537.25	.00	-918.15	248.3%
3516005	5133	CITY 401 PLAN	130	0	130	331.06	.00	-201.06	254.7%
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	18,373.13	450.00	53,214.99	26.1%
TOTAL WIOA GRANT			10,018	62,020	72,038	18,373.13	450.00	53,214.99	26.1%
TOTAL EXPENSES			10,018	62,020	72,038	18,373.13	450.00	53,214.99	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
353 CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
3536005 CAL LIBRARY LITERACY SVC									
3536005 5103 PERMANENT SALARIES	7,480	82,481	89,961	18,560.86	.00	71,400.17	20.6%		
3536005 5121 MEDICARE INSURANCE	108	0	108	269.12	.00	-160.66	248.1%		
3536005 5122 MEDICAL INSURANCE	2,660	0	2,660	3,113.37	.00	-453.83	117.1%		
3536005 5125 DENTAL INSURANCE	180	0	180	136.90	.00	43.10	76.1%		
3536005 5126 VISION PLAN	54	0	54	62.97	.00	-8.97	116.6%		
3536005 5127 LONG TERM DISABILI	187	0	187	57.91	.00	129.09	31.0%		
3536005 5128 LIFE INSURANCE	57	0	57	86.19	.00	-29.39	151.7%		
3536005 5129 RETIREMENT	929	0	929	2,293.33	.00	-1,364.67	247.0%		
3536005 5133 CITY 401 PLAN	195	0	195	493.89	.00	-298.89	253.3%		
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	1,797.00	5,481.14	565.07	92.8%		
TOTAL CAL LIBRARY LITERACY SVC	25,714	82,481	108,195	31,100.63	5,731.14	71,363.72	34.0%		
TOTAL CAL LIBRARY LITERACY SVC GRANT	25,714	82,481	108,195	31,100.63	5,731.14	71,363.72	34.0%		
TOTAL EXPENSES	25,714	82,481	108,195	31,100.63	5,731.14	71,363.72			

Consent Agenda
April 15, 2025

ATTACHMENT 2
Library Services Fund Account Report
March 2025

BALANCE SHEET FOR 2025 9

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	2,143.20	577,512.78
	TOTAL ASSETS		2,143.20	577,512.78
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
112	3901	REVENUE CONTROL	-5,634.38	-70,814.95
112	3902	EXPENDITURE CONTROL	3,491.18	48,314.38
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		-2,143.20	-577,512.78
TOTAL LIABILITIES + FUND BALANCE			-2,143.20	-577,512.78

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



Library Board of Trustees Staff Report

DATE: April 15, 2025

AGENDA ITEM NO: 2

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 March 2025.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report March 2025

City Librarian's Report
April 15, 2025

ATTACHMENT 1
City Librarian's Report
March 2025

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

March Highlights

In March, the Library hosted approximately 100 students and teachers from Sierra Madre Middle School's Mandarin Dual Immersion Program to provide them with an opportunity to practice their Mandarin language skills by engaging with enrolled LAMP learners.

Other program highlights included an afternoon with Art Farm Nebraska writers-in-residence, the launch of a new Toddler Art & Play program and outreach events at Alhambra and Garvey Unified School District schools.

Pictured below: Adult Crafternoon, Diary of a Wimpy Kid Party, Art Farm Nebraska, Sierra Madre Middle School Field Trip, Toddler Art & Play, Teen Crafternoon, Tech Help, Bella Vista Field Trip, InBeTWEENers Club



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: The Library is researching best practices for implementing student success card programs. Staff is coordinating with the Alhambra Unified School District to offer an annual library card sign-up drive for second graders.
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. Books celebrating women's achievements and experiences were foregrounded in Women's History Month booklists, displays and social media posts for Teens & Adults. The film <i>Hidden Figures</i> was also screened to tie in with a book recently discussed in the ESL Book Club.

GOALS AND OBJECTIVES

PROGRESS

ADULT & TEEN

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| 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 in a screening and singalong of the film <i>Wicked</i> . The monthly Crafternoon Tea program was also taken over by a staff member in the New Adult demographic to make it more appealing to this audience. |
| 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. Community partners table at the library regularly to connect with patrons. Chinatown Service Center also continues to offer monthly Job Support sessions. Teens developed valuable leadership skills through Junior Friends activities which focused on civic engagement, including meetings attended by City Council members. |

OPERATIONAL SUPPORT

- | | |
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| 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 March, staff assisted 29 patrons in eight sessions. |
| 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 March, staff added new reference materials published by TESOL Press (Teaching English for a Second or Other Language) for tutors and classroom teachers. |
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GOALS AND OBJECTIVES

PROGRESS

LAMP LITERACY & CITIZENSHIP

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| <p>2. Partner with community organizations to provide programming that targets life and work goals and meets the evolving needs of English language learners.</p> | <p>In progress: On March 18, approximately 100 students from the Sierra Madre Mandarin Dual Immersion Program visited the library to talk to approximately 15 adult learners in the library's ESL classes about their immigration stories. The main presenter was also a currently enrolled learner who spoke about her life as an artist in China and in America. This event gave the adult learners an opportunity to practice speaking in English to low-level Mandarin speakers and to take on a leadership role as they facilitated group discussions in Mandarin.</p> |
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CHILDREN'S

- | | |
|---|---|
| <p>1. Develop and implement a weekly Preschool Storytime for children ages 3 – 5 to promote literacy, language development and school readiness.</p> | <p>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. Four Preschool Storytimes were conducted in March with a total attendance of 204.</p> |
| <p>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.</p> | <p>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.</p> |
| <p>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.</p> | <p>In progress. Approximately 18 new items were added to the International Languages collection during the month of March. The Spanish collection weeding project has been completed.</p> |
| <p>4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.</p> | <p>Ongoing. The Children's Division participated in Ynez Elementary School and Hillcrest Elementary School's Read Across America events, as well as providing two rocket-themed activities at Ynez's STEAM Night Open House. The Library also hosted field trips from St. Thomas Aquinas School and Bella Vista Elementary School.</p> |

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				
Library Card Renewal	203	223	330	198	159	132	232	181	219				
CIRCULATION													
Total Public Service Hours	208	208	232	208	184	176	184	176	208				
Library Visits	20,818	18,782	22,991	22,726	16,650	17,724	16,500*	16,839	20,750				
Total Circulation of Physical Materials	15,687	15,227	16,684	16,991	15,771	14,503	15,787	13,849	15,706				
Circulation of Children's Materials	11,212	11,747	12,975	13,170	12,367	11,217	12,085	10,551	12,045				
Circulation of Adult & YA Materials	3,158	3,724	3,587	3,766	3,395	3,296	3,915	2,720	3,566				
Circulation of Non-English Materials	1,020	780	1,077	835	1,121	769	801	595	593				
Overall eBook	453	418	412	435	369	446	509	385	414				
Overall eMagazine	11	74	96	74	68	75	102	56	89				
Overall eAudio	189	221	186	123	202	190	215	202	211				
Overall eVideo	417	219	127	144	214	263	273	253	181				
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				
ILL loans to other	5	6	4	5	1	4	4	4	4				
ILL loans received	0	0	0	0	0	0	0	0	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				
Children's volumes added	276	381	242	224	133	142	153	128	264				
Items Deleted	716	444	990	443	571	627	787	788	197				
Total Vols in Collection	104,860	104,999	104,407	103,381	103,240	102,855	102,441	101,904	102,328				
Uses of Public Internet Computers	3,064	3,202	2,702	2,491	2,133	2,182	2,226	2,340	2,538				
Visits to the library website	6791	6,634	6,017	6,552	5,413	5,349	6,366	5,860	6,807				
# of Wireless Sessions	8,714	9,816	9,899	10,225	8,164	7,981	8,470	8,279	10,085				
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				
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0	0				
General Interest Friends Sp. Programs-Number	0	0	0	0	0	0	0	0	0				
General Interest Friends Sp. Programs-Attendance	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				
Number of Technology Reference Questions	185	274	187	217	213	204	194	226	230				
Gabbie Text Questions	9	5	6	8	2	3	4	3	2				
Total # of Adult Programs	16	8	15	16	18	12	7	10	8				
In-Person, Onsite	16	8	15	15	17	11	7	9	8				
In-Person, Offsite	0	0	0	1	1	1	0	1	0				
Total Adult Program Attendance	189	117	115	169	303	88	121	261	110				
In-Person, Onsite	189	117	115	161	295	76	121	141	110				
In-Person, Offsite	0	0	0	8	8	0	0	120	0				
Outreach Events	0	0	0	0	0	12	0	1	1				
Outreach Events- Attendance	0	0	0	0	0	0	0	5	17				
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0	0				
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0	0				
Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0	0				
Adult Friends Sp. Program - Attendance	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				
In-Person, Onsite	8	7	13	14	11	8	9	9	8				
In-Person, Offsite	0	1	0	0	0	0	0	0	0				
Total Young Adult Program Attendance	153	277	292	238	195	105	151	146	204				
In-Person, Onsite	153	127	292	238	195	105	151	146	104				
In-Person, Offsite	0	150	0	0	0	0	0	0	100				
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0	0				
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0	0				
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0	0				
YA Friends Sp. Program- Attendance	0	0	0	0	0	0	0	0	0				

[illegible]

	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				
In-Person, Onsite	1317	952	1,563	1,756	1,416	1,050	1,080	1,216	1,703				
In-Person, Offsite	221	0	0	46	0	45	0	14	20				
Total # of Children's Programs (6-11 years)	14	4	8	17	11	10	12	13	12				
In-Person, Onsite	11	4	8	12	10	9	12	11	11				
In-Person, Offsite	3	0	0	5	1	1	0	2	1				
Total Children's Program Attendance (6-11 years)	769	59	277	1,996	1,124	481	293	500	391				
In-Person, Onsite	226	59	277	500	1,114	181	293	241	281				
In-Person, Offsite	543	0	0	1,496	10	300	0	259	110				
Self-Directed Activities - Number of Programs	1	1	1	1	1	1	1	1	1				
Self-Directed Activities - Attendance	46	278	307	436	276	233	286	272	293				
Children's Program Friends Sp. -Number	2	0	0	1	0	0	0	0	0				
Children's Program Friends Sp. - Attendance	433	0	0	1,000	0	0	0	0	0				



Library Board of Trustees Staff Report

DATE: April 15, 2025

AGENDA ITEM NO: 4A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Updates to Collection Development Policy 98-01

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the recommended revisions to Library Policy 98-01;
2. Authorizing the City Librarian to make additional revisions as recommended by the California State Library pursuant to the California Freedom to Read Act (AB 1825);
3. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting 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.

BACKGROUND:

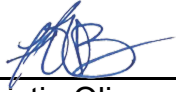
The California Freedom to Read Act (AB 1825) requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The bill requires the adopted policy 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.

FISCAL IMPACT:

None.

Respectfully prepared and submitted by:



Kristin Olivarez
City Librarian

ATTACHMENTS:

1. Library Policy 98-01 with Recommended Revisions
2. Current Library Policy 98-01
3. California State Library Freedom to Read Act Checklist

ATTACHMENT 1
Library Policy 98-01
with Recommended Revisions

MONTEREY PARK BRUGGEMEYER LIBRARY
City of Monterey Park

COLLECTION DEVELOPMENT POLICY
Adopted by the Library Board of Trustees

Revised April 2025

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I. PURPOSE:

The Monterey Park Bruggemeyer Library Collection Development Policy provides guidance for the selection, evaluation, and withdrawal of materials within the Library. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collections and the library management principles upon which decisions concerning the collection are made.

The Collection Development Policy is designed to support the Library's mission statement "to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park."

Commented [OK1]: Updated Library's mission statement.

II. PRINCIPLES

—The collection is based on the following principles:

As prescribed by the California State Library and authorized under the California Freedom to Read Act (AB-1825), materials selection and curation is centered on the following guiding principles:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The Library recognizes the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.
- ~~The Library selects materials which serve the needs of its diverse community. The Library recognizes its responsibility to provide materials preserving various and diverse points of view. The Library supports the philosophy as stated in Article II of the American Library Association's Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library collections must represent the diversity of people and ideas in our society.~~

Commented [OK2]: Language taken from California State Library Freedom to Read Act Checklist

Additionally, the Library supports free and open access to information for educational, recreational, and independent learning. The Library does not take responsibility for judging the appropriateness of materials selected by children and youth when parents are not present to supervise those selections.

The Library endorses and adopts the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements as guidelines in the

[development of its collection.](#)

III. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

Under the authority of the City Librarian, the Adult, Young Adult and Children's Librarians have overall responsibility for the selection of library materials. Selection of materials is made with the subject knowledge of each selector with professional reviewing sources like *Booklist*, *Library Journal*, *School Library Journal*, the *Los Angeles Times Book Review* and others, along with recommendations from the public. Material will not be excluded or removed because of the race, nationality, political or religious views of the writer.

IV. GENERAL SELECTION CRITERIA

Materials are selected based on the following criteria:

- Popular interest, contemporary significance, or permanent value
- Authority, accuracy and accessibility of presentation
- Currency of the information in rapidly changing fields
- Reputation of author, publisher or issuing body
- Readability
- Historical interest to the community
- Prizes, awards, or honors received
- Importance of items to provide diversity in the collection
- Durability and attractiveness
- Suitability of format for subject and user's needs
- Inclusion of the work in bibliographies and indices
- Price and availability
- Monterey Park author or local references
- Supplement school libraries - not supplant them
- Materials intended for a general audience not solely for an academic audience
- Limited purchase of textbooks when they are useful to those doing independent study, but not in support of a specific curriculum. [The Library does not acquire curriculum-related materials, such as workbooks, teachers' manuals and flash cards for the nonfiction collection](#)

V. FORMATS

The Library purchases many types of materials for public use. These materials include but are not limited to:

- Books
- Magazines
- Newspapers
- Audiobooks

- E-Books/~~E-Audiobooks~~
- DVDs
- ~~CDs/Sound Recordings~~
- Electronic Databases

VI. LANGUAGES

The Library purchases materials in the following languages:

- Chinese
- English
- Japanese
- Korean
- Spanish
- Vietnamese

VII. COLLECTION MAINTENANCE INCLUDING WEEDING

- Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, discard, mend or rebind.
- Utilizing a weeding plan, the selector examines the collection to weed out materials. Criteria for weeding may include:
 - Duplicates bought to satisfy initial heavy demand.
 - Superseded editions.
 - Worn out or damaged library materials.
 - Dated or incorrect information when it is likely to mislead the user (Please note: historical materials with viewpoints currently considered inaccurate or offensive, but representative of their time and place are not discarded on that basis alone).
 - An item which is no longer in demand.
 - Note: materials are not discarded simply because they contain unpopular or controversial opinions.
- Selectors will decide to replace an item based on demand, availability and subject need.
- Books are considered for rebinding if the title is out of print but continues to have value for the collection, length of time the title is expected to remain in the collection, availability in hardback, the item can be rebound (i.e. condition of the paper, wide enough margins to allow rebinding, the book has not been mended with tape previously, the book has not been rebound previously and the interior is free of ink writing or other spots) and there is nothing newer or better available to replace it.
- Items that have been selected for discard ~~should be taken to the Technical Services department where they can be~~ removed from the ILS database ~~and recycled~~. Discarded items are not to be presented or saved for individual persons. ~~because of the possible resultant impression of favoritism. Discarded items are put into recycling.~~

VIII. REVISION OF THE COLLECTION DEVELOPMENT POLICY

The City Librarian will make recommendations of needed revisions of the Collection Development Policy to the Library Board at a regularly scheduled meeting.

IX. PROCEDURE FOR RESOLVING PATRON COMPLAINTS REGARDING MATERIALS

When a library patron questions the inclusion of any item in the Library's collection, the patron will be furnished with a "Request for Reconsideration of Library Materials/Resources" form to formally express ~~his or her~~their concern and specific reasons for the objection (see procedure and the template of form given to the patron). The patron has the right to appeal the City Librarian's decision to the Library Board. Upon notification in writing of the patron's wish to appeal, the City Librarian will place the matter on the Library Board's Agenda to be considered at a public meeting. The Library Board will make the final decision concerning the disposition of the questioned material.

Reconsideration of Library Materials/Resources Procedure

The City of Monterey Park is made up of people with varied needs and interests. The Library considers these diverse views and attempts to meet these needs and ~~interests~~ by providing materials presenting diverse views and expressions. The selection of an item does not express or imply endorsement by the Library of the viewpoint of the author or producer. Library materials are not identified to show approval or disapproval of the contents, nor are items placed in restricted areas, except for the purpose of protecting them from damage or theft. Some materials may reflect a point of view that others might find offensive. The Library welcomes expression of opinions by patrons, but will be governed by the "Collection Development Policy" in making additions to or deletions from the collection. Patrons may want to use the Suggestion form available at the Reference Desk or on the computer to suggest items the Library should purchase.

Works normally are not excluded from the collection because of language, explicit text or illustrations, if they meet previously stated criteria. The choice of library materials by the user is an individual matter. While a person may reject materials for ~~himself/herself/themselves, he/she/they~~ cannot exercise censorship to restrict access to the materials for others.

The Children's Collection serves infants through age 12, and the broad range of ages, interests, and maturity levels represented requires a wide variety of materials. Books suitable for one child may not necessarily be suitable for another. The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. The Library encourages parents to play an active role in their children's library use until such time as the parent feels ~~his/her~~their child is ready to select materials or to

use the Internet on ~~his/her~~their own. Library staff members are happy to give suggestions and help locate materials and Internet sites, but the Library does not act in place of the parent.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

- A. Any member of the public served by the Library may lodge a complaint about materials in the collection. Library staff will respond professionally to such a complaint in accordance with the following guidelines:
 - Initially, the complaint should be referred to the Senior Librarian on duty at the Reference Desk or Children's Reference Desk (if there is no Senior Librarian on duty, refer the patron to the City Librarian).
 - The Senior Librarian will remain calm and listen courteously to the complainant.
 - If necessary, the Senior Librarian will furnish copies of the "Collection Development Policy" and the "Library Bill of Rights."
 - If the patron is not satisfied, the Senior Librarian will give ~~him/her~~them the "Request for Reconsideration of Library Materials" to complete.
 - When the form is returned, the Senior Librarian will explain that a Reconsideration Committee will review the item and consult professional reviews of the materials. Their recommendation will be given to the City Librarian.
 - The Senior Librarian will assure the patron that their interest in the library is important and welcome and that the City Librarian will reply to the patron within six weeks.
- B. The materials will be reviewed by the Reconsideration Committee incorporating professional reviews. The Senior Librarian in charge of the area receiving the complaint will establish a Reconsideration Committee consisting of ~~herself or him~~themselves, a Subject Specialist and a member of the Friends of the Library or a member of the general public. The members of the committee will receive copies of any reviews of the material, the "Collection Development Policy" and the "Library Bill of Rights." The committee members will read or view or listen to the item that is being reconsidered. A written report will be submitted to the City Librarian within five weeks of the receipt of the written complaint.
- C. The City Librarian will make a decision concerning the material taking into consideration the recommendation of the Reconsideration Committee. The City Librarian will notify the complainant of this decision in writing within six weeks of the complaint. The City Librarian will also send copies of the letter to the Reconsideration Committee.
- D. If the complainant is not satisfied with the action taken, they may appeal by writing to the President of the Library Board.
- E. The Library Board will read/review the material taking into consideration the "Collection Development Policy." The Library Board will vote to uphold or override the decision of the

Collection Development Policy, Page 8

City Librarian.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS/RESOURCES

The Library Board of Trustees of the Monterey Park Bruggemeyer Library has delegated the responsibility for selection and evaluation of library materials/resources to the City Librarian and has established reconsideration procedures to address concerns about those materials/resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials/resources, please return the completed form to the City Librarian, Monterey Park Bruggemeyer Library, 318 South Ramona Avenue, Monterey Park, CA 91754.

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent Self _____ Organization _____

1. Material/resource on which you are commenting:

☐ Book ☐ Newspaper ☐ Video ☐ Display
☐ Magazine ☐ Library Program ☐ Audio Recording
☐ Electronic information/network (Specify)
☐ Other (Specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages, if necessary)

5. Are there resource(s) you can suggest that will provide additional information and/or other viewpoints on this topic?

X. APPENDICES

APPENDIX A AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939. Amended October 14, 1944, June 18, 1948, February 2, 1961, June 27, 1967, January 23, 1980, and January 29, 2019; inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

APPENDIX B
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest instruments of freedom. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creating culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of view and expressions, including those which are unorthodox, unpopular or considered dangerous with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the authors.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differs, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.**

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only

the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO VIEW**

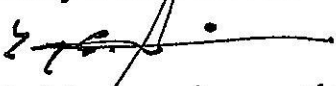
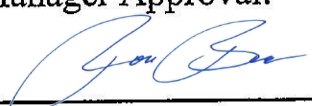
The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other multimedia materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee for freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other multimedia materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February, 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

This statement was also endorsed by the ALA Council January 10, 1990.

ATTACHMENT 2
Current Library Policy 98-01

Monterey Park Bruggemeyer Library Policy	Policy Number: 98-01
	Issue Date: May 19, 1998
	Revised Date: March 18, 2003; July 15, 2008; May 19, 2015, January 21, 2020; April 19, 2021
	Library Board of Trustees' Review:  City Manager Approval: 
Subject: Collection Development Policy	Page Number 1 of 15
<u>Purpose:</u> The purpose of the Monterey Park Bruggemeyer Library's Collection Development Policy is to define the guidelines by which the librarians and other selectors will add and withdraw titles from the Library's collection. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collection. <u>Provisions:</u> See the following attached pages.	

MONTEREY PARK BRUGGEMEYER LIBRARY
City of Monterey Park

COLLECTION DEVELOPMENT POLICY
Adopted by the Library Board of Trustees

Revised April 2021

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The Monterey Park Bruggemeyer Library Collection Development Policy provides guidance for the selection, evaluation, and withdrawal of materials within the library. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collections and the library management principles upon which decisions concerning the collection are made.

The Collection Development Policy is designed to support the Library's mission statement "to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services".

II. PRINCIPLES

The collection is based on the following principles:

- The Library selects materials which serve the needs of its diverse community.
- The Library provides a collection that is of interest to people of all ages and in various languages.
- The Library recognizes its responsibility to provide materials preserving various and diverse points of view. The Library supports the philosophy as stated in Article II of the American Library Association's *Library Bill of Rights*: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library collections must represent the diversity of people and ideas in our society.
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- The Library does not take responsibility for judging the appropriateness of materials selected by children and youth when parents are not present to supervise those selections.

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IV. GENERAL SELECTION CRITERIA

Materials are selected based on the following criteria:

- Popular interest, contemporary significance, or permanent value
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- Reputation of author, publisher or issuing body
- Readability
- Historical interest to the community
- Prizes, awards, or honors received
- Importance of items to provide diversity in the collection
- Durability and attractiveness
- Suitability of format for subject and user's needs
- Inclusion of the work in bibliographies and indices
- Price and availability
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- Supplement school libraries - not supplant them
- Materials intended for a general audience not solely for an academic audience
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 - Superseded editions.
 - Worn out or damaged library materials.
 - Dated or incorrect information when it is likely to mislead the user (Please note: historical materials with viewpoints currently considered inaccurate or offensive, but representative of their time and place are not discarded on that basis alone).
 - An item which is no longer in demand.
- Selectors will decide to replace an item based on demand, availability and subject need.
- Books are considered for rebinding if the title is out of print but continues to have value for the collection, length of time the title is expected to remain in the collection, availability in hardback, the item can be rebound (i.e. condition of the paper, wide enough margins to allow rebinding, the book has not been mended with tape previously, the book has not been rebound previously and the interior is free of ink writing or other spots) and there is nothing newer or better available to replace it.
- Items that have been selected for discard should be taken to the Technical Services department where they can be removed from the ILS database. Discarded items are not to be presented or saved for individual persons because of the possible resultant impression of favoritism. Discarded items are put into recycling.

VIII. REVISION OF THE COLLECTION DEVELOPMENT POLICY

The City Librarian will make recommendations of needed revisions of the Collection Development Policy to the Library Board at a regularly scheduled meeting.

IX. PROCEDURE FOR RESOLVING PATRON COMPLAINTS REGARDING MATERIALS

When a library patron questions the inclusion of any item in the Library's collection, the patron will be furnished with a "Request for Reconsideration of Library Materials/Resources" form to formally express his or her concern and specific reasons for the objection (see procedure and the template of form given to the patron). The patron has the

right to appeal the City Librarian's decision to the Library Board. Upon notification in writing of the patron's wish to appeal, the City Librarian will place the matter on the Library Board's Agenda to be considered at a public meeting. The Library Board will make the final decision concerning the disposition of the questioned material.

Reconsideration of Library Materials/Resources Procedure

The City of Monterey Park is made up of people with varied needs and interests. The Library considers these diverse views and attempts to meet these needs and by providing materials presenting diverse views and expressions. The selection of an item does not express or imply endorsement by the library of the viewpoint of the author or producer. Library materials are not identified to show approval or disapproval of the contents, nor are items placed in restricted areas, except for the purpose of protecting them from damage or theft. Some materials may reflect a point of view that others might find offensive. The Library welcomes expression of opinions by patrons, but will be governed by the "Collection Development Policy" in making additions to or deletions from the collection. Patrons may want to use the Suggestion form available at the Reference Desk or on the computer to suggest items the library should purchase.

Works normally are not excluded from the collection because of language, explicit text or illustrations, if they meet previously stated criteria. The choice of library materials by the user is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials for others.

The Children's Collection serves infants through age 12, and the broad range of ages, interests, and maturity levels represented requires a wide variety of materials. Books suitable for one child may not necessarily be suitable for another. The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. The Library encourages parents to play an active role in their children's library use until such time as the parent feels his/her child is ready to select materials or to use the Internet on his/her own. Library staff members are happy to give suggestions and help locate materials and Internet sites, but the library does not act in place of the parent.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

- A. Any member of the public served by the Library may lodge a complaint about materials in the collection. Library staff will respond professionally to such a complaint in accordance with the following guidelines:
 - Initially, the complaint should be referred to the Senior Librarian on duty at the Reference Desk or Children's Reference Desk (if there is no Senior Librarian on duty, refer the patron to the City Librarian).
 - The Senior Librarian will remain calm and listen courteously to the complainant.

- If necessary, the Senior Librarian will furnish copies of the “Collection Development Policy” and the “Library Bill of Rights.”
 - If the patron is not satisfied, the Senior Librarian will give him/her the “Request for Reconsideration of Library Materials” to complete.
 - When the form is returned, the Senior Librarian will explain that a Reconsideration Committee will review the item and consult professional reviews of the materials. Their recommendation will be given to the City Librarian.
 - The Senior Librarian will assure the patron that their interest in the library is important and welcome and that the City Librarian will reply to the patron within six weeks.
- B. The materials will be reviewed by the Reconsideration Committee incorporating professional reviews. The Senior Librarian in charge of the area receiving the complaint will establish a Reconsideration Committee consisting of herself or himself, a Subject Specialist and a member of the Friends of the Library or a member of the general public. The members of the committee will receive copies of any reviews of the material, the “Collection Development Policy” and the “Library Bill of Rights”. The committee members will read or view or listen to the item that is being reconsidered. A written report will be submitted to the City Librarian within five weeks of the receipt of the written complaint.
- C. The City Librarian will make a decision concerning the material taking into consideration the recommendation of the Reconsideration Committee. The City Librarian will notify the complainant of this decision in writing within six weeks of the complaint. The City Librarian will also send copies of the letter to the Reconsideration Committee.
- D. If the complainant is not satisfied with the action taken, they may appeal by writing to the President of the Library Board.
- E. The Library Board will read/review the material taking into consideration the “Collection Development Policy.” The Library Board will vote to uphold or override the decision of the City Librarian.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS/RESOURCES

The Library Board of Trustees of the Monterey Park Bruggemeyer Library has delegated the responsibility for selection and evaluation of library materials/resources to the City Librarian and has established reconsideration procedures to address concerns about those materials/resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials/resources, please return the completed form to the City Librarian, Monterey Park Bruggemeyer Library, 318 South Ramona Avenue, Monterey Park, CA 91754.

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent Self _____ Organization _____

1. Material/resource on which you are commenting:

_____ Book _____ Newspaper _____ Video _____ Display
_____ Magazine _____ Library Program _____ Audio Recording
_____ Electronic information/network (Specify)
_____ Other (Specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages, if necessary)

5. Are there resource(s) you can suggest that will provide additional information and/or other viewpoints on this topic?

X. APPENDICES

APPENDIX A AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgments of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

APPENDIX B
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest instruments of freedom. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creating culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of view and expressions, including those which are unorthodox, unpopular or considered dangerous with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do no foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the authors.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differs, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.**

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only

the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO VIEW**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other multimedia materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee for freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other multimedia materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February, 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

This statement was also endorsed by the ALA Council January 10, 1990.

ATTACHMENT 3
California State Library Freedom to Read Act
Checklist

California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
 - ☐ The library posted their collection development policy on their public website.
 - ☐ The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
 - ☐ The policy guides the selection and deselection of materials.
 - ☐ The policy contains the following statements:
 - ☐ The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
 - ☐ The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
 - ☐ "Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole."
 - ☐ The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
 - a. Update the tracking spreadsheet to show that the library is fully compliant.
 - b. Notify the library that their policy is compliant.
3. If the policy does not meet the requirements on the checklist:
 - a. Return the policy to the library,
 - b. Indicate to the library what is missing,
 - c. Provide additional technical assistance as needed.