



## **Library Board of Trustees of Monterey Park Agenda**

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

**Tuesday, June 17, 2025**  
**6:00 PM**

### **Mission Statement**

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

### **Mission Statement**

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

### **Land Acknowledgment**

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

---

### **General Information**

Documents related to an Agenda item are available to the public at the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue, Monterey Park, CA 91754, during normal business hours, and the City's website at [www.montereypark.ca.gov/agendas](http://www.montereypark.ca.gov/agendas).

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a regular meeting and 2 hours before a special meeting for reasonable accommodation. The Library and the Friends Room are wheelchair accessible.

### **Public Participation**

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers. Written Communication will be accepted up to 24 hours before the meeting by completing an online form at [www.montereypark.ca.gov/CBC\\_comm](http://www.montereypark.ca.gov/CBC_comm).

While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Board may briefly respond to comments after Public Communications is

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

**1. Call to Order**

Library Board of Trustees President

**2. Flag Salute**

Library Board of Trustees Vice President

**3. Roll Call**

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

**4. Agenda Additions, Deletions, Changes and Adoptions**

**5. Public Communications**

**6. Presentation**

**7. Consent Calendar**

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

**7.A. Minutes**

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of May 20, 2025; and
2. Taking such additional, related, action that may be desirable.

**7.B. Financial Reports and Expenditures**

It is recommended that the Board consider:

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

**8. City Librarian's Report**

Updates on Library activities

**8.A. City Librarian's Report**

It is recommended that the Board consider:

1. Receiving and filing the City Librarian's Report; and
2. Taking such additional, related, action that may be desirable.

**9. Old Business**

**10. New Business**

**11. Board Communications**

**11.A. President's Report**

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

**12. Adjourn**



# Library Board of Trustees Staff Report

**Date:** June 17, 2025  
**Agenda Item Number:** 7.A.

**To:** Library Board of Trustees  
**From:** LV Frazier, Acting City Librarian  
**Subject:** Minutes

**Recommendation:**

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of May 20, 2025; and
2. Taking such additional, related, action that may be desirable.

**Executive Summary:**

N/A

**Background:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

1. Board minutes 5-20-25

**MINUTES  
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting  
May 20, 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, May 20, 2025, at 6:00 p.m.

**1. CALL TO ORDER**

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

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

**MISSION STATEMENT**

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

**LAND ACKNOWLEDGMENT**

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

**2. FLAG SALUTE**

Trustee Tang led the flag salute.

**3. ROLL CALL:**

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

**TRUSTEES ABSENT:** Travis Kaya

**STAFF PRESENT:** Acting City Librarian LV Frazier, Administrative Secretary Gwen Kishida, Adult and Teen Services Senior Librarian Leonie Jordan and Adult Literacy Coordinator Victor Castellanos

**4. 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.

**5. PUBLIC COMMUNICATIONS: None****6. PRESENTATIONS****6A. PRESENTATION: FISCAL YEAR 2024/25 ACCOMPLISHMENTS AND FISCAL YEAR 2025/26 GOALS**

Acting City Librarian Frazier spoke about the fiscal year 2024/25 accomplishments and fiscal year 2025/26 goals of the Administration, Operational Support Services and Children's Services divisions. Adult & Teen Services Senior Librarian Jordan spoke about the fiscal year 2024/25 accomplishments and fiscal year 2025/26 goals of the Adult & Teen Services division. Adult Literacy Coordinator Victor Castellanos spoke about the fiscal year 2024/25 accomplishments and fiscal year 2025/26 goals of the LAMP Literacy and Citizenship division.

Trustee Villalobos noted that Monterey Park includes multiple school districts and asked if the Library has or plans to implement similar partnerships with schools/districts outside of the Alhambra Unified School District. Acting City Librarian Frazier stated that Children's Services works with Bella Vista of the Montebello School District to host field trips to the Library, educating students on Library resources and activities and signing students up for library cards, which addresses California SB 321: Local Public Library Partnership Program. The Library plans to explore forming a more formal partnership with the Garvey School District to address SB 321 in the future.

**6A. PRESENTATION: SUMMER READING PROGRAM 2025**

Beginning June 7, the Library will offer the 2025 Summer Reading Program: Level Up at Your Library. Children, teens and adults can track their reading throughout the summer to earn prizes as well as enjoy special programming, including crafts, performances, film screenings, gaming sessions and informative talks. Adult & Teen Services Senior Librarian Jordan introduced the summer programming for adults (ages 18 and over) and teens (ages 12 – 18). Acting City Librarian Frazier spoke about summer programming for children (ages 0 – 12). The Summer Reading Program will run through July 31 and is sponsored by the Monterey Park Library Foundation and Friends of the Library.

Adult Literacy Coordinator Castellanos spoke about the LAMP Summer Workshops that will be offered in June and July. These include workshops on phonics, life skills, current events, culture and conversational English.

**7. CONSENT CALENDAR 7A – 7B****7A. LIBRARY BOARD OF TRUSTEES MINUTES****7B. FINANCIAL REPORTS AND EXPENDITURES**

Approve the minutes from the regular meeting of April 15, 2025 and the financial reports and expenditures for April 2025.

**Action Taken:** The Library Board of Trustees approved the minutes from the regular meeting of April 15, 2025 and the financial reports and expenditures for April 2025.

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

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

## 8. CITY LIBRARIAN'S REPORT

Acting City Librarian Frazier provided updates on staff recruitment. New Library Manager Linda Vera will start on May 27. She will oversee Operational Support Services and its staff and will also support the City Librarian as a deputy administrator. Linda has experience as a library director and in helping launch a mobile library. She will be introduced at the next Library Board meeting and attend subsequent meetings. A candidate has been selected to fill the full-time Librarian vacancy in Adult Services and is in pre-employment screening. Two part-time Library Assistants – one in Adult Services and the other in Children's Services – will start on May 27. The part-time Librarian in Adult and Teen Services has resigned, so a personnel requisition has been submitted to initiate recruitment.

LAMP part-time Library Assistant Annie Hoang was selected as Employee of the Quarter for reorganizing all of the LAMP student files to increase accuracy and efficiency while also managing all of the 1-1 tutor and learner pairings.

The Library received \$4,500 from the California Library Association's Lunch at the Library grant and used these funds to purchase books to be given away at community meal sites: Tiny Tots, Ynez School and Garvey Head Start.

The Library will receive an additional \$1,248 in Zip Books grant funding from the California State Library for the 2024 - 2025 grant cycle.

Upcoming programs include the Soirée Magique Teen Prom on May 31, the fifth annual SGV Pride Parade and Festival in Barnes Park and the Summer Reading Program Kickoff Party, both scheduled for June 7.

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** None

## 11. BOARD COMMUNICATIONS

Trustee Duong stated that it had been a privilege and honor to serve on the Library Board of Trustees for six years. She was grateful to Library staff, Trustees and the City Council for the experience. Trustee Duong is moving to Providence, Rhode

Island to pursue dual majors at Brown University so this was her last meeting, but she will keep Monterey Park as a special place in her heart. Trustee Duong was thanked for her service.

#### **11A. PRESIDENT'S REPORT**

Trustee Choi noted that May is Asian American Pacific Islander Heritage Month, a time to celebrate the diverse cultures and rich heritage of Asian Americans, Native Hawaiians and other Pacific Islanders and recognize their achievements and contributions.

#### **11B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT**

Trustee Villalobos attended the Library Foundation's meeting on May 5. She reported that Foundation members approved a budget for the upcoming year, continued to plan the Gala scheduled for October 10 and approved allocations for prizes for the Children's Summer Reading Program.

#### **12. ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 6:47 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for June 17, 2025.



---

LV Frazier  
Acting City Librarian



# Library Board of Trustees Staff Report

**Date:** June 17, 2025

**Agenda Item Number:** 7.B.

**To:** Library Board of Trustees  
**From:** LV Frazier, Acting City Librarian  
**Subject:** Financial Reports and Expenditures

**Recommendation:**

It is recommended that the Board consider:

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

**Executive Summary:**

N/A

**Background:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

1. YTD Budget Report 2025 May
2. Trust Account Balance Sheet 2025 May

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
---------------	-----------------	------------------	----------------	--------------	--------------	------------------	----------

1016001 GENERAL FUND LIB ADMIN

1016001 5103 PERMANENT SALARIES	239,560	0	239,560	210,230.06	.00	29,329.94	87.8%
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	3,038.36	.00	-7.12	100.2%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	30,293.63	.00	17.37	99.9%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,571.50	.00	1,188.50	56.9%
1016001 5126 ADMINISTRATION VIS	720	0	720	436.74	.00	283.26	60.7%
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	1,153.33	.00	356.67	76.4%
1016001 5128 LIFE INSURANCE	819	0	819	662.16	.00	156.84	80.8%
1016001 5129 RETIREMENT	0	0	0	25,778.13	.00	-25,778.13	100.0%
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	5,840.00	.00	660.00	89.8%
1016001 5208 DUES AND MEMBERSHI	4,614	0	4,614	4,656.00	.00	-42.00	100.9%
1016001 5213 DATA PROCESSING	7,032	0	7,032	8,107.39	.00	-1,075.00	115.3%
1016001 5250 REPAIR & MAINT SER	15,000	13,700	28,700	9,228.78	.00	19,471.22	32.2%
1016001 5254 REPAIR AND MAINT M	15,000	-15,000	0	.00	.00	.00	.0%
1016001 5264 TRAVEL EXPENSES	400	0	400	389.14	.00	10.86	97.3%
1016001 5266 CONFERENCES	7,500	0	7,500	4,898.10	.00	2,601.90	65.3%
1016001 5269 ELECTRICITY	120,000	0	120,000	121,746.33	.00	-1,746.33	101.5%
1016001 5270 GAS	3,000	0	3,000	2,475.10	.00	524.90	82.5%
1016001 5272 TELEPHONE	8,820	0	8,820	6,967.96	.00	1,852.04	79.0%
1016001 5303 POSTAGE	800	0	800	927.01	.00	-127.01	115.9%
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	9,052.34	.00	-4,052.34	181.0%
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	14,093.64	.00	-4,093.64	140.9%
1016001 5342 PRINTING	500	0	500	46.30	.00	453.70	9.3%
1016001 5402 SEPARATION BENEFIT	12,322	0	12,322	12,321.74	.00	.00	100.0%
1016001 5403 PENSION CHARGES	19,568	-19,568	0	.00	.00	.00	.0%
1016001 5404 OPEB CHARGES	13,001	0	13,001	13,001.37	.00	.00	100.0%
1016001 5405 TECHNOLOGY CHARGES	17,226	0	17,226	17,225.70	.00	.00	100.0%
1016001 5408 WORKERS COMPENSATI	28,271	0	28,271	28,271.14	.00	.00	100.0%
1016001 5409 BUILDING MAINTENAN	91,085	0	91,085	91,085.30	.00	.00	100.0%
TOTAL GENERAL FUND LIB ADMIN	664,351	-20,868	643,483	623,497.25	.00	19,985.63	96.9%

1016002 GENERAL FUND REFERENCE N ADULT

1016002 5103 PERMANENT SALARIES	393,712	0	393,712	310,072.33	.00	83,639.23	78.8%
1016002 5104 PART TIME SALARIES	30,888	0	30,888	42,419.48	.00	-11,531.37	137.3%
1016002 5121 MEDICARE INSURANCE	5,699	0	5,699	4,961.14	.00	737.53	87.1%
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	45,079.39	.00	11,920.61	79.1%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	3,157.86	.00	2,484.14	56.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
1016002 5126 VISION PLAN	1,908	0	1,908	1,085.65	.00	822.35	56.9%		
1016002 5127 LONG TERM DISABILI	3,240	0	3,240	943.17	.00	2,296.83	29.1%		
1016002 5128 LIFE INSURANCE	2,518	0	2,518	1,150.41	.00	1,367.31	45.7%		
1016002 5129 RETIREMENT	0	0	0	39,715.93	.00	-39,715.93	100.0%		
1016002 5130 PART TIME RETIREME	1,345	0	1,345	1,198.20	.00	146.36	89.1%		
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	5,488.83	.00	2,311.17	70.4%		
1016002 5301 SMALL SOFTWARE_HAR	5,281	0	5,281	4,908.00	.00	373.00	92.9%		
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	3,483.43	.00	1,616.57	68.3%		
1016002 5343 BOOKS_SUBSCRIPTION	27,000	0	27,000	26,786.57	516.87	-303.44	101.1%		
1016002 5402 SEPERATION BENEFIT	23,313	0	23,313	23,312.74	.00	.00	100.0%		
1016002 5403 PENSION CHARGES	37,023	-37,023	0	.00	.00	.00	.0%		
1016002 5404 OPEB CHARGES	24,598	0	24,598	24,598.10	.00	.00	100.0%		
1016002 5405 TECHNOLOGY CHARGES	32,590	0	32,590	32,590.39	.00	.00	100.0%		
1016002 5408 WORKERS COMPENSATI	53,488	0	53,488	53,487.95	.00	.00	100.0%		
TOTAL GENERAL FUND REFERENCE N ADULT	718,144	-37,023	681,121	624,439.57	516.87	56,164.36	91.8%		
<b>1016003 GENERAL FUND TECHNICAL SERVICE</b>									
1016003 5103 PERMANENT SALARIES	292,718	0	292,718	236,210.32	.00	56,507.43	80.7%		
1016003 5104 PART TIME SALARIES	47,810	0	47,810	55,979.12	.00	-8,168.97	117.1%		
1016003 5121 MEDICARE INSURANCE	4,323	0	4,323	4,180.12	.00	142.59	96.7%		
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	40,447.31	.00	1,752.69	95.8%		
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,926.63	.00	2,753.37	41.2%		
1016003 5126 VISION PLAN	970	0	970	731.85	.00	238.15	75.4%		
1016003 5127 LONG TERM DISABILI	2,992	0	2,992	707.65	.00	2,284.35	23.7%		
1016003 5128 LIFE INSURANCE	1,248	0	1,248	935.44	.00	312.56	75.0%		
1016003 5129 RETIREMENT	0	0	0	29,091.05	.00	-29,091.05	100.0%		
1016003 5130 PART TIME RETIREME	2,253	0	2,253	2,239.10	.00	14.18	99.4%		
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	3,672.00	.00	628.00	85.4%		
1016003 5213 DATA PROCESSING	850	0	850	.00	.00	850.00	.0%		
1016003 5250 REPAIR & MAINT SER	47,652	-2,000	45,652	39,393.95	.00	6,258.05	86.3%		
1016003 5311 OTHER OPERATING SU	5,500	2,000	7,500	6,031.52	.00	1,468.48	80.4%		
1016003 5402 SEPERATION BENEFIT	17,705	0	17,705	17,705.47	.00	.00	100.0%		
1016003 5403 PENSION CHARGES	28,118	-28,118	0	.00	.00	.00	.0%		
1016003 5404 OPEB CHARGES	18,682	0	18,682	18,681.68	.00	.00	100.0%		
1016003 5405 TECHNOLOGY CHARGES	24,752	0	24,752	24,751.63	.00	.00	100.0%		
1016003 5408 WORKERS COMPENSATI	40,623	0	40,623	40,622.83	.00	.00	100.0%		
TOTAL GENERAL FUND TECHNICAL SERVICE	587,375	-28,118	559,258	523,307.67	.00	35,949.83	93.6%		
<b>1016004 GENERAL FUND CIRCULATION</b>									
1016004 5104 PART TIME SALARIES	0	0	0	7,783.07	.00	-7,783.07	100.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
1016004	5121	MEDICARE INSURANCE	0	0	0	112.85	.00	-112.85	100.0%
1016004	5130	PART TIME RETIREME	0	0	0	311.32	.00	-311.32	100.0%
TOTAL GENERAL FUND CIRCULATION			0	0	0	8,207.24	.00	-8,207.24	100.0%
<b>1016005 GENERAL FUND LITERACY</b>									
1016005	5103	PERMANENT SALARIES	154,573	0	154,573	139,011.62	.00	15,561.10	89.9%
1016005	5104	PART TIME SALARIES	69,607	0	69,607	37,740.91	.00	31,866.38	54.2%
1016005	5121	MEDICARE INSURANCE	2,448	0	2,448	2,517.91	.00	-70.32	102.9%
1016005	5122	MEDICAL INSURANCE	37,701	0	37,701	18,407.97	.00	19,292.61	48.8%
1016005	5125	DENTAL INSURANCE	2,601	0	2,601	1,396.07	.00	1,204.47	53.7%
1016005	5126	VISION PLAN	1,050	0	1,050	457.42	.00	592.58	43.6%
1016005	5127	LONG TERM DISABILI	1,188	0	1,188	382.97	.00	805.03	32.2%
1016005	5128	LIFE INSURANCE	9,592	0	9,592	462.42	.00	9,129.18	4.8%
1016005	5129	RETIREMENT	0	0	0	18,447.29	.00	-18,447.29	100.0%
1016005	5130	PART TIME RETIREME	1,282	0	1,282	1,009.73	.00	271.92	78.8%
1016005	5133	401 DEFERRED COMP	2,803	0	2,803	2,837.65	.00	-34.53	101.2%
1016005	5402	SEPARATION BENEFIT	9,658	0	9,658	9,657.97	.00	.00	100.0%
1016005	5403	PENSION CHARGES	15,338	-15,338	0	.00	.00	.00	.0%
1016005	5404	OPEB CHARGES	10,190	0	10,190	10,190.47	.00	.00	100.0%
1016005	5405	TECHNOLOGY CHARGES	13,502	0	13,502	13,501.50	.00	.00	100.0%
1016005	5408	WORKERS COMPENSATI	22,159	0	22,159	22,158.91	.00	.00	100.0%
TOTAL GENERAL FUND LITERACY			353,690	-15,338	338,352	278,180.81	.00	60,171.13	82.2%
<b>1016006 GENERAL FUND CHILDREN SERV</b>									
1016006	5103	PERMANENT SALARIES	309,781	0	309,781	203,562.04	.00	106,218.46	65.7%
1016006	5104	PART TIME SALARIES	27,375	0	27,375	31,281.73	.00	-3,906.61	114.3%
1016006	5121	MEDICARE INSURANCE	3,617	0	3,617	3,401.23	.00	215.65	94.0%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	32,924.16	.00	6,661.84	83.2%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	1,424.71	.00	2,175.29	39.6%
1016006	5126	VISION PLAN	1,080	0	1,080	594.23	.00	485.77	55.0%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	679.37	.00	508.63	57.2%
1016006	5128	LIFE INSURANCE	936	0	936	778.01	.00	157.99	83.1%
1016006	5129	RETIREMENT	0	0	0	25,544.20	.00	-25,544.20	100.0%
1016006	5130	PART TIME RETIREME	1,094	0	1,094	1,116.70	.00	-23.10	102.1%
1016006	5133	401 DEFERRED COMP	4,307	0	4,307	3,055.17	.00	1,251.83	70.9%
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 11									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
101	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	
								USED	
1016006	5311	OTHER OPERATING SU	5,000	0	5,000	3,228.76	.00	1,771.24	64.6%
1016006	5343	BOOKS_SUBSCRIPTION	23,000	1,300	24,300	21,654.32	1,902.82	742.86	96.9%
1016006	5402	SEPARATION BENEFIT	17,133	0	17,133	17,132.92	.00	.00	100.0%
1016006	5403	PENSION CHARGES	27,204	-27,204	0	.00	.00	.00	.0%
1016006	5404	OPEB CHARGES	18,078	0	18,078	18,077.55	.00	.00	100.0%
1016006	5405	TECHNOLOGY CHARGES	23,951	0	23,951	23,951.22	.00	.00	100.0%
1016006	5408	WORKERS COMPENSATI	39,309	0	39,309	39,309.18	.00	.00	100.0%
TOTAL GENERAL FUND CHILDREN SERV			548,127	-25,904	522,223	429,566.33	1,938.44	90,718.20	82.6%
TOTAL GENERAL FUND			2,871,687	-127,251	2,744,436	2,487,198.87	2,455.31	254,781.91	90.7%
TOTAL EXPENSES			2,871,687	-127,251	2,744,436	2,487,198.87	2,455.31	254,781.91	

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 11									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
112	LIBRARY SERVICES FUND		APPROP		BUDGET			BUDGET	USED
<b>1126005 LIB PASSPORT TRUST LITERACY</b>									
1126005	5103	PERMANENT SALARIES	43,856	0	43,856	30,902.18	.00	12,954.10	70.5%
1126005	5121	MEDICARE	632	0	632	445.62	.00	185.94	70.6%
1126005	5122	MEDICAL INSURANCE	8,947	0	8,947	4,385.45	.00	4,561.55	49.0%
1126005	5125	DENTAL INSURANCE	480	0	480	152.46	.00	327.54	31.8%
1126005	5126	VISION PLAN	178	0	178	88.23	.00	89.77	49.6%
1126005	5127	LONG TERM DISABILI	328	0	328	98.45	.00	229.51	30.0%
1126005	5128	LIFE INSURANCE	182	0	182	120.49	.00	61.50	66.2%
1126005	5129	RETIREMENT	0	0	0	3,781.60	.00	-3,781.60	100.0%
1126005	5133	CITY 401 PLAN	1,058	0	1,058	834.75	.00	223.58	78.9%
1126005	5213	DATA PROCESSING	1,976	0	1,976	1,760.00	.00	216.00	89.1%
1126005	5303	POSTAGE	5,000	0	5,000	3,007.68	.00	1,992.32	60.2%
1126005	5308	OTHER OFFICE SUPPL	1,400	0	1,400	897.30	150.00	352.70	74.8%
1126005	5402	SEPARATION BENEFIT	2,487	0	2,487	2,487.04	.00	.00	100.0%
1126005	5403	PENSION CHARGES	4,109	-4,109	0	.00	.00	.00	.0%
1126005	5404	OPEB CHARGES	2,730	0	2,730	2,729.83	.00	.00	100.0%
1126005	5405	TECHNOLOGY CHARGES	3,617	0	3,617	3,616.79	.00	.00	100.0%
1126005	5408	WORKERS COMPENSATI	5,936	0	5,936	5,935.95	.00	.00	100.0%
		TOTAL LIB PASSPORT TRUST LITERACY	82,915	-4,109	78,807	61,243.82	150.00	17,412.91	77.9%
		TOTAL LIBRARY SERVICES FUND	82,915	-4,109	78,807	61,243.82	150.00	17,412.91	77.9%
		TOTAL EXPENSES	82,915	-4,109	78,807	61,243.82	150.00	17,412.91	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	
								USED	
<b>3516005 WIOA GRANT</b>									
3516005	5103	PERMANENT SALARIES	4,987	62,020	67,007	15,084.97	.00	51,921.72	22.5%
3516005	5121	MEDICARE INSURANCE	72	0	72	218.71	.00	-146.40	302.5%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773	2,455.41	.00	-682.39	138.5%
3516005	5125	DENTAL INSURANCE	120	0	120	107.58	.00	12.42	89.7%
3516005	5126	VISION PLAN	36	0	36	49.48	.00	-13.48	137.4%
3516005	5127	LONG TERM DISABILI	125	0	125	49.11	.00	75.69	39.4%
3516005	5128	LIFE INSURANCE	31	0	31	67.57	.00	-36.37	216.6%
3516005	5129	RETIREMENT	619	0	619	1,862.67	.00	-1,243.57	300.9%
3516005	5133	CITY 401 PLAN	130	0	130	400.93	.00	-270.93	308.4%
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	896.56	89.80	188.64	83.9%
TOTAL WIOA GRANT			10,018	62,020	72,038	22,068.29	239.80	49,730.03	31.0%
TOTAL WIOA GRANT			10,018	62,020	72,038	22,068.29	239.80	49,730.03	31.0%
TOTAL EXPENSES			10,018	62,020	72,038	22,068.29	239.80	49,730.03	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
353 CAL LIBRARY LITERACY SVC GRANT							
<b>3536005 CAL LIBRARY LITERACY SVC</b>							
3536005 5103 PERMANENT SALARIES	7,480	82,481	89,961	22,527.69	.00	67,433.34	25.0%
3536005 5121 MEDICARE INSURANCE	108	0	108	326.64	.00	-218.18	301.2%
3536005 5122 MEDICAL INSURANCE	2,660	0	2,660	3,659.76	.00	-1,000.22	137.6%
3536005 5125 DENTAL INSURANCE	180	0	180	159.92	.00	20.08	88.8%
3536005 5126 VISION PLAN	54	0	54	73.64	.00	-19.64	136.4%
3536005 5127 LONG TERM DISABILI	187	0	187	73.41	.00	113.59	39.3%
3536005 5128 LIFE INSURANCE	57	0	57	100.80	.00	-44.00	177.5%
3536005 5129 RETIREMENT	929	0	929	2,781.47	.00	-1,852.81	299.5%
3536005 5133 CITY 401 PLAN	195	0	195	598.67	.00	-403.67	307.0%
3536005 5208 DUES AND MEMBERSHI	200	-200	0	.00	.00	.00	.0%
3536005 5211 OTHER PROFESSIONAL	1,560	-727	833	245.00	.00	588.00	29.4%
3536005 5213 DATA PROCESSING	2,775	-29	2,746	2,745.79	.00	.00	100.0%
3536005 5266 CONFERENCES_SEMINA	600	-145	455	454.58	.00	.00	100.0%
3536005 5308 OTHER OFFICE SUPPL	1,300	0	1,300	783.72	250.00	266.28	79.5%
3536005 5343 BOOKS_SUBSCRIPTION	7,430	1,102	8,532	3,966.76	3,700.53	864.34	89.9%
TOTAL CAL LIBRARY LITERACY SVC	25,714	82,481	108,195	38,497.85	3,950.53	65,747.11	39.2%
TOTAL CAL LIBRARY LITERACY SVC GRANT	25,714	82,481	108,195	38,497.85	3,950.53	65,747.11	39.2%
TOTAL EXPENSES	25,714	82,481	108,195	38,497.85	3,950.53	65,747.11	

## BALANCE SHEET FOR 2025 11

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
112	1000	AP CASH CONTROL	3,411.54	578,544.69
112	1101	ACCOUNTS RECEIVABLE	.00	1.00
		<b>TOTAL ASSETS</b>	<b>3,411.54</b>	<b>578,545.69</b>
<b>LIABILITIES</b>				
112	2301	UNAVAILABLE REVENUE	.00	-1.00
		<b>TOTAL LIABILITIES</b>	<b>.00</b>	<b>-1.00</b>
<b>FUND BALANCE</b>				
112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
112	3901	REVENUE CONTROL	-6,783.03	-90,588.39
112	3902	EXPENDITURE CONTROL	3,371.49	67,055.91
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	-67.80	18,446.59
112	3922	BUDGET FB RES 4 ENCUM	67.80	-18,446.59
		<b>TOTAL FUND BALANCE</b>	<b>-3,411.54</b>	<b>-578,544.69</b>
		<b>TOTAL LIABILITIES + FUND BALANCE</b>	<b>-3,411.54</b>	<b>-578,545.69</b>

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



# Library Board of Trustees Staff Report

**Date:** June 17, 2025  
**Agenda Item Number:** 8.A.

**To:** Library Board of Trustees  
**From:** LV Frazier, Acting City Librarian  
**Subject:** City Librarian's Report

**Recommendation:**

It is recommended that the Board consider:

1. Receiving and filing the City Librarian's Report; and
2. Taking such additional, related, action that may be desirable.

**Executive Summary:**

N/A

**Background:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

1. Board Report June 2025

**TO: The Board of Trustees of the Monterey Park Bruggemeyer Library**  
**FROM: LV Frazier, Acting City Librarian**  
**SUBJECT: May 2025 Report**

### ***May Highlights***

As the Library gears up for the 2025 Summer Reading Program, spring programming was still in full swing during the month of May. The Library collaborated with the Recreation and Community Services Department to host the City of Monterey Park Mental Health, Healing Arts & Wellness Fair. Over 500 attendees enjoyed free health screenings, meeting with representatives from community organizations, and participated in free creative arts projects.

This year's Volunteer Income Tax Assistance (VITA) Clinic done in collaboration with Chinatown Service Center was extremely successful, with the final session for the year held on May 29. In 2025, 1183 individuals were assisted and 517 filings were completed, compared to 270 filings in 2024.

In May, the Children's Services division began distributing hundreds of free books to families in Monterey Park at community meal sites to help residents build their home libraries. These books were purchased with grant funding from the California Library Association Lunch at the Library Partner Project and were distributed at Ynez Elementary School and the City of Monterey Park Day Care.

Other program highlights included the after-hours Soiree Magique Teen Prom, Play Days Read & Ride Reading Program, Junior Friends Elections, a Hate Crime Prevention Workshop facilitated by Through Peace, and several field trips to the Library from Monterey Vista and Bella Vista Elementary Schools.

*Pictured on next page (clockwise from top): City of Monterey Park Day Care book giveaway, Books & Cooks, Soiree Magique Teen Prom, Toddler Art & Play, Mark Keppel High School visit and Mental Health, Healing Arts & Wellness Fair.*



## 2024-2025 GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
<b>ADMINISTRATION</b>	
1. Reconfigure library spaces to better meet contemporary needs.	<b>In progress.</b> 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.	<b>In progress.</b> Staff continue to research outside funding options for mobile library services. The Monterey Park Library Foundation has earmarked \$48,000 towards the acquisition of a bookmobile and continues to fundraise with this goal in mind.
3. Develop a plan with local school districts to issue library cards to all students by third grade in response to California SB 321: Local Public Library Partnership Program.	<b>In progress.</b> Staff is coordinating with the Alhambra Unified School District to offer an annual library card sign-up drive for second graders. Staff provided field trips to Montebello School District and Garvey School District classes in May which served as library card sign-up events.
<b>ADULT &amp; TEEN</b>	
1. Reorganize and expand the Adult collection to make it more appealing and relevant to users and to highlight underutilized materials such as graphic novels.	<b>In progress.</b> A \$300 order of Native American Heritage-related titles was placed this month, using funds donated by the Friends of the Library.
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.	<b>In progress.</b> Library displays and booklists highlighted reading materials related to Mental Health and Asian American Pacific Islander history and culture. A Karen Slaughter Crime Watch book discussion and giveaway was also offered.

---

**GOALS AND OBJECTIVES****PROGRESS**

---

---

**ADULT & TEEN**

---

- |  |  |
|--|--|
| 3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.   | <b>In progress.</b> A community Mental Health, Healing Arts and Wellness Fair was organized by the Library in collaboration with Recreation and Community Services and community partners, offering wellness activities such as storytelling theater and art therapy that appealed to new adults.  |
| 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. | <b>In progress.</b> Chinatown Service Center continues to offer monthly Job Support sessions to adults. Asian Youth Center has also started presenting information about their resources and services at the Library regularly, joining Chinatown Service Center, Asian and Pacific Islander Forward Movement (APIFM) and Advancing Justice Southern California (AJSOCAL). |
- 

---

**OPERATIONAL SUPPORT**

---

- |   |  |
|---|--|
| 1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills.                              | <b>Complete.</b> OPS launched the half-hour one-on-one appointments in September. In May, staff assisted 14 patrons. |
| 2. Coordinate with local businesses to offer library card sign-up events and promote relevant services to underserved and hard-to-reach residents.                            | <b>Ongoing.</b> 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. | <b>Complete.</b> 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. | <b>In progress.</b> Staff continue to update the LAMP collection by weeding old materials and purchasing new literacy books. In May, staff updated the new series of phonics workbooks, added beginning-level fiction for new readers to the collection and expanded access for Spanish speakers by adding English-language workbooks in Spanish to the collection. |
|--|---|

## GOALS AND OBJECTIVES

## PROGRESS

---

### LAMP LITERACY & CITIZENSHIP

---

- |   |  |
|---|--|
| <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><b>In progress.</b> On May 3, Asian Americans Advancing Justice – Southern California (AJSOCAL) provided more than 20 volunteer translators and immigration attorneys to meet individually with approximately 30 adults applying for U.S. citizenship. This event provided applicants from the LAMP Citizenship Preparation class and in the community with free legal assistance and fee waiver help for the naturalization application.</p> |
|---|--|

---

### 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><b>Complete.</b> 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 May with a total attendance of 172.</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><b>Complete.</b> 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><b>In progress.</b> Five new items were added to the International Languages collection during the month of May. 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><b>Ongoing.</b> The Library hosted field trips from Bella Vista Elementary School and Monterey Vista Elementary School, serving 100 students, parents, and teachers. The Library also hosted Tiny Tots Preschool at the Library for an outreach storytime, serving 17 children and four adults.</p> |

## Monterey Park Bruggemeyer Library Statistics 2024-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
<b>NEW PATRONS</b>													
Total New Patrons Registered	341	405	386	371	281	229	289	277	339	349	331		
Library Card Renewal	203	223	330	198	159	132	232	181	219	217	221		
<b>CIRCULATION</b>													
Total Public Service Hours	208	208	232	208	184	176	184	176	208	200	200		
Library Visits	20,818	18,782	22,991	22,726	16,650	17,724	16,500*	16,839	20,750	19,964	19,226		
Total Circulation of Physical Materials	15,687	15,227	16,684	16,991	15,771	14,503	15,787	13,849	15,706	15,800	15,222		
Circulation of Children's Materials	11,212	11,747	12,975	13,170	12,367	11,217	12,085	10,551	12,045	12,010	11,338		
Circulation of Adult & YA Materials	3,158	3,724	3,587	3,766	3,395	3,296	3,915	2,720	3,566	3,694	3,829		
Circulation of Non-English Materials	1,020	780	1,077	835	1,121	769	801	595	593	725	682		
Overall eBook	453	418	412	435	369	446	509	385	414	410	523		
Overall eMagazine	11	74	96	74	68	75	102	56	89	60	49		
Overall eAudio	189	221	186	123	202	190	215	202	211	210	230		
Overall eVideo	417	219	127	144	214	263	273	253	181	283	219		
Patron amount saved by borrowing instead of purchasing, in dollars	137,983	132,388	148,763	150,627	142,874	126,129	145,325	137,465	156,200	136,731	132,312		
ILL loans to other	5	6	4	5	1	4	4	4	4	5	5		
ILL loans received	0	0	0	0	0	0	0	0	1	1	0		
<b>PREVIOUS YEAR CIRCULATION</b>													
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







