



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, August 19, 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.

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

Public Participation

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

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

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

1. Call to Order

Library Board of Trustees President

2. Flag Salute

Library Board of Trustees Vice President

3. Swearing-In of New Trustee

4. Roll Call

Stacy Villalobos, Olivia C. Loo, Jennifer Tang, Travis Kaya and Ricky Choi

5. Agenda Additions, Deletions, Changes and Adoptions

6. Public Communications

7. Presentation

7.A. 2025 Summer Reading Program Recap

8. 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.

8.A. Minutes of July 15, 2025

It is recommended that the Board consider:

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

8.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.

9. City Librarian's Report

Updates on Library activities

9.A. City Librarian's Report

It is recommended that the Board consider:

1. Receiving and filing the report; and
2. Taking such additional, related, action that may be desirable

10. Old Business

11. New Business

11.A. Rescheduling September Meeting due to Mayoral Installation

It is recommended that the Board consider:

1. Rescheduling the regular meeting currently scheduled for September 16, 2025 due to the Mayoral Installation being slated for the same date; and
2. Taking such additional, related, action that may be desirable.

12. Board Communications

12.A. President's Report

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

13. Adjournment



Library Board of Trustees Staff Report

Date: August 19, 2025
Agenda Item Number: 7.A.

To: Library Board of Trustees
From: LV Frazier, Acting City Librarian
Subject: 2025 Summer Reading Program Recap

Recommendation:

It is recommended that the Board:

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

Executive Summary:

N/A

Background:

N/A

Fiscal Impact:

N/A

Attachments:

None



Library Board of Trustees Staff Report

Date: August 19, 2025
Agenda Item Number: 8.A.

To: Library Board of Trustees
From: LV Frazier, Acting City Librarian
Subject: Minutes of July 15, 2025

Recommendation:

It is recommended that the Board consider:

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

Executive Summary:

N/A

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. Board minutes 7-15-25

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting

July 15, 2025

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, July 15, 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 Villalobos led the flag salute.

3. ROLL CALL:

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

STAFF PRESENT: Acting City Librarian LV Frazier, Library Manager Linda Vera, Administrative Secretary Gwen Kishida, Teen Services Librarian Deb Takahashi

GUESTS PRESENT: Junior Friends Board: President Linda Xie, Vice President Hannah Hou, Secretary Denis Bi, Publicity Chair Selina Tang and Historian Shelby Young

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.

4. ANNUAL ROTATION OF OFFICERS

The Library Board of Trustees conducted its annual rotation of officers. With Trustee Choi's term as Library Board President ending, Trustee Villalobos became the Library Board President. Trustee Loo will become the Library Board Vice President when she is officially sworn in at the meeting of August 19, 2025.

Trustee Choi was thanked for his service as Library Board President.

5. AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

6. PUBLIC COMMUNICATIONS: None

7. PRESENTATIONS:

7A. INTRODUCTION OF JUNIOR FRIENDS BOARD OF OFFICERS 2025/26

Teen Services Librarian Takahashi, who serves as the staff liaison to the Junior Friends, introduced the 2025/26 Junior Friends Board. Currently there are 120 Junior Friends, teen volunteers who assist Librarian Takahashi with developing programs and services to reach the teen community and help staff at Library and City events. The newly elected officers are President Linda Xie, Vice President Hannah Hou, Secretary Denis Bi, Publicity Chair Selina Tang and Historian Shelby Young. The teens spoke about how being part of the group gave them the opportunities to make new friends, work as a team and support the community; enhanced their confidence, communication and leadership skills and increased their knowledge about the Library and their community. They presented the Trustees with copies of their Teen Zine, a booklet filled with messages, book reviews by members, photos, art and an overview of their accomplishments over the past year. In the future, they hope to take field trips throughout the community to learn more about its resources. Trustees welcomed the invitation to attend a Junior Friends meeting to discuss their backgrounds and careers so teens could learn from their experiences.

8. CONSENT CALENDAR 8A – 8B

8A. LIBRARY BOARD OF TRUSTEES MINUTES

8B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of June 17, 2025 and the financial reports and expenditures for June 2025.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of June 17, 2025 and the financial reports and expenditures for June 2025.

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

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

9. CITY LIBRARIAN'S REPORT

Acting City Librarian Frazier reported that interviews to fill the vacant part-time Librarian position in Adult and Teen Services took place that day.

The California State Library Parks Pass grant has been funded through 2026. The Library has 36 free State Parks vehicle day use passes in circulation with all but one currently checked out.

The Library is waiting on updates regarding funding for federal grants, specifically Workplace Innovation and Opportunity Act (WIOA). Approximately \$50,000 of LAMP Literacy and Citizenship Services' budget is funded through this grant. Adult Literacy Coordinator Victor Castellanos stated that funding for fiscal year 2025/26 should be awarded, but funding for future years is unknown. Acting City Librarian Frazier said that if LAMP does not receive WIOA funding, the Library will request additional funding from the City of Monterey Park or explore other options. California State funding for the LAMP program seems solid. The Library Board expressed their readiness to advocate for LAMP funding should the need arise, as LAMP programs are extremely popular in the community and a vital part of Library offerings. Acting City Librarian Frazier said that they would keep the Library Board updated.

Congratulations to Trustee Kaya as he was reappointed to a second term on the Library Board. The term runs July 1, 2025 through June 30, 2028.

Newly appointed Trustee Olivia C. Loo will officially be sworn in at the meeting of August 19, 2025.

The upcoming Mayoral Installation, when Mayor Vinh T. Ngo will rotate out and Mayor Pro Tem Elizabeth Yang will be installed as Mayor, is scheduled for September 16, 2025. Since the date for the installation ceremony coincides with the regular meeting date for the Library Board, the possibility of the Trustees rescheduling the September meeting will be on the agenda for the meeting on August 19.

Acting City Librarian Frazier provided updates on the Building Forward Facilities Improvement grant. The upgrade to the Library's Heating/Ventilation/Air Conditioning (HVAC) system has been completed. The purchase of an emergency generator is in progress, with an enclosure for the equipment to be built adjacent to the Library in the alley between the Library and Boys and Girls Club. Renovation of the elevator and repainting the exterior of the building with paint that is more sustainable, reflective and energy-efficient is upcoming. On the wish list of potential Capital Improvement Projects (funding from the City of Monterey Park) are new carpet, including removing shelving to open up spaces and reconfigure seating for

the public, and an outdoor patio in the front of the Library which would be used for programming.

To date, almost 1,000 children, teens and adults have registered for the Summer Reading Program. Programming has been diverse, creative and very well attended.

Upcoming programs include Family Fun Day – featuring Mega Games! – on July 23, Teen Escape Room on July 25 and Classic Film Screening of *The World of Suzie Wong* and Discussion with Actress Nancy Kwan on July 26.

United for Libraries will present its annual virtual conference with Trustee Day on July 29, featuring topics that are relevant to Trustees' roles and responsibilities.

10. OLD BUSINESS: None

11. NEW BUSINESS: None

12. BOARD COMMUNICATIONS

12A. PRESIDENT'S REPORT

Trustee Choi thanked everyone for the chance to serve as President of the Library Board. He wished incoming President Villalobos the best of luck. Trustee Villalobos thanked Trustee Choi for his leadership.

12B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Library Foundation's meeting on July 7. She reported that Foundation members continue to encourage the Library Board members to attend the annual fundraising Gala scheduled for October 10 and disseminate the invitation to others.

13. ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:32 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for August 19, 2025.

LV Frazier
Acting City Librarian



Library Board of Trustees Staff Report

Date: August 19, 2025
Agenda Item Number: 8.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 2026 July
2. Trust Account Balance Sheet 2026 July

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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1016001 GENERAL FUND LIB ADMIN

1016001 5103 PERMANENT SALARIES	251,529	0	251,529	7,925.49	.00	243,603.38	3.2%
1016001 5121 MEDICARE INSURANCE	3,647	0	3,647	113.22	.00	3,533.95	3.1%
1016001 5122 MEDICAL INSURANCE	57,660	0	57,660	2,098.13	.00	55,562.35	3.6%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	115.80	.00	2,644.20	4.2%
1016001 5126 ADMINISTRATION VIS	720	0	720	28.58	.00	691.42	4.0%
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	127.39	.00	1,382.61	8.4%
1016001 5128 LIFE INSURANCE	780	0	780	39.85	.00	740.15	5.1%
1016001 5129 RETIREMENT	0	0	0	964.12	.00	-964.12	100.0%
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	321.42	.00	6,178.58	4.9%
1016001 5208 DUES AND MEMBERSHI	4,370	0	4,370	.00	3,978.00	392.00	91.0%
1016001 5211 OTHER PROFESSIONAL	250	0	250	.00	.00	250.00	.0%
1016001 5213 DATA PROCESSING	4,482	0	4,482	.00	.00	4,482.39	.0%
1016001 5250 REPAIR & MAINT SER	30,000	0	30,000	.00	.00	30,000.00	.0%
1016001 5264 TRAVEL EXPENSES	400	0	400	.00	.00	400.00	.0%
1016001 5266 CONFERENCES	5,000	0	5,000	.00	.00	5,000.00	.0%
1016001 5269 ELECTRICITY	150,000	0	150,000	.00	.00	150,000.00	.0%
1016001 5270 GAS	3,000	0	3,000	.00	.00	3,000.00	.0%
1016001 5272 TELEPHONE	9,200	0	9,200	.00	.00	9,200.00	.0%
1016001 5303 POSTAGE	1,200	0	1,200	.00	.00	1,200.00	.0%
1016001 5308 OTHER OFFICE SUPPL	0	0	0	225.33	.00	-225.33	100.0%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	1,419.25	.00	13,580.75	9.5%
1016001 5311 OTHER OPERATING SU	10,000	0	10,000	.00	.00	10,000.00	.0%
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%
1016001 5402 SEPARATION BENEFIT	13,554	0	13,554	.00	.00	13,554.18	.0%
1016001 5403 PENSION CHARGES	11,741	0	11,741	.00	.00	11,741.09	.0%
1016001 5404 OPEB CHARGES	13,651	0	13,651	.00	.00	13,651.43	.0%
1016001 5405 TECHNOLOGY CHARGES	12,648	0	12,648	.00	.00	12,647.88	.0%
1016001 5408 WORKERS COMPENSATI	31,098	0	31,098	.00	.00	31,098.25	.0%
1016001 5409 BUILDING MAINTENAN	11,662	0	11,662	.00	.00	11,662.05	.0%
TOTAL GENERAL FUND LIB ADMIN	652,864	0	652,864	13,378.58	3,978.00	635,507.21	2.7%

1016002 GENERAL FUND REFERENCE N ADULT

1016002 5103 PERMANENT SALARIES	425,162	0	425,162	15,667.03	.00	409,495.28	3.7%
1016002 5104 PART TIME SALARIES	53,312	0	53,312	3,514.40	.00	49,797.38	6.6%
1016002 5121 MEDICARE INSURANCE	7,298	0	7,298	265.72	.00	7,032.10	3.6%
1016002 5122 MEDICAL INSURANCE	90,121	0	90,121	2,919.17	.00	87,201.79	3.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016002	5125	DENTAL INSURANCE	5,642	0	5,642	165.38	.00	5,476.62	2.9%
1016002	5126	VISION PLAN	1,800	0	1,800	54.30	.00	1,745.70	3.0%
1016002	5127	LONG TERM DISABILI	3,120	0	3,120	78.51	.00	3,041.49	2.5%
1016002	5128	LIFE INSURANCE	1,560	0	1,560	63.76	.00	1,496.24	4.1%
1016002	5129	RETIREMENT	0	0	0	2,055.10	.00	-2,055.10	100.0%
1016002	5130	PART TIME RETIREME	1,386	0	1,386	92.83	.00	1,293.10	6.7%
1016002	5133	401 DEFERRED COMP	5,800	0	5,800	321.41	.00	5,478.59	5.5%
1016002	5301	SMALL SOFTWARE_HAR	2,000	0	2,000	.00	.00	2,000.00	.0%
1016002	5308	OTHER OFFICE SUPPL	0	0	0	753.31	.00	-753.31	100.0%
1016002	5311	OTHER OPERATING SU	5,600	0	5,600	.00	.00	5,600.00	.0%
1016002	5343	BOOKS_SUBSCRIPTION	27,000	0	27,000	1,175.96	19,927.76	5,896.28	78.2%
1016002	5402	SEPERATION BENEFIT	25,644	0	25,644	.00	.00	25,644.01	.0%
1016002	5403	PENSION CHARGES	22,214	0	22,214	.00	.00	22,213.70	.0%
1016002	5404	OPEB CHARGES	25,828	0	25,828	.00	.00	25,828.01	.0%
1016002	5405	TECHNOLOGY CHARGES	41,106	0	41,106	.00	.00	41,105.62	.0%
1016002	5408	WORKERS COMPENSATI	58,837	0	58,837	.00	.00	58,836.74	.0%
1016002	5409	BUILDING MAINTENAN	37,902	0	37,902	.00	.00	37,901.65	.0%
TOTAL GENERAL FUND REFERENCE N ADULT		841,331	0	841,331	27,126.88	19,927.76	794,275.89	5.6%	

1016003 GENERAL FUND TECHNICAL SERVICE

1016003	5103	PERMANENT SALARIES	309,376	0	309,376	16,515.85	.00	292,859.76	5.3%
1016003	5104	PART TIME SALARIES	53,254	0	53,254	5,560.35	.00	47,693.65	10.4%
1016003	5121	MEDICARE INSURANCE	6,461	0	6,461	322.70	.00	6,138.06	5.0%
1016003	5122	MEDICAL INSURANCE	86,491	0	86,491	2,127.29	.00	84,363.46	2.5%
1016003	5125	DENTAL INSURANCE	4,680	0	4,680	101.10	.00	4,578.90	2.2%
1016003	5126	VISION PLAN	970	0	970	46.68	.00	923.32	4.8%
1016003	5127	LONG TERM DISABILI	2,496	0	2,496	83.38	.00	2,412.62	3.3%
1016003	5128	LIFE INSURANCE	1,248	0	1,248	63.76	.00	1,184.24	5.1%
1016003	5129	RETIREMENT	0	0	0	2,011.68	.00	-2,011.68	100.0%
1016003	5130	PART TIME RETIREME	2,930	0	2,930	222.40	.00	2,707.76	7.6%
1016003	5133	401 DEFERRED COMP	4,300	0	4,300	128.56	.00	4,171.44	3.0%
1016003	5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003	5250	REPAIR & MAINT SER	43,294	0	43,294	9,114.00	.00	34,180.00	21.1%
1016003	5311	OTHER OPERATING SU	5,200	0	5,200	419.46	.00	4,780.54	8.1%
1016003	5402	SEPARATION BENEFIT	19,476	0	19,476	.00	.00	19,476.02	.0%
1016003	5403	PENSION CHARGES	16,871	0	16,871	.00	.00	16,870.78	.0%
1016003	5404	OPEB CHARGES	19,616	0	19,616	.00	.00	19,615.76	.0%
1016003	5405	TECHNOLOGY CHARGES	41,106	0	41,106	.00	.00	41,105.62	.0%
1016003	5408	WORKERS COMPENSATI	44,685	0	44,685	.00	.00	44,685.12	.0%
1016003	5409	BUILDING MAINTENAN	37,902	0	37,902	.00	.00	37,901.65	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
TOTAL GENERAL FUND TECHNICAL SERVICE	701,204	0	701,204	36,717.21		.00	664,487.02	5.2%	
1016004 GENERAL FUND CIRCULATION									
1016004 5104 PART TIME SALARIES	0	0	0	1,144.92		.00	-1,144.92	100.0%	
1016004 5121 MEDICARE INSURANCE	0	0	0	16.60		.00	-16.60	100.0%	
1016004 5130 PART TIME RETIREME	0	0	0	45.80		.00	-45.80	100.0%	
TOTAL GENERAL FUND CIRCULATION	0	0	0	1,207.32		.00	-1,207.32	100.0%	
1016005 GENERAL FUND LITERACY									
1016005 5103 PERMANENT SALARIES	168,058	0	168,058	7,519.68		.00	160,538.21	4.5%	
1016005 5104 PART TIME SALARIES	85,816	0	85,816	3,889.27		.00	81,926.82	4.5%	
1016005 5121 MEDICARE INSURANCE	3,820	0	3,820	162.73		.00	3,657.40	4.3%	
1016005 5122 MEDICAL INSURANCE	43,245	0	43,245	1,145.56		.00	42,099.80	2.6%	
1016005 5125 DENTAL INSURANCE	2,601	0	2,601	84.07		.00	2,516.47	3.2%	
1016005 5126 VISION PLAN	780	0	780	27.63		.00	752.37	3.5%	
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	33.72		.00	1,154.28	2.8%	
1016005 5128 LIFE INSURANCE	676	0	676	25.01		.00	651.00	3.7%	
1016005 5129 RETIREMENT	0	0	0	1,105.08		.00	-1,105.08	100.0%	
1016005 5130 PART TIME RETIREME	1,717	0	1,717	94.70		.00	1,622.36	5.5%	
1016005 5133 401 DEFERRED COMP	2,803	0	2,803	157.23		.00	2,645.89	5.6%	
1016005 5402 SEPARATION BENEFIT	10,624	0	10,624	.00		.00	10,623.76	.0%	
1016005 5403 PENSION CHARGES	9,203	0	9,203	.00		.00	9,202.66	.0%	
1016005 5404 OPEB CHARGES	10,700	0	10,700	.00		.00	10,699.99	.0%	
1016005 5405 TECHNOLOGY CHARGES	31,620	0	31,620	.00		.00	31,619.71	.0%	
1016005 5408 WORKERS COMPENSATI	24,375	0	24,375	.00		.00	24,374.80	.0%	
1016005 5409 BUILDING MAINTENAN	29,155	0	29,155	.00		.00	29,155.12	.0%	
TOTAL GENERAL FUND LITERACY	426,380	0	426,380	14,244.68		.00	412,135.56	3.3%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103 PERMANENT SALARIES	236,020	0	236,020	16,712.18		.00	219,307.41	7.1%	
1016006 5104 PART TIME SALARIES	43,977	0	43,977	3,256.16		.00	40,720.48	7.4%	
1016006 5121 MEDICARE INSURANCE	5,122	0	5,122	289.54		.00	4,832.62	5.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
1016006 5122	MEDICAL INSURANCE		45,691	0	45,691	2,695.03	.00	42,995.69	5.9%
1016006 5125	DENTAL INSURANCE		3,600	0	3,600	143.01	.00	3,456.99	4.0%
1016006 5126	VISION PLAN		1,080	0	1,080	51.92	.00	1,028.08	4.8%
1016006 5127	LONG TERM DISABILI		1,188	0	1,188	76.78	.00	1,111.22	6.5%
1016006 5128	LIFE INSURANCE		936	0	936	63.76	.00	872.24	6.8%
1016006 5129	RETIREMENT		0	0	0	2,038.16	.00	-2,038.16	100.0%
1016006 5130	PART TIME RETIREME		1,411	0	1,411	130.25	.00	1,280.65	9.2%
1016006 5133	401 DEFERRED COMP		4,685	0	4,685	224.99	.00	4,460.01	4.8%
1016006 5301	SMALL SOFTWARE_HAR		1,889	0	1,889	.00	1,187.45	701.55	62.9%
1016006 5311	OTHER OPERATING SU		5,500	0	5,500	114.12	.00	5,385.88	2.1%
1016006 5343	BOOKS_SUBSCRIPTION		23,000	0	23,000	.00	23,000.00	.00	100.0%
1016006 5402	SEPARATION BENEFIT		18,846	0	18,846	.00	.00	18,846.21	.0%
1016006 5403	PENSION CHARGES		16,325	0	16,325	.00	.00	16,325.22	.0%
1016006 5404	OPEB CHARGES		18,981	0	18,981	.00	.00	18,981.43	.0%
1016006 5405	TECHNOLOGY CHARGES		37,944	0	37,944	.00	.00	37,943.65	.0%
1016006 5408	WORKERS COMPENSATI		43,240	0	43,240	.00	.00	43,240.10	.0%
1016006 5409	BUILDING MAINTENAN		34,986	0	34,986	.00	.00	34,986.14	.0%
TOTAL GENERAL FUND CHILDREN SERV			544,421	0	544,421	25,795.90	24,187.45	494,437.41	9.2%
TOTAL GENERAL FUND			3,166,200	0	3,166,200	118,470.57	48,093.21	2,999,635.77	5.3%
TOTAL EXPENSES			3,166,200	0	3,166,200	118,470.57	48,093.21	2,999,635.77	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
112 LIBRARY SERVICES FUND							
1126005 LIB PASSPORT TRUST LITERACY							
1126005 5103 PERMANENT SALARIES	48,518	0	48,518	1,722.95	.00	46,795.25	3.6%
1126005 5121 MEDICARE	701	0	701	24.92	.00	675.99	3.6%
1126005 5122 MEDICAL INSURANCE	10,267	0	10,267	274.13	.00	9,992.81	2.7%
1126005 5125 DENTAL INSURANCE	480	0	480	9.20	.00	470.80	1.9%
1126005 5126 VISION PLAN	178	0	178	5.36	.00	172.64	3.0%
1126005 5127 LONG TERM DISABILI	328	0	328	8.79	.00	319.17	2.7%
1126005 5128 LIFE INSURANCE	182	0	182	7.31	.00	174.68	4.0%
1126005 5129 RETIREMENT	0	0	0	209.36	.00	-209.36	100.0%
1126005 5133 CITY 401 PLAN	1,058	0	1,058	46.48	.00	1,011.85	4.4%
1126005 5213 DATA PROCESSING	2,160	0	2,160	.00	.00	2,160.00	.0%
1126005 5303 POSTAGE	5,000	0	5,000	.00	.00	5,000.00	.0%
1126005 5308 OTHER OFFICE SUPPL	1,500	0	1,500	220.19	150.00	1,129.81	24.7%
1126005 5343 BOOKS_SUBSCRIPTION	5,760	0	5,760	.00	.00	5,760.00	.0%
1126005 5402 SEPARATION BENEFIT	2,736	0	2,736	.00	.00	2,735.75	.0%
1126005 5403 PENSION CHARGES	2,465	0	2,465	.00	.00	2,465.22	.0%
1126005 5404 OPEB CHARGES	2,866	0	2,866	.00	.00	2,866.32	.0%
1126005 5405 TECHNOLOGY CHARGES	3,689	0	3,689	.00	.00	3,688.76	.0%
1126005 5408 WORKERS COMPENSATI	6,530	0	6,530	.00	.00	6,529.54	.0%
1126005 5409 BUILDING MAINTENAN	3,401	0	3,401	.00	.00	3,401.24	.0%
TOTAL LIB PASSPORT TRUST LITERACY	97,819	0	97,819	2,528.69	150.00	95,140.47	2.7%
TOTAL LIBRARY SERVICES FUND	97,819	0	97,819	2,528.69	150.00	95,140.47	2.7%
TOTAL EXPENSES	97,819	0	97,819	2,528.69	150.00	95,140.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
351 WIOA GRANT							
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	5,669	0	5,669	809.63	.00	4,859.01	14.3%
3516005 5121 MEDICARE INSURANCE	82	0	82	11.74	.00	70.46	14.3%
3516005 5122 MEDICAL INSURANCE	2,883	0	2,883	148.80	.00	2,734.22	5.2%
3516005 5125 DENTAL INSURANCE	120	0	120	6.42	.00	113.58	5.4%
3516005 5126 VISION PLAN	36	0	36	2.90	.00	33.10	8.1%
3516005 5127 LONG TERM DISABILI	62	0	62	4.16	.00	58.24	6.7%
3516005 5128 LIFE INSURANCE	31	0	31	3.98	.00	27.22	12.8%
3516005 5129 RETIREMENT	696	0	696	98.80	.00	596.75	14.2%
3516005 5133 CITY 401 PLAN	130	0	130	21.37	.00	108.63	16.4%
3516005 5308 OTHER OFFICE SUPPL	1,650	0	1,650	.00	150.00	1,500.00	9.1%
3516005 5343 BOOKS_SUBSCRIPTION	525	0	525	.00	500.00	25.00	95.2%
TOTAL WIOA GRANT	11,884	0	11,884	1,107.80	650.00	10,126.21	14.8%
TOTAL WIOA GRANT	11,884	0	11,884	1,107.80	650.00	10,126.21	14.8%
TOTAL EXPENSES	11,884	0	11,884	1,107.80	650.00	10,126.21	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01										
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	8,503	0	8,503	1,214.45	.00		7,288.51	14.3%
3536005	5121	MEDICARE INSURANCE	123	0	123	17.60	.00		105.69	14.3%
3536005	5122	MEDICAL INSURANCE	4,325	0	4,325	223.21	.00		4,101.33	5.2%
3536005	5125	DENTAL INSURANCE	180	0	180	9.63	.00		170.37	5.4%
3536005	5126	VISION PLAN	54	0	54	4.36	.00		49.64	8.1%
3536005	5127	LONG TERM DISABILI	94	0	94	6.24	.00		87.36	6.7%
3536005	5128	LIFE INSURANCE	47	0	47	5.96	.00		40.84	12.7%
3536005	5129	RETIREMENT	1,043	0	1,043	148.18	.00		895.14	14.2%
3536005	5133	CITY 401 PLAN	195	0	195	32.06	.00		162.94	16.4%
3536005	5208	DUES AND MEMBERSHI	200	0	200	.00	.00		200.00	.0%
3536005	5211	OTHER PROFESSIONAL	1,176	0	1,176	.00	.00		1,176.00	.0%
3536005	5213	DATA PROCESSING	2,770	0	2,770	2,745.79	.00		24.21	99.1%
3536005	5266	CONFERENCES_SEMINA	600	0	600	.00	.00		600.00	.0%
3536005	5308	OTHER OFFICE SUPPL	1,300	0	1,300	.00	250.00		1,050.00	19.2%
3536005	5343	BOOKS_SUBSCRIPTION	7,850	0	7,850	.00	7,850.00		.00	100.0%
TOTAL CAL LIBRARY LITERACY SVC			28,460	0	28,460	4,407.48	8,100.00		15,952.03	43.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT			28,460	0	28,460	4,407.48	8,100.00		15,952.03	43.9%
TOTAL EXPENSES			28,460	0	28,460	4,407.48	8,100.00		15,952.03	

BALANCE SHEET FOR 2026 1

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-22.25	619,145.37
112	1101	ACCOUNTS RECEIVABLE	3.00	4.00
	TOTAL ASSETS		-19.25	619,149.37
LIABILITIES				
112	2001	ACCOUNTS PAYABLE CONTROL	3,560.19	.00
112	2006	PAYROLL LIABILITY	1,350.53	.00
112	2301	UNAVAILABLE REVENUE	-3.00	-4.00
	TOTAL LIABILITIES		4,907.72	-4.00
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-614,256.90
112	3901	REVENUE CONTROL	-7,417.16	-7,417.16
112	3902	EXPENDITURE CONTROL	2,528.69	2,528.69
112	3921	ENCUMBRANCE CONTROL	20,150.00	35,219.34
112	3922	BUDGET FB RES 4 ENCUM	-20,150.00	-35,219.34
	TOTAL FUND BALANCE		-4,888.47	-619,145.37
TOTAL LIABILITIES + FUND BALANCE			19.25	-619,149.37

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



Library Board of Trustees Staff Report

Date: August 19, 2025
Agenda Item Number: 9.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 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 August 2025

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

July Highlights

The 2025 Summer Reading Program: Level Up at Your Library was a success, complemented by a variety of engaging and well-attended events for all ages. Over 1,000 people registered for the program, over 600 people completed the program, and participants logged over 1,200,000 minutes read during the program. A big thank you to the Friends of the Library and the Monterey Park Library Foundation for their sponsorship of this year's activities and prizes.

In July, the Children's Division had over 2,300 attendees at special programs and storytimes. Children of all ages enjoyed seeing juggler Michael Rayner and magician Illusions by Allen at the Langley Center, as well as participating in Dungeons & Dragons, a dance party in the park, and a special end-of-summer pool party at George Elder Park Pool to celebrate their reading achievements.

Teens explored the City in July, touring City Hall and meeting with Department directors who shared their experiences working in local government. They also toured Fire Station 61 with Monterey Park Fire and the Monterey Park Police Station. Teens also collaborated on a painting to decorate the teen space in the Library and decorated creative book bags.

There were also a variety of successful programs for adults in July. The Classic Film Screening with Nancy Kwan had over 100 enthusiastic attendees, who enjoyed a conversation between Nancy and film historian Foster Hirsch and a book signing of Nancy's book *The World of Nancy Kwan*. Adults also enjoyed a bird talk from the Pasadena Audubon Society and a workshop with API Forward Movement about healthy foods and eating.

Pictured on next page: Teen Collaborative Painting, Children's grand prize raffle winner, Park Dance Party, Mahjong for Adults, Classic Film Screening with Nancy Kwan, Teens visit the Monterey Park Fire Department.



2025-2026 GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
ADMINISTRATION	
1. 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. The Library Foundation has earmarked \$48,000 for funding mobile library services and will continue to fundraise at the upcoming Gala event on October 10. Administration is collecting research on different vehicle options.
ADULT & TEEN	
1. Develop programs which showcase the language abilities and other specialized skills of community members to create investment in the library community.	In Progress. As part of the Adult Summer Reading Program, two mahjong sessions were held where patrons were encouraged to help other community members learn to play mahjong. The sessions were attended by a total of 68 people.
2. Partner with other City divisions and community organizations to help prepare teens for adulthood by providing life skills and cultural enrichment opportunities.	In Progress. The Junior Friends Group toured City Hall and the Fire Station and met with key City staff. They also attended a car maintenance workshop presented by the Public Works Department.
OPERATIONAL SUPPORT	
1. Support Children's Services in the implementation of the Student Success Card program by assisting with library card registration drives.	In Progress. As the school year has just begun, OPS is waiting for card registration drives to be scheduled.
2. Provide additional training opportunities for staff in order to diversify their skill sets and increase programming capacity of the department.	Ongoing. Current training opportunities for staff include basic Chinese lessons for staff, so that they are able to welcome people in their preferred language. Staff are also being cross trained within the department to allow for a more flexible and responsive work unit.

GOALS AND OBJECTIVES**PROGRESS**

LAMP LITERACY & CITIZENSHIP

1. Provide opportunities for English language learners to co-facilitate and co-develop library programs with the Literacy Services Division and Adult Services Division.
In progress: LAMP staff are preparing surveys for the incoming Fall Semester students to gain insight into what kind of workshops would benefit their unique needs and who is interested in assisting LAMP staff in creating these workshops. LAMP staff will collaborate with students throughout the fall semester to co-develop workshops for the Winter session.
2. Establish a volunteer corps comprised of current tutors and learners to assist with volunteer recruitment at outreach events.
In progress: LAMP staff are preparing to conduct additional outreach events with the Children's division to reach out to new tutors and learners. LAMP staff are also assessing which events would be most beneficial to reach out to new tutors and learners. Some current volunteer tutors have also expressed interest in attending outreach events, depending on the day and time.

CHILDREN'S

1. Launch monthly Science Squad program for ages 6 – 12 to address demand for science programming for older children.
In progress. Science Squad program has been scheduled for the months of September, October, November and December with promotion set for the September issue of Cascades. Staff are planning monthly themes and activities.
2. Develop and implement multicultural programming for children of all ages to provide events that reflect diverse community cultures.
Ongoing. The Library is partnering with local parent groups to provide a monthly Cantonese immersion playgroup called Cantonese Tiny Tots. Hispanic Heritage Month (September 15 – October 15) programming will include a craft after the monthly Spanish Bilingual Storytime and celebrations during regular monthly programs Quest for the Lost Stories and Books & Cooks.
3. Seek out new opportunities to partner with local organizations to provide in-library programs that reduce barriers to access for children and their families.
In progress. The Library is partnering with Eastern Los Angeles Regional Center (ELARC) to come to the Library monthly during Baby & Toddler Storytime to provide parents and families with information about resources for those with developmental disabilities. Staff are planning for the annual Early Learning Resource Fair which will highlight local schools and organizations.

Monterey Park Bruggemeyer Library Statistics 2025-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	404												404
Library Card Renewal	230												230
CIRCULATION													
Total Public Service Hours	208												208
Library Visits	20,799												20,799
Total Circulation of Physical Materials	16,291												16,291
Circulation of Children's Materials	11,824												11,824
Circulation of Adult & YA Materials	4,347												4,347
Circulation of Non-English Materials	741												741
Overall eBook	4 (palace)												0
Overall eMagazine	6												6
Overall eAudio	6 (palace)												0
Overall eVideo	318												318
Patron amount saved by borrowing instead of purchasing, in dollars	167,297												167,297
ILL loans to other	2												2
ILL loans received	0												0
PREVIOUS YEAR CIRCULATION													
Library Visits (2023-24)													
Total Circulations (2023-24)													

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volumes added	363												363
Children's volumes added	168												168
Items Deleted	1,566												531
Total Vols in Collection	102,168												N/A
Uses of Public Internet Computers	2,472												2,472
Visits to the library website	8,335												8,335
# of Wireless Sessions	9,097												9,097
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													0
Outreach Events- Attendance													0
Self-Directed Activities - Number of Programs													0
Self-Directed Activities - Attendance													0
General Interest Friends Sp. Programs-Number													0
General Interest Friends Sp. Programs-Attendance													0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT													
Adult Reference Questions	259												259
Number of Technology Reference Questions	229												229
Gabbie Text Questions	1												1
Total # of Adult Programs	8												8
In-Person, Onsite	7												7
In-Person, Offsite	0												0
Total Adult Program Attendance	233												233
In-Person, Onsite	237												237
In-Person, Offsite	0												0
Outreach Events	1												1
Outreach Events- Attendance	4												4
Self-Directed Activities - Number of Programs	0												0
Self-Directed Activities - Attendance	0												0
Adult Friends Sp. Programs - Number	0												0
Adult Friends Sp. Program - Attendance	0												0
YA (Young Adult)													
Total # of Young Adult Programs	6												6
In-Person, Onsite	5												5
In-Person, Offsite	1												1
Total Young Adult Program Attendance	90												90
In-Person, Onsite	77												77
In-Person, Offsite	13												13
Self-Directed Activities - Number of Programs	0												0
Self-Directed Activities - Attendance	0												0
Young Adult Friends Sp. Programs - Number	0												0
YA Friends Sp. Program- Attendance	0												0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
LAMP Questions	925												925
ESL/Citizenship/Workshops (No 1-1) - Total Number	67												67
In-person, Onsite	67												67
In-person, Offsite	0												0
Live, Virtual	0												0
ESL/Citizenship/Workshops (No 1-1) Total Attendance	529												529
In-person, Onsite	529												529
In-person, Offsite	0												0
Live, Virtual	0												0
Self-Directed Activities	0												0
LAMP Adult Friends Sp. Programs -Number	0												0
LAMP Adult Friends Sp. Programs -Attendance	0												0
Passport Services													
Of the above programs, how many were offsite?	0												0
Attendance at offsite programs	0												0
CHILDREN'S													
Children's Reference Questions	280												280
Children's Tech Reference Questions	58												58
Total # of Children's Programs (0-5 years)	31												31
In-Person, Onsite	30												30
In-Person, Offsite	1												1

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total Children's Program Attendance (0-5 years)	1606												1,606
In-Person, Onsite	1488												1,488
In-Person, Offsite	108												108
Total # of Children's Programs (6-11 years)	16												16
In-Person, Onsite	13												13
In-Person, Offsite	3												3
Total Children's Program Attendance (6-11 years)	727												727
In-Person, Onsite	359												359
In-Person, Offsite	368												368
Self-Directed Activities - Number of Programs	1												1
Self-Directed Activities - Attendance	625												625
Children's Program Friends Sp. -Number	2												2
Children's Program Friends Sp. - Attendance	276												276



Library Board of Trustees Staff Report

Date: August 19, 2025

Agenda Item Number: 11.A.

To: Library Board of Trustees
From: LV Frazier, Acting City Librarian
Subject: Rescheduling September Meeting due to Mayoral Installation

Recommendation:

It is recommended that the Board consider:

1. Rescheduling the regular meeting currently scheduled for September 16, 2025 due to the Mayoral Installation being slated for the same date; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The upcoming Mayoral Installation, when Mayor Vinh T. Ngo will rotate out and Mayor Pro Tem Elizabeth Yang will be installed as Mayor, is scheduled for September 16, 2025. Since the date for the installation ceremony coincides with the regular meeting date for the Library Board, the possibility of the Trustees rescheduling the September meeting will be discussed.

Background:

N/A

Fiscal Impact:

N/A

Attachments:

None