



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, November 18, 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 and 5 minutes total for Consent Calendar. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers. Written Communication will be accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/CBC_comm.

While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Board's subject-matter jurisdiction,

comment on Agenda Items during Public Communications. If you provide public comment on a specific Agenda item during Public Communications, however, you cannot later provide comments at the time the Agenda Item is considered.

1. Call to Order

Library Board of Trustees President

2. Flag Salute

Library Board of Trustees Vice President

3. Roll Call

Ricky Choi, Travis Kaya, Olivia Loo, Jennifer Tang, Stacy Villalobos

4. Agenda Revisions and Additions

5. Public Communications

6. Presentation

6.A. LAMP Winter Workshops

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 of October 21, 2025

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of October 21, 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

8.A. City Librarian's Report: Updates on Library Activities

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

10.A. December 2025 meeting

It is recommended that the Board consider:

1. Canceling the regular meeting scheduled for December 16, 2025; and
2. Taking such additional, related, action that may be desirable.

11. Board Communications

11.A. President's Report

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

12. Adjournment



Library Board of Trustees Staff Report

Date: November 18, 2025
Agenda Item Number: 6.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: LAMP Winter Workshops

Recommendation:

It is recommended that the Board consider:

1. Receiving and filing the presentation on LAMP Winter Workshops; and
2. Taking 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: November 18, 2025
Agenda Item Number: 7.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Minutes of October 21, 2025

Recommendation:

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of October 21, 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 10-21-25

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting
October 21, 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, October 21, 2025, at 6:00 p.m.

1. CALL TO ORDER

Trustee Villalobos called the meeting to order at 6:04 p.m.

Trustee Villalobos 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 Kaya led the flag salute.

3. ROLL CALL:

TRUSTEES PRESENT: Stacy Villalobos, Olivia C. Loo, Jennifer Tang, Travis Kaya

TRUSTEES ABSENT: Ricky Choi

STAFF PRESENT: City Librarian Kristin Olivarez, Library Manager Linda Vera and Senior Administrative Assistant Gwen Kishida

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

5. PUBLIC COMMUNICATIONS: 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.

6. **PRESENTATIONS:** None

7. **CONSENT CALENDAR 7A – 7B**

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

Approve the minutes from the regular meeting of August 19, 2025, and the financial reports and expenditures for September 2025.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of August 19, 2025, and the financial reports and expenditures for September 2025.

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

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

8. **CITY LIBRARIAN’S REPORT**

City Librarian Olivarez thanked the Trustees for attending the Library Foundation Gala on October 10. More people attended than ever before. The Library is waiting for the final report on funds raised.

Regarding staff recruitment, part-time Library Assistant Catherine Lim has been promoted to full-time Library Assistant (Children’s Services) as of September 27. Candidates from an existing certification list will be chosen to fill the now-vacated part-time Library Assistant position in Children’s Services as well as one in OPS.

Two full-time Library Assistants retired: Robert Liao (OPS) as of September 24 after 19 years of working for the Library and Mona Ying (LAMP) as of October 11 after 27 years. Current City employees including Library staff will be offered the opportunity to apply to fill these positions.

The Library has been notified that it has been awarded \$5,130 in Zip Books funding from the California State Library.

The Library/City has received the second payment in the Building Forward Library Facilities Improvement grant. The emergency generator project has begun, with construction underway on the installation of a concrete pad and enclosure.

The carpet replacement Capital Improvement Project was approved and is moving forward. A walkthrough with the contractor is scheduled for October 23.

Access to the online version of the *New York Times* has been restored.

Baker & Taylor, a leading supplier of books and materials to libraries, is shutting down and will cease operations in early 2026. Staff are working to establish accounts with other vendors.

Banned Books Week took place October 5 to 11 with the theme *Censorship is so 1984: Read for Your Rights*. The American Library Association released a list of the top ten challenged books of 2024, charted the number of unique titles challenged by year and detailed who challenges books.

Upcoming Library programs include the In-N-Out Cover to Cover Reading Program through November 15, Elder Law Day presented by the Asian Pacific American Bar Association (APABA) on October 25 and Teen Fear Factor on October 31.

The Library will be closed for Veterans Day on November 11 and Thanksgiving on November 27 and 28.

Trustees should save the date for the Joint Commissions Meeting scheduled for December 8 at 5:30 p.m. This will not replace the regular Library Board meeting.

Trustee Kaya asked about recent power outages in the Library. City Librarian Olivarez stated that Public Works has determined the cause and is waiting for a contractor to correct the problem. In the meantime, if a power outage happens, Public Works has figured out a short-term fix.

Trustee Kaya asked how the Zip Books funding compares to previous years. City Librarian Olivarez stated that it is slightly less, but the Library will not request funds from the Friends of the Library to supplement the Zip Books funding. Staff will utilize the regular book budget when the grant funding is fully expended.

Trustee Kaya asked if the shutdown of Baker & Taylor will increase book costs. Library Manager Vera stated that book sellers usually have the same margins, so she will be surprised if there is an increase.

Trustee Villalobos asked if the Library has all of the top ten most challenged books of 2024. City Librarian Olivarez thought that the Library had most if not all of them in the collection.

9. OLD BUSINESS: None

10. NEW BUSINESS:

10A. DISTRIBUTION OF 2025 CITY OF MONTEREY PARK BOARDS AND COMMISSIONS HANDBOOK

City Librarian Olivarez noted that the distribution of the 2025 City of Monterey Park Boards and Commissions Handbook was placed on the agenda to document that the handbook was provided to Trustees.

Action Taken: The Library Board of Trustees received and filed the 2025 City of Monterey Park Boards and Commissions Handbook.

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

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

12. BOARD COMMUNICATIONS

Trustee Kaya thanked the Library Foundation for its work on the fundraising Gala – it was a great event. He noted that 56 attorneys have volunteered to assist at Elder Law Day on October 25 – APABA actually had to close volunteer signups.

Trustee Tang welcomed City Librarian Olivarez back and echoed the comments about the Gala. Trustee Tang noted that she really enjoyed the Library’s booth at the Monster Mash event, especially the coordinated costumes of Teen Librarian Deb Takahashi and Junior Friends volunteers. Regarding Banned Books Week, Trustee Tang noted that elders in the community worked against challenges to non-English language books in the Library, so there is a special history in Monterey Park on this issue.

Trustee Loo thanked Children’s Senior Librarian LV Frazier for their work as Acting City Librarian in City Librarian Olivarez’ absence. Trustee Loo thought that Senior Librarian Frazier and all Library staff did a great job.

12A. PRESIDENT’S REPORT

Trustee Villalobos noted that the Foundation Gala was even bigger than last year and it was lovely to see the community coming together to celebrate the Library and its supporters. She commended Library staff for a successful Banned Books Week in support of open access and standing against censorship. She noted that October is National Disability Awareness Month.

12B. MONTEREY PARK LIBRARY FOUNDATION LIAISON’S REPORT

Trustee Loo attended the Library Foundation Gala and praised the Foundation members for their hard work and donation of time and money in organizing the event.

13. ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:25 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for November 18, 2025.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: November 18, 2025
Agenda Item Number: 7.B.

To: Library Board of Trustees
From: Kristin Olivarez, 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 2026-4 October 2025
2. Trust Account Balance Sheet 2025 October

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

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

1016001 GENERAL FUND LIB ADMIN

| | | | | | | | |
|---------------------------------|---------|---|---------|------------|-----|------------|--------|
| 1016001 5103 PERMANENT SALARIES | 251,529 | 0 | 251,529 | 60,334.07 | .00 | 191,194.80 | 24.0% |
| 1016001 5121 MEDICARE INSURANCE | 3,647 | 0 | 3,647 | 868.57 | .00 | 2,778.60 | 23.8% |
| 1016001 5122 MEDICAL INSURANCE | 57,660 | 0 | 57,660 | 12,205.47 | .00 | 45,455.01 | 21.2% |
| 1016001 5125 DENTAL INSURANCE | 2,760 | 0 | 2,760 | 656.22 | .00 | 2,103.78 | 23.8% |
| 1016001 5126 ADMINISTRATION VIS | 720 | 0 | 720 | 161.96 | .00 | 558.04 | 22.5% |
| 1016001 5127 LONG TERM DISABILI | 1,510 | 0 | 1,510 | 723.81 | .00 | 786.19 | 47.9% |
| 1016001 5128 LIFE INSURANCE | 780 | 0 | 780 | 225.85 | .00 | 554.15 | 29.0% |
| 1016001 5129 RETIREMENT | 0 | 0 | 0 | 7,340.84 | .00 | -7,340.84 | 100.0% |
| 1016001 5133 401 DEFERRED COMP | 6,500 | 0 | 6,500 | 2,221.42 | .00 | 4,278.58 | 34.2% |
| 1016001 5208 DUES AND MEMBERSHI | 4,370 | 0 | 4,370 | 3,978.00 | .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 | 307.50 | .00 | 4,174.89 | 6.9% |
| 1016001 5250 REPAIR & MAINT SER | 30,000 | 0 | 30,000 | .00 | .00 | 30,000.00 | .0% |
| 1016001 5264 TRAVEL EXPENSES | 400 | 0 | 400 | 82.60 | .00 | 317.40 | 20.7% |
| 1016001 5266 CONFERENCES | 5,000 | 0 | 5,000 | 100.00 | .00 | 4,900.00 | 2.0% |
| 1016001 5269 ELECTRICITY | 150,000 | 0 | 150,000 | 45,771.28 | .00 | 104,228.72 | 30.5% |
| 1016001 5270 GAS | 3,000 | 0 | 3,000 | 161.04 | .00 | 2,838.96 | 5.4% |
| 1016001 5272 TELEPHONE | 9,200 | 0 | 9,200 | 117.17 | .00 | 9,082.83 | 1.3% |
| 1016001 5303 POSTAGE | 1,200 | 0 | 1,200 | .00 | .00 | 1,200.00 | .0% |
| 1016001 5308 OTHER OFFICE SUPPL | 0 | 0 | 0 | 2,371.17 | .00 | -2,371.17 | 100.0% |
| 1016001 5310 CLEANING SUPPLIES | 15,000 | 0 | 15,000 | 1,549.51 | .00 | 13,450.49 | 10.3% |
| 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 | 139,176.48 | .00 | 513,687.31 | 21.3% |

1016002 GENERAL FUND REFERENCE N ADULT

| | | | | | | | |
|---------------------------------|---------|---|---------|------------|-----|------------|-------|
| 1016002 5103 PERMANENT SALARIES | 425,162 | 0 | 425,162 | 106,310.44 | .00 | 318,851.87 | 25.0% |
| 1016002 5104 PART TIME SALARIES | 53,312 | 0 | 53,312 | 25,254.96 | .00 | 28,056.82 | 47.4% |
| 1016002 5121 MEDICARE INSURANCE | 7,298 | 0 | 7,298 | 1,856.88 | .00 | 5,440.94 | 25.4% |
| 1016002 5122 MEDICAL INSURANCE | 90,121 | 0 | 90,121 | 17,898.11 | .00 | 72,222.85 | 19.9% |

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

| 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 | 937.16 | .00 | 4,704.84 | 16.6% |
| 1016002 5126 | VISION PLAN | 1,800 | 0 | 1,800 | 307.74 | .00 | 1,492.26 | 17.1% |
| 1016002 5127 | LONG TERM DISABILI | 3,120 | 0 | 3,120 | 452.03 | .00 | 2,667.97 | 14.5% |
| 1016002 5128 | LIFE INSURANCE | 1,560 | 0 | 1,560 | 361.36 | .00 | 1,198.64 | 23.2% |
| 1016002 5129 | RETIREMENT | 0 | 0 | 0 | 13,888.59 | .00 | -13,888.59 | 100.0% |
| 1016002 5130 | PART TIME RETIREME | 1,386 | 0 | 1,386 | 712.26 | .00 | 673.67 | 51.4% |
| 1016002 5133 | 401 DEFERRED COMP | 5,800 | 0 | 5,800 | 2,071.41 | .00 | 3,728.59 | 35.7% |
| 1016002 5301 | SMALL SOFTWARE_HAR | 2,000 | 0 | 2,000 | 739.50 | .00 | 1,260.50 | 37.0% |
| 1016002 5308 | OTHER OFFICE SUPPL | 0 | 0 | 0 | 2,808.16 | .00 | -2,808.16 | 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 | 4,742.59 | 17,858.31 | 4,399.10 | 83.7% |
| 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 | 178,341.19 | 17,858.31 | 645,131.03 | 23.3% |

1016003 GENERAL FUND TECHNICAL SERVICE

| | | | | | | | | |
|--------------|--------------------|---------|---|---------|------------|-----|------------|--------|
| 1016003 5103 | PERMANENT SALARIES | 309,376 | 0 | 309,376 | 104,975.07 | .00 | 204,400.54 | 33.9% |
| 1016003 5104 | PART TIME SALARIES | 53,254 | 0 | 53,254 | 33,975.72 | .00 | 19,278.28 | 63.8% |
| 1016003 5121 | MEDICARE INSURANCE | 6,461 | 0 | 6,461 | 2,043.51 | .00 | 4,417.25 | 31.6% |
| 1016003 5122 | MEDICAL INSURANCE | 86,491 | 0 | 86,491 | 12,234.09 | .00 | 74,256.66 | 14.1% |
| 1016003 5125 | DENTAL INSURANCE | 4,680 | 0 | 4,680 | 520.46 | .00 | 4,159.54 | 11.1% |
| 1016003 5126 | VISION PLAN | 970 | 0 | 970 | 246.44 | .00 | 723.56 | 25.4% |
| 1016003 5127 | LONG TERM DISABILI | 2,496 | 0 | 2,496 | 451.14 | .00 | 2,044.86 | 18.1% |
| 1016003 5128 | LIFE INSURANCE | 1,248 | 0 | 1,248 | 336.56 | .00 | 911.44 | 27.0% |
| 1016003 5129 | RETIREMENT | 0 | 0 | 0 | 12,803.32 | .00 | -12,803.32 | 100.0% |
| 1016003 5130 | PART TIME RETIREME | 2,930 | 0 | 2,930 | 1,358.98 | .00 | 1,571.18 | 46.4% |
| 1016003 5133 | 401 DEFERRED COMP | 4,300 | 0 | 4,300 | 828.56 | .00 | 3,471.44 | 19.3% |
| 1016003 5213 | DATA PROCESSING | 850 | 0 | 850 | .00 | .00 | 850.00 | .0% |
| 1016003 5250 | REPAIR & MAINT SER | 43,294 | 0 | 43,294 | 23,721.75 | .00 | 19,572.25 | 54.8% |
| 1016003 5311 | OTHER OPERATING SU | 5,200 | 0 | 5,200 | 1,442.08 | .00 | 3,757.92 | 27.7% |
| 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 04 | | | | | | | | | |
|---|-----------------|------------------|----------------|--------------|--------------|------------------|----------|--|--|
| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED | | |
| 101 GENERAL FUND | | | | | | | | | |
| TOTAL GENERAL FUND TECHNICAL SERVICE | 701,204 | 0 | 701,204 | 194,937.68 | .00 | 506,266.55 | 27.8% | | |
| 1016004 GENERAL FUND CIRCULATION | | | | | | | | | |
| 1016004 5104 PART TIME SALARIES | 0 | 0 | 0 | 7,144.52 | .00 | -7,144.52 | 100.0% | | |
| 1016004 5121 MEDICARE INSURANCE | 0 | 0 | 0 | 103.58 | .00 | -103.58 | 100.0% | | |
| 1016004 5130 PART TIME RETIREME | 0 | 0 | 0 | 285.77 | .00 | -285.77 | 100.0% | | |
| TOTAL GENERAL FUND CIRCULATION | 0 | 0 | 0 | 7,533.87 | .00 | -7,533.87 | 100.0% | | |
| 1016005 GENERAL FUND LITERACY | | | | | | | | | |
| 1016005 5103 PERMANENT SALARIES | 168,058 | 0 | 168,058 | 46,512.08 | .00 | 121,545.81 | 27.7% | | |
| 1016005 5104 PART TIME SALARIES | 85,816 | 0 | 85,816 | 23,800.86 | .00 | 62,015.23 | 27.7% | | |
| 1016005 5121 MEDICARE INSURANCE | 3,820 | 0 | 3,820 | 1,003.42 | .00 | 2,816.71 | 26.3% | | |
| 1016005 5122 MEDICAL INSURANCE | 43,245 | 0 | 43,245 | 6,423.19 | .00 | 36,822.17 | 14.9% | | |
| 1016005 5125 DENTAL INSURANCE | 2,601 | 0 | 2,601 | 474.73 | .00 | 2,125.81 | 18.3% | | |
| 1016005 5126 VISION PLAN | 780 | 0 | 780 | 155.23 | .00 | 624.77 | 19.9% | | |
| 1016005 5127 LONG TERM DISABILI | 1,188 | 0 | 1,188 | 189.86 | .00 | 998.14 | 16.0% | | |
| 1016005 5128 LIFE INSURANCE | 676 | 0 | 676 | 139.87 | .00 | 536.14 | 20.7% | | |
| 1016005 5129 RETIREMENT | 0 | 0 | 0 | 6,853.92 | .00 | -6,853.92 | 100.0% | | |
| 1016005 5130 PART TIME RETIREME | 1,717 | 0 | 1,717 | 532.45 | .00 | 1,184.61 | 31.0% | | |
| 1016005 5133 401 DEFERRED COMP | 2,803 | 0 | 2,803 | 996.85 | .00 | 1,806.27 | 35.6% | | |
| 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 | 87,082.46 | .00 | 339,297.78 | 20.4% | | |
| 1016006 GENERAL FUND CHILDREN SERV | | | | | | | | | |
| 1016006 5103 PERMANENT SALARIES | 236,020 | 0 | 236,020 | 100,980.67 | .00 | 135,038.92 | 42.8% | | |
| 1016006 5104 PART TIME SALARIES | 43,977 | 0 | 43,977 | 22,810.97 | .00 | 21,165.67 | 51.9% | | |
| 1016006 5121 MEDICARE INSURANCE | 5,122 | 0 | 5,122 | 1,799.31 | .00 | 3,322.85 | 35.1% | | |

YEAR-TO-DATE BUDGET REPORT

| FOR 2026 04 | | | 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 | 13,041.99 | .00 | 32,648.73 | 28.5% |
| 1016006 5125 | DENTAL INSURANCE | | 3,600 | 0 | 3,600 | 757.97 | .00 | 2,842.03 | 21.1% |
| 1016006 5126 | VISION PLAN | | 1,080 | 0 | 1,080 | 276.10 | .00 | 803.90 | 25.6% |
| 1016006 5127 | LONG TERM DISABILI | | 1,188 | 0 | 1,188 | 419.61 | .00 | 768.39 | 35.3% |
| 1016006 5128 | LIFE INSURANCE | | 936 | 0 | 936 | 336.56 | .00 | 599.44 | 36.0% |
| 1016006 5129 | RETIREMENT | | 0 | 0 | 0 | 12,342.40 | .00 | -12,342.40 | 100.0% |
| 1016006 5130 | PART TIME RETIREME | | 1,411 | 0 | 1,411 | 912.46 | .00 | 498.44 | 64.7% |
| 1016006 5133 | 401 DEFERRED COMP | | 4,685 | 0 | 4,685 | 1,449.99 | .00 | 3,235.01 | 30.9% |
| 1016006 5301 | SMALL SOFTWARE_HAR | | 1,889 | 0 | 1,889 | .00 | .00 | 1,889.00 | .0% |
| 1016006 5311 | OTHER OPERATING SU | | 5,500 | 0 | 5,500 | 695.25 | .00 | 4,804.75 | 12.6% |
| 1016006 5343 | BOOKS_SUBSCRIPTION | | 23,000 | 0 | 23,000 | 5,247.59 | 18,512.48 | -760.07 | 103.3% |
| 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 | 161,070.87 | 18,512.48 | 364,837.41 | 33.0% |
| TOTAL GENERAL FUND | | | 3,166,200 | 0 | 3,166,200 | 768,142.55 | 36,370.79 | 2,361,686.21 | 25.4% |
| TOTAL EXPENSES | | | 3,166,200 | 0 | 3,166,200 | 768,142.55 | 36,370.79 | 2,361,686.21 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

| 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 | 10,999.13 | .00 | 37,519.07 | 22.7% |
| 1126005 5121 MEDICARE | 701 | 0 | 701 | 158.70 | .00 | 542.21 | 22.6% |
| 1126005 5122 MEDICAL INSURANCE | 10,267 | 0 | 10,267 | 1,519.26 | .00 | 8,747.68 | 14.8% |
| 1126005 5125 DENTAL INSURANCE | 480 | 0 | 480 | 51.28 | .00 | 428.72 | 10.7% |
| 1126005 5126 VISION PLAN | 178 | 0 | 178 | 29.70 | .00 | 148.30 | 16.7% |
| 1126005 5127 LONG TERM DISABILI | 328 | 0 | 328 | 48.78 | .00 | 279.18 | 14.9% |
| 1126005 5128 LIFE INSURANCE | 182 | 0 | 182 | 40.54 | .00 | 141.45 | 22.3% |
| 1126005 5129 RETIREMENT | 0 | 0 | 0 | 1,335.22 | .00 | -1,335.22 | 100.0% |
| 1126005 5133 CITY 401 PLAN | 1,058 | 0 | 1,058 | 291.28 | .00 | 767.05 | 27.5% |
| 1126005 5213 DATA PROCESSING | 2,160 | 0 | 2,160 | .00 | .00 | 2,160.00 | .0% |
| 1126005 5303 POSTAGE | 5,000 | -584 | 4,416 | 1,210.00 | .00 | 3,206.00 | 27.4% |
| 1126005 5308 OTHER OFFICE SUPPL | 1,500 | 0 | 1,500 | 378.09 | 150.00 | 971.91 | 35.2% |
| 1126005 5343 BOOKS_SUBSCRIPTION | 5,760 | 584 | 6,344 | 668.36 | .00 | 5,675.64 | 10.5% |
| 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 | 16,730.34 | 150.00 | 80,938.82 | 17.3% |
| TOTAL LIBRARY SERVICES FUND | 97,819 | 0 | 97,819 | 16,730.34 | 150.00 | 80,938.82 | 17.3% |
| TOTAL EXPENSES | 97,819 | 0 | 97,819 | 16,730.34 | 150.00 | 80,938.82 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

| 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 | 5,740.57 | .00 | -71.93 | 101.3% |
| 3516005 5121 MEDICARE INSURANCE | 82 | 0 | 82 | 83.23 | .00 | -1.03 | 101.3% |
| 3516005 5122 MEDICAL INSURANCE | 2,883 | 0 | 2,883 | 884.23 | .00 | 1,998.79 | 30.7% |
| 3516005 5125 DENTAL INSURANCE | 120 | 0 | 120 | 37.38 | .00 | 82.62 | 31.2% |
| 3516005 5126 VISION PLAN | 36 | 0 | 36 | 17.28 | .00 | 18.72 | 48.0% |
| 3516005 5127 LONG TERM DISABILI | 62 | 0 | 62 | 25.24 | .00 | 37.16 | 40.4% |
| 3516005 5128 LIFE INSURANCE | 31 | 0 | 31 | 23.63 | .00 | 7.57 | 75.7% |
| 3516005 5129 RETIREMENT | 696 | 0 | 696 | 702.58 | .00 | -7.03 | 101.0% |
| 3516005 5133 CITY 401 PLAN | 130 | 0 | 130 | 147.63 | .00 | -17.63 | 113.6% |
| 3516005 5308 OTHER OFFICE SUPPL | 1,650 | 0 | 1,650 | 30.81 | 150.00 | 1,469.19 | 11.0% |
| 3516005 5343 BOOKS_SUBSCRIPTION | 525 | 0 | 525 | .00 | 500.00 | 25.00 | 95.2% |
| TOTAL WIOA GRANT | 11,884 | 0 | 11,884 | 7,692.58 | 650.00 | 3,541.43 | 70.2% |
| TOTAL WIOA GRANT | 11,884 | 0 | 11,884 | 7,692.58 | 650.00 | 3,541.43 | 70.2% |
| TOTAL EXPENSES | 11,884 | 0 | 11,884 | 7,692.58 | 650.00 | 3,541.43 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|-----------------|------------------|----------------|--------------|--------------|------------------|----------|
| 353 CAL LIBRARY LITERACY SVC GRANT | | | | | | | |
| 3536005 CAL LIBRARY LITERACY SVC | | | | | | | |
| 3536005 5103 PERMANENT SALARIES | 8,503 | 0 | 8,503 | 8,610.80 | .00 | -107.84 | 101.3% |
| 3536005 5121 MEDICARE INSURANCE | 123 | 0 | 123 | 124.86 | .00 | -1.57 | 101.3% |
| 3536005 5122 MEDICAL INSURANCE | 4,325 | 0 | 4,325 | 1,326.38 | .00 | 2,998.16 | 30.7% |
| 3536005 5125 DENTAL INSURANCE | 180 | 0 | 180 | 56.05 | .00 | 123.95 | 31.1% |
| 3536005 5126 VISION PLAN | 54 | 0 | 54 | 25.90 | .00 | 28.10 | 48.0% |
| 3536005 5127 LONG TERM DISABILI | 94 | 0 | 94 | 37.85 | .00 | 55.75 | 40.4% |
| 3536005 5128 LIFE INSURANCE | 47 | 0 | 47 | 35.44 | .00 | 11.36 | 75.7% |
| 3536005 5129 RETIREMENT | 1,043 | 0 | 1,043 | 1,053.82 | .00 | -10.50 | 101.0% |
| 3536005 5133 CITY 401 PLAN | 195 | 0 | 195 | 221.38 | .00 | -26.38 | 113.5% |
| 3536005 5208 DUES AND MEMBERSHI | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 3536005 5211 OTHER PROFESSIONAL | 1,176 | 0 | 1,176 | 490.00 | .00 | 686.00 | 41.7% |
| 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 | 309.18 | 250.00 | 740.82 | 43.0% |
| 3536005 5343 BOOKS_SUBSCRIPTION | 7,850 | 0 | 7,850 | 1,229.27 | 6,682.00 | -61.27 | 100.8% |
| TOTAL CAL LIBRARY LITERACY SVC | 28,460 | 0 | 28,460 | 16,266.72 | 6,932.00 | 5,260.79 | 81.5% |
| TOTAL CAL LIBRARY LITERACY SVC GRANT | 28,460 | 0 | 28,460 | 16,266.72 | 6,932.00 | 5,260.79 | 81.5% |
| TOTAL EXPENSES | 28,460 | 0 | 28,460 | 16,266.72 | 6,932.00 | 5,260.79 | |

BALANCE SHEET FOR 2026 4

| FUND: 112 LIBRARY SERVICES FUND | | | NET CHANGE FOR PERIOD | ACCOUNT BALANCE |
|---------------------------------|------|---|--------------------------|--------------------|
| ASSETS | | | | |
| 112 | 1000 | AP CASH CONTROL | 2,261.38 | 633,486.46 |
| 112 | 1101 | ACCOUNTS RECEIVABLE | .00 | 4.00 |
| | | TOTAL ASSETS | 2,261.38 | 633,490.46 |
| LIABILITIES | | | | |
| 112 | 2001 | ACCOUNTS PAYABLE CONTROL | .00 | -44.19 |
| 112 | 2301 | UNAVAILABLE REVENUE | .00 | -4.00 |
| | | TOTAL LIABILITIES | .00 | -48.19 |
| FUND BALANCE | | | | |
| 112 | 3900 | FUND BALANCE UNRESERVED | .00 | -626,018.98 |
| 112 | 3901 | REVENUE CONTROL | -5,659.08 | -24,153.63 |
| 112 | 3902 | EXPENDITURE CONTROL | 3,397.70 | 16,730.34 |
| 112 | 3921 | ENCUMBRANCE CONTROL | .00 | 35,084.31 |
| 112 | 3922 | BUDGET FB RES 4 ENCUM | .00 | -35,084.31 |
| | | TOTAL FUND BALANCE | -2,261.38 | -633,442.27 |
| | | TOTAL LIABILITIES + FUND BALANCE | -2,261.38 | -633,490.46 |

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



Library Board of Trustees Staff Report

Date: November 18, 2025
Agenda Item Number: 8.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: City Librarian's Report: Updates on Library Activities

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 re October 2025

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

October Highlights

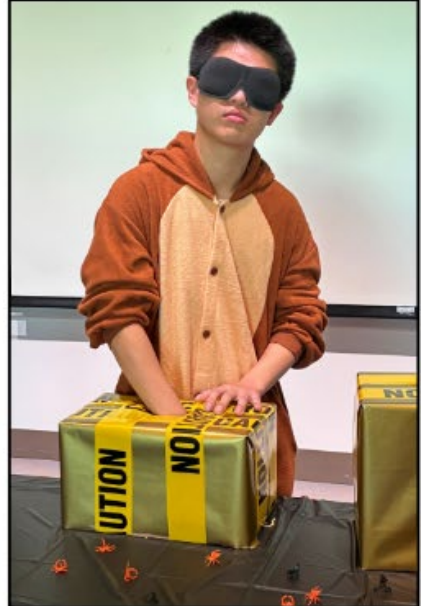
The month of October was filled with Halloween themed activities for all ages, including spooky gingerbread house decorating for tweens, a horror film screening for teens, a Halloween craft for adults and more. The Library also participated in the City's annual Monster Mash event at Barnes Park on October 16.

In October, SYS Institute began presenting basic Mandarin Chinese instruction to a small cohort of Library staff. The class will meet weekly for three weeks and each class lasts three hours. The course will teach staff simple Mandarin vocabulary and phrases that are relevant to their work and will allow staff to better serve the Monterey Park community.

Staff collaborated with community partners to present "Your Job, Your Rights" and "Outsmarting Scams" workshops (Chinatown Service Center), a Pregnancy Wellness Series (UCLA Center for East-West Medicine and CSC), Teen Bystander Intervention training (Center for the Pacific Asian Family), Elder Law Day and the monthly Legal Clinic (Asian Pacific American Bar Association). Children's Services provided storytime at Alpha Shen Preschool and welcomed Monterey Vista Elementary students to the Library for a tour and storytime.

The Monterey Park Library Foundation hosted their annual gala on Friday, October 10 at Luminarias Restaurant. This year's theme was "Let Aloha Blossom" and Peter Chan and the Cherry Blossom Festival Committee were honored at the event for their dedication and service to the Library and community.

Pictured on next page: Monster Mash Halloween Event, All Abilities Club Halloween Dance Party, Fall Gardening Workshop, InbeTWEENers Club, Science Squad, Teens Cook!, Teen Fear Factor.



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 to fund mobile library services and emphasized this goal at its fundraising Gala on October 10. Administration continues to research 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: In October, an adult gardening workshop was offered, led by community member Chester Chau from the UC Master Gardener Program. Chinatown Service Center offered a series of three pregnancy workshops, presented collaboratively with a graduate student from the UCLA Health Center for East-West Medicine. |
| 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: A Bystander Intervention (anti-bullying) program for teens was presented in collaboration with the Center for the Pacific Asian Family. |
| 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: A total of 34 Student Success Cards were created in September. These are cards created to ensure that students have access to a local public library by third grade, in accordance with California Senate Bill 1329. |
| 2. Provide additional training opportunities for staff in order to diversify their skill sets and increase programming capacity of the department. | Ongoing: Operational Support staff members have taken advantage of the mentorship opportunity made available to them by Southern California Library Cooperative (SCLC), the cooperative network of libraries in the greater Los Angeles area. |

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: Students have provided feedback to staff on their most interested topics and activities, but they have also indicated that they do not feel confident about their skills to co-facilitate a class. Staff have also reached out to tutors to help persuade their learners to work with them on developing programs, and during this process, three tutors have decided to co-develop programs with literacy staff. |
| 2. Establish a volunteer corps comprised of current tutors and learners to assist with volunteer recruitment at outreach events. | In progress: Staff are working with tutors to help build the confidence of their learners to talk to the public about the literacy program. |
-

CHILDREN'S

- | | |
|--|--|
| 1. Launch monthly Science Squad program for ages 6 – 12 to address demand for science programming for older children. | Complete. The second session of Science Squad occurred on October 4, with 34 children and caregivers attending. Children conducted a science experiment using pumpkins, baking soda and vinegar to learn about chemical reactions. The program will continue through May 2026. |
| 2. Develop and implement multicultural programming for children of all ages to provide events that reflect diverse community cultures. | Ongoing. This month, the Books & Cooks recipe was themed for Hispanic Heritage Month. On October 10, 30 attendees learned how to make horchata and guacamole. As staff continue to plan programs, themes are centered on celebrating cultural diversity relevant to the Monterey Park community. |
| 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. | Ongoing. In October, the Library welcomed non-profit organization Through Peace to provide their “Hey Haters!” event, an anti-discrimination workshop for children and tweens. Nine attendees learned how to respond to bullying and discrimination and created responses to their “haters” through decorating posters. |

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 | 360 | 477 | 409 | | | | | | | | | 1,650 |
| Student Success Cards Made | | | 28 | 34 | | | | | | | | | 62 |
| Library Card Renewal | 230 | 290 | 294 | 214 | | | | | | | | | 1,028 |
| CIRCULATION | | | | | | | | | | | | | |
| Total Public Service Hours | 208 | 194 | 200 | 216 | | | | | | | | | 818 |
| Library Visits | 20,799 | 20,190 | 21,662 | 21,151 | | | | | | | | | 83,802 |
| Total Circulation of Physical Materials | 16,291 | 14,568 | 16,855 | 16,688 | | | | | | | | | 64,402 |
| Circulation of Children's Materials | 11,824 | 10,800 | 12,665 | 12,667 | | | | | | | | | 47,956 |
| Circulation of Adult & YA Materials | 4,347 | 3,660 | 4,078 | 3,931 | | | | | | | | | 16,016 |
| Circulation of Non-English Materials | 741 | 667 | 741 | 727 | | | | | | | | | 2,876 |
| Overall eBook | 501 | 456 | 537 | 485 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,979 |
| <i>Palace Project Ebook</i> | | 5 | 3 | 0 | | | | | | | | | |
| <i>Overdrive Ebooks</i> | 501 | 451 | 534 | 485 | | | | | | | | | |
| Overall eMagazine (Pressreader) | 6 | 3 | 5 | 0 | | | | | | | | | 14 |
| Overall eAudio | 284 | 279 | 254 | 267 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,084 |
| <i>Palace Project E Audio</i> | | 4 | 6 | 9 | | | | | | | | | |
| <i>Overdrive E Audio</i> | 284 | 275 | 248 | 258 | | | | | | | | | |
| Overall eVideo (Kanopy) | 318 | 250 | 185 | 253 | | | | | | | | | 1,006 |
| Patron amount saved by borrowing instead of purchasing, in dollars | 167,297 | 141,361 | 154,767 | 145,762 | | | | | | | | | 609,187 |
| ILL loans to other | 2 | 3 | 2 | 2 | | | | | | | | | 9 |
| ILL loans received | 0 | 1 | 2 | 1 | | | | | | | | | 4 |
| PREVIOUS YEAR CIRCULATION | | | | | | | | | | | | | |
| Library Visits (2024-25) | 20,818 | 18,782 | 22,991 | 22,726 | 16,650 | 17,724 | 16,500* | 16,839 | 20,750 | 19,964 | 19,226 | 20,496 | 216,966 |
| Total Circulations (2024-25) | 15,687 | 15,227 | 16,684 | 16,991 | 15,771 | 14,503 | 15,787 | 13,849 | 15,706 | 15,800 | 15,222 | 15,463 | 186,690 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|--|---------|---------|---------|--------|-----|-----|-----|-----|-------|-------|-----|------|----------|
| COLLECTION TOTALS | | | | | | | | | | | | | |
| Adult volumes added | 363 | 160 | 150 | 126 | | | | | | | | | 799 |
| Children's volumes added | 168 | 251 | 41 | 46 | | | | | | | | | 506 |
| Items Deleted | 1,566 | 723 | 1,373 | 1,223 | | | | | | | | | 1,305 |
| Total Vols in Collection | 102,168 | 101,875 | 100,824 | 99,842 | | | | | | | | | N/A |
| Uses of Public Internet Computers | 2,472 | 2,366 | 2,241 | 2,243 | | | | | | | | | 9,322 |
| Visits to the library website | 8,335 | 6,189 | 6,015 | 6,251 | | | | | | | | | 26,790 |
| # of Wireless Sessions | 9,097 | 10,036 | 10,815 | 10,472 | | | | | | | | | 40,420 |
| GENERAL INTEREST | | | | | | | | | | | | | |
| General Interest Reference Questions | | | | | | | | | | | | | |
| Total # of General Interest Programs | | | | | | | | | | | | | |
| In-Person, Onsite | | | 1 | | | | | | | | | | |
| In-Person, Offsite | | | | | | | | | | | | | |
| Total # of General Interest Attendance | | | 125 | | | | | | | | | | |
| In-Person, Onsite | | | 125 | | | | | | | | | | |
| In-Person, Offsite | | | | | | | | | | | | | |
| Outreach Events | | 1 | | | | | | | | | | | 0 |
| Outreach Events- Attendance | | 100 | | | | | | | | | | | 100 |
| 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 | 266 | 293 | 289 | | | | | | | | | 1,107 |
| Number of Technology Reference Questions | 229 | 223 | 200 | 278 | | | | | | | | | 930 |
| Gabbie Text Questions | 1 | 2 | 1 | 6 | | | | | | | | | 10 |
| Total # of Adult Programs | 8 | 3 | 6 | 15 | | | | | | | | | 32 |
| In-Person, Onsite | 7 | 3 | 8 | 15 | | | | | | | | | 33 |
| In-Person, Offsite | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Total Adult Program Attendance | 233 | 32 | 133 | 173 | | | | | | | | | 571 |
| In-Person, Onsite | 237 | 32 | 133 | 173 | | | | | | | | | 575 |
| In-Person, Offsite | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Outreach Events | 1 | 0 | 0 | 0 | | | | | | | | | 1 |
| Outreach Events- Attendance | 4 | 0 | 0 | 0 | | | | | | | | | 4 |
| Self-Directed Activities - Number of Programs | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Self-Directed Activities - Attendance | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Adult Friends Sp. Programs - Number | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Adult Friends Sp. Program - Attendance | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| YA (Young Adult) | | | | | | | | | | | | | |
| Total # of Young Adult Programs | 6 | 4 | 8 | 7 | | | | | | | | | 25 |
| In-Person, Onsite | 5 | 4 | 7 | 7 | | | | | | | | | 23 |
| In-Person, Offsite | 1 | 0 | 1 | 0 | | | | | | | | | 2 |
| Total Young Adult Program Attendance | 90 | 77 | 157 | 99 | | | | | | | | | 423 |
| In-Person, Onsite | 77 | 77 | 157 | 99 | | | | | | | | | 410 |
| In-Person, Offsite | 13 | 0 | 12 | 0 | | | | | | | | | 25 |
| Self-Directed Activities - Number of Programs | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Self-Directed Activities - Attendance | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Young Adult Friends Sp. Programs - Number | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| YA Friends Sp. Program- Attendance | 0 | 0 | 0 | 0 | | | | | | | | | 0 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|--|------|-------|------|-----|-----|-----|-----|-----|-------|-------|-----|------|----------|
| LAMP | | | | | | | | | | | | | |
| LAMP Questions | 925 | 1,475 | 823 | 899 | | | | | | | | | 4,122 |
| ESL/Citizenship/Workshops (No 1-1) - Total Number | 67 | 83 | 92 | 92 | | | | | | | | | 334 |
| In-person, Onsite | 67 | 83 | 92 | 92 | | | | | | | | | 334 |
| In-person, Offsite | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Live, Virtual | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| ESL/Citizenship/Workshops (No 1-1) Total Attendance | 529 | 896 | 997 | 997 | | | | | | | | | 3,419 |
| In-person, Onsite | 529 | 896 | 997 | 997 | | | | | | | | | 3,419 |
| In-person, Offsite | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Live, Virtual | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Self-Directed Activities | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| LAMP Adult Friends Sp. Programs -Number | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| LAMP Adult Friends Sp. Programs -Attendance | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Passport Services | | | | | | | | | | | | | |
| Of the above programs, how many were offsite? | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| Attendance at offsite programs | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| CHILDREN'S | | | | | | | | | | | | | |
| Children's Reference Questions | 280 | 318 | 353 | 364 | | | | | | | | | 1,315 |
| Children's Tech Reference Questions | 58 | 58 | 62 | 71 | | | | | | | | | 249 |
| Total # of Children's Programs (0-5 years) | 31 | 12 | 26 | 29 | | | | | | | | | 98 |
| In-Person, Onsite | 30 | 11 | 26 | 28 | | | | | | | | | 95 |
| In-Person, Offsite | 1 | 1 | 0 | 2 | | | | | | | | | 4 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|---|------|-----|-------|-------|-----|-----|-----|-----|-------|-------|-----|------|----------|
| Total Children's Program Attendance (0-5 years) | 1606 | 516 | 1,297 | 2,771 | | | | | | | | | 6,190 |
| In-Person, Onsite | 1488 | 501 | 1,297 | 1,221 | | | | | | | | | 4,507 |
| In-Person, Offsite | 108 | 15 | 0 | 1,550 | | | | | | | | | 1,673 |
| Total # of Children's Programs (6-11 years) | 16 | 4 | 14 | 15 | | | | | | | | | 49 |
| In-Person, Onsite | 13 | 4 | 13 | 14 | | | | | | | | | 44 |
| In-Person, Offsite | 3 | 0 | 1 | 1 | | | | | | | | | 5 |
| Total Children's Program Attendance (6-11 years) | 727 | 70 | 381 | 672 | | | | | | | | | 1,850 |
| In-Person, Onsite | 359 | 70 | 319 | 310 | | | | | | | | | 1,058 |
| In-Person, Offsite | 368 | 0 | 62 | 362 | | | | | | | | | 792 |
| Self-Directed Activities - Number of Programs | 1 | 1 | 2 | 2 | | | | | | | | | 6 |
| Self-Directed Activities - Attendance | 625 | 281 | 450 | 461 | | | | | | | | | 1,817 |
| Children's Program Friends Sp. -Number | 2 | 0 | 0 | 1 | | | | | | | | | 3 |
| Children's Program Friends Sp. - Attendance | 276 | 0 | 0 | 1,500 | | | | | | | | | 1,776 |



Library Board of Trustees Staff Report

Date: November 18, 2025
Agenda Item Number: 10.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: December 2025 meeting

Recommendation:

It is recommended that the Board consider:

1. Canceling the regular meeting scheduled for December 16, 2025; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

Discussion regarding possible action to cancel the regular meeting currently scheduled for December 16, 2025, due to a lack of agenda items.

Background:

N/A

Fiscal Impact:

N/A

Attachments:

None