

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

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

Staff Liaison

Kristin Olivarez

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the special meeting of the Library Board of Trustees scheduled for December 16, 2025 has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting is scheduled for Tuesday, January 20, 2026 at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

For more information on public meetings, visit the City's website at www.montereypark.ca.gov

Dated this 10th day of December 2025

A handwritten signature in blue ink, appearing to read "Kristin Olivarez", is written over a horizontal line.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: December 16, 2025
Agenda Item Number: 6.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Minutes of November 18, 2025

Recommendation:

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of November 18, 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 11-18-25

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting
November 18, 2025

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, November 18, 2025, at 6:00 p.m.

1. CALL TO ORDER

Trustee Villalobos called the meeting to order at 6:02 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 Tang led the flag salute.

3. ROLL CALL:

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

TRUSTEES ABSENT: Ricky Choi and Travis Kaya

STAFF PRESENT: City Librarian Kristin Olivarez, Senior Administrative Assistant Gwen Kishida and Adult Literacy Coordinator Victor Castellanos

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: LAMP WINTER WORKSHOPS

Adult Literacy Coordinator Castellanos distributed copies of the schedule of Winter Workshops that will be presented by LAMP in December and January. Winter Workshops will include 15 targeted programs taught in Chinese and English by ten volunteers and five LAMP staff members. The workshops will run three to six weeks and consist of small groups, between five to 25 students. He also presented an overview of LAMP activities in 2025. A total of 216 students were enrolled in Spring (January through June) classes, attending for 7,381 hours. A total of 226 students were enrolled in Fall (July through October) classes, attending for 5,883 hours. LAMP currently has 37 volunteers teaching classes and tutoring one-on-one in literacy and citizenship. With LAMP's help, 26 students passed the U.S. citizenship test and became new citizens. New ESL and citizenship classes will begin in February.

7. CONSENT CALENDAR 7A – 7B

7A. LIBRARY BOARD OF TRUSTEES MINUTES

7B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of October 21, 2025, and the financial reports and expenditures for October 2025.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of October 21, 2025, and the financial reports and expenditures for October 2025.

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

Ayes: Trustees: Villalobos, Loo and Tang

Noes: Trustees: None

Absent: Trustees: Choi and Kaya

Abstain: Trustees: None

8. CITY LIBRARIAN'S REPORT

In staffing news, City Librarian Olivarez reported that Children's Senior Librarian LV Frazier resigned effective November 6. They left to become the Library Manager of the Walnut Library, part of the Los Angeles County Library system. Children's Librarian Summer Blake was promoted to Children's Senior Librarian effective November 8. This leaves a vacancy for full-time Children's Librarian. Recruitment will begin soon. Candidates have been chosen to fill vacant full-time Library Assistant positions in OPS and LAMP pending medical clearance. A candidate has been chosen to fill a vacant part-time Library Assistant position in OPS pending pre-employment screening. There is also a vacant part-time Library Assistant position in Children's, but the current certification list has been exhausted, so recruitment will be opened to fill this vacancy.

Regarding facility updates, City Librarian Olivarez reported that the emergency generator project is underway, with anticipated completion in mid-December. Carpet replacement began on November 17, with anticipated completion in early January 2026. The exterior of the Library will also be repainted in December. The generator and exterior paint projects are being funded by the Building Forward Library Facilities Improvement grant. Carpet replacement is a Capital Improvement Project funded by the City's General Fund.

The Library has submitted data for the Public Library Survey conducted by the California State Library, which is reported to the Institute of Museum and Library Services. City Librarian Olivarez presented some of the data from 2024-25 as well as data from 2023-24 for comparison. Registered borrowers numbered 51,352 in 2024-25 (47,481 in 2023-24), there were 216,966 library visits in 2024-25 (213,334 in 2023-24), total circulation was 186,984 in 2024-25 (188,546 in 2023-24) and program attendance was 37,997 in 2024-25 (33,962 in 2023-24). Once the survey is finalized, the results will be posted. City Librarian Olivarez will send the data to the Trustees.

The Library will present a Winter Reading Challenge for all age groups from December 20 through January 3. Participants will log their reading on Beanstack for an opportunity to win prizes sponsored by the Friends of the Library.

Holiday closures will include November 27 and 28 for Thanksgiving, December 24 through 26 for Christmas and December 31 through January 1 for New Year's.

Upcoming Library programs include Navigating Online Shopping on December 6 and Kid Coders on December 15. The Library is also launching Sip & Read, a monthly adult book club. Participants can read whatever book they like and chat about what they are reading while enjoying a beverage of their choice. Meetings will be held in local cafés or tea shops. The first meetup will be on December 19.

Trustees were reminded that the Joint Commissions Meeting is scheduled for December 8 at 5:30 p.m. in the City Hall Council Chambers.

City Librarian Olivarez noted that the Library Foundation met on November 17 and reported that the net profit from the Gala was \$46,000, a great success.

Trustee Tang asked for more information on Library staff learning Mandarin (mentioned in the written report). City Librarian Olivarez stated that SYS Institute approached the City of Monterey Park with an offer to present basic Mandarin Chinese instruction to City staff. The Library was the only department to accept the offer. Ten full-time Library staff who work at public desks met weekly for three weeks, with each class lasting three hours. Staff learned simple Mandarin vocabulary and phrases that are relevant to their work and will allow them to better serve patrons and the Monterey Park community as a whole.

9. OLD BUSINESS: None

10. NEW BUSINESS:

10A. DECEMBER 2025 MEETING

Trustee Villalobos noted that the Library Board was considering cancelling the regular meeting scheduled for December 16, 2025, partially because of the Joint Commissions meeting scheduled for December 8, 2025, and partially because of lack of agenda items.

Action Taken: The Library Board of Trustees approved cancelling its regular meeting scheduled for December 16, 2025.

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

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

12. BOARD COMMUNICATIONS

Trustee Tang asked about the preschool fair that the Library used to host. City Librarian Olivarez stated that the Early Learning Resource Fair will be held in February 2026. Children’s Services staff are currently planning the event.

Trustee Tang thanked Reference staff for organizing the Boba Generations panel discussion on November 15. Trustee Tang attended the program – the room was filled with a multi-generational audience who appreciated the discussion on the influence of boba on families, this community and the economy. Kids enjoyed the boba-inspired craft and many enjoyed the free samples of boba drinks. City Librarian Olivarez thanked Trustee Tang and State Assemblymember Mike Fong for sponsoring the program.

12A. PRESIDENT’S REPORT

Trustee Villalobos noted that Native American Heritage Month, celebrated every November, honors the diverse cultures, histories and significant contributions of Native Americans and Indigenous peoples.

12B. MONTEREY PARK LIBRARY FOUNDATION LIAISON’S REPORT

Trustee Loo had nothing to report.

13. ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:33 p.m.

With the cancellation of the regular meeting in December 2025, the next regular meeting of the Library Board of Trustees is scheduled for January 20, 2026.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: December 16, 2025
Agenda Item Number: 6.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 2026-5 November 2025
2. Trust Account Balance Sheet 2025 November

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

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	79,867.52	.00	171,661.35	31.8%
1016001 5121 MEDICARE INSURANCE	3,647	0	3,647	1,151.05	.00	2,496.12	31.6%
1016001 5122 MEDICAL INSURANCE	57,660	0	57,660	15,627.25	.00	42,033.23	27.1%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	836.36	.00	1,923.64	30.3%
1016001 5126 ADMINISTRATION VIS	720	0	720	206.42	.00	513.58	28.7%
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	924.35	.00	585.65	61.2%
1016001 5128 LIFE INSURANCE	780	0	780	287.85	.00	492.15	36.9%
1016001 5129 RETIREMENT	0	0	0	9,688.56	.00	-9,688.56	100.0%
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	2,821.42	.00	3,678.58	43.4%
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	615.00	.00	3,867.39	13.7%
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	56,580.31	.00	93,419.69	37.7%
1016001 5270 GAS	3,000	0	3,000	218.12	.00	2,781.88	7.3%
1016001 5272 TELEPHONE	9,200	0	9,200	156.24	.00	9,043.76	1.7%
1016001 5303 POSTAGE	1,200	0	1,200	91.68	.00	1,108.32	7.6%
1016001 5308 OTHER OFFICE SUPPL	0	0	0	3,160.62	.00	-3,160.62	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	3,388.55	.00	10,165.63	25.0%
1016001 5403 PENSION CHARGES	11,741	0	11,741	2,935.27	.00	8,805.82	25.0%
1016001 5404 OPEB CHARGES	13,651	0	13,651	3,412.86	.00	10,238.57	25.0%
1016001 5405 TECHNOLOGY CHARGES	12,648	0	12,648	3,161.97	.00	9,485.91	25.0%
1016001 5408 WORKERS COMPENSATI	31,098	0	31,098	7,774.56	.00	23,323.69	25.0%
1016001 5409 BUILDING MAINTENAN	11,662	0	11,662	2,915.51	.00	8,746.54	25.0%
TOTAL GENERAL FUND LIB ADMIN	652,864	0	652,864	201,531.58	.00	451,332.21	30.9%

1016002 GENERAL FUND REFERENCE N ADULT

1016002 5103 PERMANENT SALARIES	425,162	0	425,162	133,172.64	.00	291,989.67	31.3%
1016002 5104 PART TIME SALARIES	53,312	0	53,312	33,184.86	.00	20,126.92	62.2%
1016002 5121 MEDICARE INSURANCE	7,298	0	7,298	2,351.83	.00	4,945.99	32.2%
1016002 5122 MEDICAL INSURANCE	90,121	0	90,121	23,117.09	.00	67,003.87	25.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

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	1,194.42	.00	4,447.58	21.2%
1016002 5126 VISION PLAN	1,800	0	1,800	392.22	.00	1,407.78	21.8%
1016002 5127 LONG TERM DISABILI	3,120	0	3,120	580.88	.00	2,539.12	18.6%
1016002 5128 LIFE INSURANCE	1,560	0	1,560	460.56	.00	1,099.44	29.5%
1016002 5129 RETIREMENT	0	0	0	17,288.35	.00	-17,288.35	100.0%
1016002 5130 PART TIME RETIREME	1,386	0	1,386	950.47	.00	435.46	68.6%
1016002 5133 401 DEFERRED COMP	5,800	0	5,800	2,571.41	.00	3,228.59	44.3%
1016002 5301 SMALL SOFTWARE_HAR	2,000	0	2,000	987.50	.00	1,012.50	49.4%
1016002 5308 OTHER OFFICE SUPPL	0	0	0	3,053.45	.00	-3,053.45	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	6,621.96	16,132.76	4,245.28	84.3%
1016002 5402 SEPERATION BENEFIT	25,644	0	25,644	6,411.00	.00	19,233.01	25.0%
1016002 5403 PENSION CHARGES	22,214	0	22,214	5,553.43	.00	16,660.27	25.0%
1016002 5404 OPEB CHARGES	25,828	0	25,828	6,457.00	.00	19,371.01	25.0%
1016002 5405 TECHNOLOGY CHARGES	41,106	0	41,106	10,276.41	.00	30,829.21	25.0%
1016002 5408 WORKERS COMPENSATI	58,837	0	58,837	14,709.19	.00	44,127.55	25.0%
1016002 5409 BUILDING MAINTENAN	37,902	0	37,902	9,475.41	.00	28,426.24	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	841,331	0	841,331	278,810.08	16,132.76	546,387.69	35.1%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	309,376	0	309,376	130,268.09	.00	179,107.52	42.1%
1016003 5104 PART TIME SALARIES	53,254	0	53,254	40,893.24	.00	12,360.76	76.8%
1016003 5121 MEDICARE INSURANCE	6,461	0	6,461	2,518.54	.00	3,942.22	39.0%
1016003 5122 MEDICAL INSURANCE	86,491	0	86,491	15,437.09	.00	71,053.66	17.8%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	633.03	.00	4,046.97	13.5%
1016003 5126 VISION PLAN	970	0	970	310.00	.00	660.00	32.0%
1016003 5127 LONG TERM DISABILI	2,496	0	2,496	578.13	.00	1,917.87	23.2%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	423.36	.00	824.64	33.9%
1016003 5129 RETIREMENT	0	0	0	15,885.42	.00	-15,885.42	100.0%
1016003 5130 PART TIME RETIREME	2,930	0	2,930	1,635.67	.00	1,294.49	55.8%
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	1,028.56	.00	3,271.44	23.9%
1016003 5213 DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003 5250 REPAIR & MAINT SER	43,294	0	43,294	23,751.75	.00	19,542.25	54.9%
1016003 5311 OTHER OPERATING SU	5,200	0	5,200	3,540.76	.00	1,659.24	68.1%
1016003 5402 SEPERATION BENEFIT	19,476	0	19,476	4,869.01	.00	14,607.01	25.0%
1016003 5403 PENSION CHARGES	16,871	0	16,871	4,217.70	.00	12,653.08	25.0%
1016003 5404 OPEB CHARGES	19,616	0	19,616	4,903.94	.00	14,711.82	25.0%
1016003 5405 TECHNOLOGY CHARGES	41,106	0	41,106	10,276.41	.00	30,829.21	25.0%
1016003 5408 WORKERS COMPENSATI	44,685	0	44,685	11,171.28	.00	33,513.84	25.0%
1016003 5409 BUILDING MAINTENAN	37,902	0	37,902	9,475.41	.00	28,426.24	25.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05									
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	281,817.39	.00	419,386.84	40.2%		
1016004 GENERAL FUND CIRCULATION									
1016004 5104 PART TIME SALARIES	0	0	0	8,751.96	.00	-8,751.96	100.0%		
1016004 5121 MEDICARE INSURANCE	0	0	0	126.88	.00	-126.88	100.0%		
1016004 5130 PART TIME RETIREME	0	0	0	350.06	.00	-350.06	100.0%		
TOTAL GENERAL FUND CIRCULATION	0	0	0	9,228.90	.00	-9,228.90	100.0%		
1016005 GENERAL FUND LITERACY									
1016005 5103 PERMANENT SALARIES	168,058	0	168,058	53,484.13	.00	114,573.76	31.8%		
1016005 5104 PART TIME SALARIES	85,816	0	85,816	29,857.34	.00	55,958.75	34.8%		
1016005 5121 MEDICARE INSURANCE	3,820	0	3,820	1,191.87	.00	2,628.26	31.2%		
1016005 5122 MEDICAL INSURANCE	43,245	0	43,245	7,335.88	.00	35,909.48	17.0%		
1016005 5125 DENTAL INSURANCE	2,601	0	2,601	504.24	.00	2,096.30	19.4%		
1016005 5126 VISION PLAN	780	0	780	173.08	.00	606.92	22.2%		
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	220.41	.00	967.59	18.6%		
1016005 5128 LIFE INSURANCE	676	0	676	164.22	.00	511.79	24.3%		
1016005 5129 RETIREMENT	0	0	0	7,990.92	.00	-7,990.92	100.0%		
1016005 5130 PART TIME RETIREME	1,717	0	1,717	684.24	.00	1,032.82	39.8%		
1016005 5133 401 DEFERRED COMP	2,803	0	2,803	1,154.56	.00	1,648.56	41.2%		
1016005 5402 SEPARATION BENEFIT	10,624	0	10,624	2,655.94	.00	7,967.82	25.0%		
1016005 5403 PENSION CHARGES	9,203	0	9,203	2,300.67	.00	6,901.99	25.0%		
1016005 5404 OPEB CHARGES	10,700	0	10,700	2,675.00	.00	8,024.99	25.0%		
1016005 5405 TECHNOLOGY CHARGES	31,620	0	31,620	7,904.93	.00	23,714.78	25.0%		
1016005 5408 WORKERS COMPENSATI	24,375	0	24,375	6,093.70	.00	18,281.10	25.0%		
1016005 5409 BUILDING MAINTENAN	29,155	0	29,155	7,288.78	.00	21,866.34	25.0%		
TOTAL GENERAL FUND LITERACY	426,380	0	426,380	131,679.91	.00	294,700.33	30.9%		
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103 PERMANENT SALARIES	236,020	0	236,020	118,002.61	.00	118,016.98	50.0%		
1016006 5104 PART TIME SALARIES	43,977	0	43,977	26,673.69	.00	17,302.95	60.7%		
1016006 5121 MEDICARE INSURANCE	5,122	0	5,122	2,110.84	.00	3,011.32	41.2%		

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05			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	16,103.53	.00	29,587.19	35.2%
1016006 5125	DENTAL INSURANCE		3,600	0	3,600	920.28	.00	2,679.72	25.6%
1016006 5126	VISION PLAN		1,080	0	1,080	329.64	.00	750.36	30.5%
1016006 5127	LONG TERM DISABILI		1,188	0	1,188	490.26	.00	697.74	41.3%
1016006 5128	LIFE INSURANCE		936	0	936	398.56	.00	537.44	42.6%
1016006 5129	RETIREMENT		0	0	0	14,433.08	.00	-14,433.08	100.0%
1016006 5130	PART TIME RETIREME		1,411	0	1,411	1,066.98	.00	343.92	75.6%
1016006 5133	401 DEFERRED COMP		4,685	0	4,685	1,749.99	.00	2,935.01	37.4%
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	1,588.81	.00	3,911.19	28.9%
1016006 5343	BOOKS_SUBSCRIPTION		23,000	0	23,000	6,625.14	17,779.78	-1,404.92	106.1%
1016006 5402	SEPARATION BENEFIT		18,846	0	18,846	4,711.55	.00	14,134.66	25.0%
1016006 5403	PENSION CHARGES		16,325	0	16,325	4,081.31	.00	12,243.91	25.0%
1016006 5404	OPEB CHARGES		18,981	0	18,981	4,745.36	.00	14,236.07	25.0%
1016006 5405	TECHNOLOGY CHARGES		37,944	0	37,944	9,485.91	.00	28,457.74	25.0%
1016006 5408	WORKERS COMPENSATI		43,240	0	43,240	10,810.03	.00	32,430.07	25.0%
1016006 5409	BUILDING MAINTENAN		34,986	0	34,986	8,746.54	.00	26,239.60	25.0%
TOTAL GENERAL FUND CHILDREN SERV			544,421	0	544,421	233,074.11	17,779.78	293,566.87	46.1%
TOTAL GENERAL FUND			3,166,200	0	3,166,200	1,136,141.97	33,912.54	1,996,145.04	37.0%
TOTAL EXPENSES			3,166,200	0	3,166,200	1,136,141.97	33,912.54	1,996,145.04	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

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	14,003.05	.00	34,515.15	28.9%
1126005 5121 MEDICARE	701	0	701	202.01	.00	498.90	28.8%
1126005 5122 MEDICAL INSURANCE	10,267	0	10,267	1,975.55	.00	8,291.39	19.2%
1126005 5125 DENTAL INSURANCE	480	0	480	66.03	.00	413.97	13.8%
1126005 5126 VISION PLAN	178	0	178	38.62	.00	139.38	21.7%
1126005 5127 LONG TERM DISABILI	328	0	328	64.04	.00	263.92	19.5%
1126005 5128 LIFE INSURANCE	182	0	182	52.73	.00	129.26	29.0%
1126005 5129 RETIREMENT	0	0	0	1,699.80	.00	-1,699.80	100.0%
1126005 5133 CITY 401 PLAN	1,058	0	1,058	370.14	.00	688.19	35.0%
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	683.94	.00	2,051.81	25.0%
1126005 5403 PENSION CHARGES	2,465	0	2,465	616.31	.00	1,848.91	25.0%
1126005 5404 OPEB CHARGES	2,866	0	2,866	716.58	.00	2,149.74	25.0%
1126005 5405 TECHNOLOGY CHARGES	3,689	0	3,689	922.19	.00	2,766.57	25.0%
1126005 5408 WORKERS COMPENSATI	6,530	0	6,530	1,632.39	.00	4,897.15	25.0%
1126005 5409 BUILDING MAINTENAN	3,401	0	3,401	850.31	.00	2,550.93	25.0%
TOTAL LIB PASSPORT TRUST LITERACY	97,819	0	97,819	26,150.14	150.00	71,519.02	26.9%
TOTAL LIBRARY SERVICES FUND	97,819	0	97,819	26,150.14	150.00	71,519.02	26.9%
TOTAL EXPENSES	97,819	0	97,819	26,150.14	150.00	71,519.02	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

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	6,758.83	.00	-1,090.19	119.2%
3516005 5121 MEDICARE INSURANCE	82	0	82	97.99	.00	-15.79	119.2%
3516005 5122 MEDICAL INSURANCE	2,883	0	2,883	1,079.87	.00	1,803.15	37.5%
3516005 5125 DENTAL INSURANCE	120	0	120	46.83	.00	73.17	39.0%
3516005 5126 VISION PLAN	36	0	36	21.10	.00	14.90	58.6%
3516005 5127 LONG TERM DISABILI	62	0	62	30.46	.00	31.94	48.8%
3516005 5128 LIFE INSURANCE	31	0	31	28.84	.00	2.36	92.4%
3516005 5129 RETIREMENT	696	0	696	827.76	.00	-132.21	119.0%
3516005 5133 CITY 401 PLAN	130	0	130	173.00	.00	-43.00	133.1%
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	9,095.49	650.00	2,138.52	82.0%
TOTAL WIOA GRANT	11,884	0	11,884	9,095.49	650.00	2,138.52	82.0%
TOTAL EXPENSES	11,884	0	11,884	9,095.49	650.00	2,138.52	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05									
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	10,138.21	.00	-1,635.25	119.2%
3536005	5121	MEDICARE INSURANCE	123	0	123	147.01	.00	-23.72	119.2%
3536005	5122	MEDICAL INSURANCE	4,325	0	4,325	1,619.84	.00	2,704.70	37.5%
3536005	5125	DENTAL INSURANCE	180	0	180	70.22	.00	109.78	39.0%
3536005	5126	VISION PLAN	54	0	54	31.63	.00	22.37	58.6%
3536005	5127	LONG TERM DISABILI	94	0	94	45.69	.00	47.91	48.8%
3536005	5128	LIFE INSURANCE	47	0	47	43.29	.00	3.51	92.5%
3536005	5129	RETIREMENT	1,043	0	1,043	1,241.59	.00	-198.27	119.0%
3536005	5133	CITY 401 PLAN	195	0	195	259.44	.00	-64.44	133.0%
3536005	5208	DUES AND MEMBERSHI	200	0	200	.00	.00	200.00	.0%
3536005	5211	OTHER PROFESSIONAL	1,176	0	1,176	539.00	.00	637.00	45.8%
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	2,250.86	5,890.43	-291.29	103.7%
TOTAL CAL LIBRARY LITERACY SVC			28,460	0	28,460	19,441.75	6,140.43	2,877.33	89.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT			28,460	0	28,460	19,441.75	6,140.43	2,877.33	89.9%
TOTAL EXPENSES			28,460	0	28,460	19,441.75	6,140.43	2,877.33	

BALANCE SHEET FOR 2026 5

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	660.82	628,725.56
112	1101	ACCOUNTS RECEIVABLE	.00	4.00
		TOTAL ASSETS	660.82	628,729.56
LIABILITIES				
112	2001	ACCOUNTS PAYABLE CONTROL	.00	-44.19
112	2150	CUSTOMER OVERPAYMENT PAYABLE	-12.00	-12.00
112	2301	UNAVAILABLE REVENUE	.00	-4.00
		TOTAL LIABILITIES	-12.00	-60.19
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-626,018.98
112	3901	REVENUE CONTROL	-4,646.90	-28,800.53
112	3902	EXPENDITURE CONTROL	3,998.08	26,150.14
112	3921	ENCUMBRANCE CONTROL	.00	35,084.31
112	3922	BUDGET FB RES 4 ENCUM	.00	-35,084.31
		TOTAL FUND BALANCE	-648.82	-628,669.37
		TOTAL LIABILITIES + FUND BALANCE	-660.82	-628,729.56

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



Library Board of Trustees Staff Report

Date: December 16, 2025
Agenda Item Number: 7.A.

To: Library Board of Trustees
From: Kristin Olivarez, 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 November 2025 highlights
2. 2025-26 Goals and Objectives 11-25
3. 2025-26 - Statistics - Monthly Summary

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

November Highlights

In November, staff collaborated with community partners to present *Smart Shopping with CalFresh* (Asian Pacific Islander Forward Movement), *Teen Entrepreneurs* (Monterey Park Farmers Market) and a *Housing & Family Law Legal Clinic* (Asian Americans Advancing Justice-Southern California). Children's Services provided storytime at Tiny Tots and welcomed Ynez Elementary students to the Library for a tour and storytime.

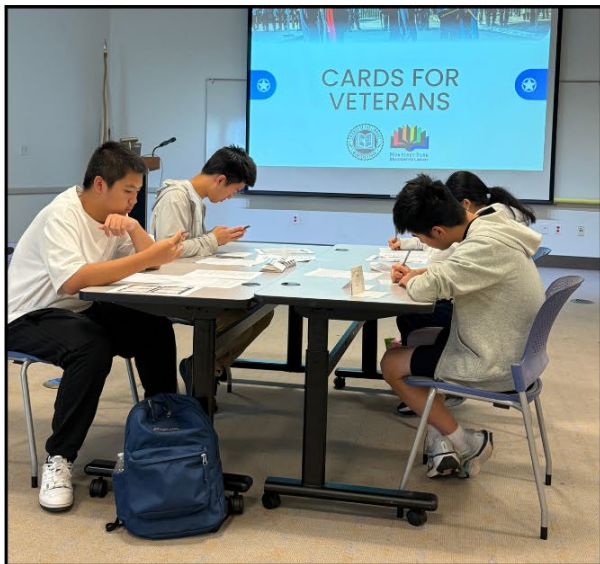
Summer Blake was promoted to Children's Senior Librarian in November and staff is coordinating with Human Resources to open recruitment for Children's Librarian.

Building Forward Facilities Improvement Grant

In January 2024, the Library was awarded the Building Forward Facilities Improvement grant to complete much needed improvements, including installing a backup generator, replacing the Heating/Ventilation/Air Conditioning (HVAC) system, repainting the exterior of the Library and renovating the elevator. The replacement of the Library's HVAC system was completed in April 2025. Installation of the generator began in October 2025 and is expected to be completed by the end of December. Painting of the exterior of the Library is scheduled to begin in early December 2025.

Additionally, the library carpeting Capital Improvement Project began in November and replacement of all library carpet is expected to be completed in January 2026.

Pictured on next page: *Poetry Reading and Workshop, Junior Friendsgiving, Dinovember, Boba Generations, Cards for Veterans Workshop, Arts & Crafts Zone.*



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 already earmarked \$48,000 to fund mobile library services. The Foundation raised an additional \$46,000 at its annual fundraising Gala held on October 10, with the goal of continuing to contribute towards the bookmobile project. 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 November, an adult poetry workshop was offered, led by community member and poet Elizabeth Wong. Additionally, community members hosted an interactive, intergenerational panel about the history and meaning of boba in Asian communities. This program included a craft activity and free boba drinks for attendees sponsored by State Assemblymember Mike Fong and Library Board Trustee Jennifer Tang.
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 assembled care packages for veterans, which were distributed at the City's annual Veterans Day ceremony on November 11. The teens also assisted staff with setting up and cleaning up after the event.
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 10 Student Success Cards were created in November. 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.

GOALS AND OBJECTIVES**PROGRESS**

OPERATIONAL SUPPORT

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.

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: Many learners still have reservations about co-facilitating literacy programs, so instead, LAMP staff have reached out to current volunteers to facilitate new winter programs. These new literacy workshops include Phone Technology, Daily Life Conversations, AI in the Workplace, Writing Practice, two ESL book clubs and a repeat of Talking with the Police. Staff will resume surveying students at the end of the Winter Session for interest in co-facilitating new workshops for 2026.

2. Establish a volunteer corps comprised of current tutors and learners to assist with volunteer recruitment at outreach events.

Ongoing: 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. Science Squad has launched as a successful program with full registration and attendance for the months of September, October and November. This monthly program has been scheduled for the remainder of the school year with dates finalized for January, February, March and April.

2. Develop and implement multicultural programming for children of all ages to provide events that reflect diverse community cultures.

Ongoing. Multicultural programming continues to be incorporated into regular monthly programs, such as Books & Cooks, Quest for the Lost Stories and Arts & Crafts Zone. Staff are planning for a special Lunar New Year crafts storytime and multicultural take and make craft kits in the spring.

GOALS AND OBJECTIVES

PROGRESS

CHILDREN'S

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 Eastern Los Angeles Regional Center (ELARC) visits 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 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	360	477	409	248								1,898
Student Success Cards Made			28	34	10								72
Library Card Renewal	230	290	294	214	157								1,185
CIRCULATION													
Total Public Service Hours	208	194	200	216	176	192							1,186
Library Visits	20,799	20,190	183,447	21,151	17,290								262,877
Total Circulation of Physical Materials	16,291	14,568	16,855	16,688	15,274								79,676
Circulation of Children's Materials	11,824	10,800	12,665	12,667	11,672								59,628
Circulation of Adult & YA Materials	4,347	3,660	4,078	3,931	3,529								19,545
Circulation of Non-English Materials	741	667	741	727	584								3,460
Overall eBook	501	456	537	485	458								2,437
<i>Palace Project Ebook</i>		5	3	0	0								
<i>Overdrive Ebooks</i>	501	451	534	485	458								
Overall eMagazine (Pressreader)	6	3	5	0	23								37
Overall eAudio	284	279	254	267	232								1,316
<i>Palace Project E Audio</i>		4	6	9	4								
<i>Overdrive E Audio</i>	284	275	248	258	228								
Overall eVideo (Kanopy)	318	250	185	253	274								1,280
Patron amount saved by borrowing instead of purchasing, in dollars	167,297	141,361	154,767	145,762	128,374								737,560
ILL loans to other	2	3	2	2	2								11
ILL loans received	0	1	2	1	2								6
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	120								919
Children's volumes added	168	251	41	46	91								597
Items Deleted	1,566	723	1,373	1,222	1,223								1,516
Total Vols in Collection	102,168	101,875	100,824	99,842	98,813								N/A
Uses of Public Internet Computers	2,472	2,366	2,241	2,243	1,911								11,233
Visits to the library website	8,335	6,189	6,015	6,251	5,153								31,943
# of Wireless Sessions	9,097	10,036	10,815	10,472	7,503								47,923
GENERAL INTEREST													
General Interest Reference Questions													
Total # of General Interest Programs					1								
In-Person, Onsite			1		1								
In-Person, Offsite													
Total # of General Interest Attendance			125		67								
In-Person, Onsite			125		67								
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	169								1,276
Number of Technology Reference Questions	229	223	200	278	191								1,121
Gabbie Text Questions	1	2	1	6	3								13
Total # of Adult Programs	8	3	6	15	4								36
In-Person, Onsite	7	3	8	15	4								37
In-Person, Offsite	0	0	0	0	0								0
Total Adult Program Attendance	233	32	133	173	81								652
In-Person, Onsite	237	32	133	173	81								656
In-Person, Offsite	0	0	0	0	0								0
Outreach Events	1	0	0	0	0								1
Outreach Events- Attendance	4	0	0	0	0								4
Self-Directed Activities - Number of Programs	0	0	0	0	0								0
Self-Directed Activities - Attendance	0	0	0	0	0								0
Adult Friends Sp. Programs - Number	0	0	0	0	0								0
Adult Friends Sp. Program - Attendance	0	0	0	0	0								0
YA (Young Adult)													
Total # of Young Adult Programs	6	4	8	7	5								30
In-Person, Onsite	5	4	7	7	5								28
In-Person, Offsite	1	0	1	0	0								2
Total Young Adult Program Attendance	90	77	157	99	64								487
In-Person, Onsite	77	77	157	99	64								474
In-Person, Offsite	13	0	12	0	0								25
Self-Directed Activities - Number of Programs	0	0	0	0	0								0
Self-Directed Activities - Attendance	0	0	0	0	0								0
Young Adult Friends Sp. Programs - Number	0	0	0	0	0								0
YA Friends Sp. Program- Attendance	0	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	502								4,624
ESL/Citizenship/Workshops (No 1-1) - Total Number	67	83	92	92	60								394
In-person, Onsite	67	83	92	92	60								394
In-person, Offsite	0	0	0	0	0								0
Live, Virtual	0	0	0	0	0								0
ESL/Citizenship/Workshops (No 1-1) Total Attendance	529	896	997	997	561								3,980
In-person, Onsite	529	896	997	997	561								3,980
In-person, Offsite	0	0	0	0	0								0
Live, Virtual	0	0	0	0	0								0
Self-Directed Activities	0	0	0	0	0								0
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0								0
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0								0
Passport Services													
Of the above programs, how many were offsite?	0	0	0	0	0								0
Attendance at offsite programs	0	0	0	0	0								0
CHILDREN'S													
Children's Reference Questions	280	318	353	364	308								1,623
Children's Tech Reference Questions	58	58	62	71	27								276
Total # of Children's Programs (0-5 years)	31	12	26	29	27								125
In-Person, Onsite	30	11	26	28	27								122
In-Person, Offsite	1	1	0	2	0								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	2,001								8,191
In-Person, Onsite	1488	501	1,297	1,221	2,001								6,508
In-Person, Offsite	108	15	0	1,550	0								1,673
Total # of Children's Programs (6-11 years)	16	4	14	15	8								57
In-Person, Onsite	13	4	13	14	8								52
In-Person, Offsite	3	0	1	1	0								5
Total Children's Program Attendance (6-11 years)	727	70	381	672	257								2,107
In-Person, Onsite	359	70	319	310	257								1,315
In-Person, Offsite	368	0	62	362	0								792
Self-Directed Activities - Number of Programs	1	1	2	2	2								8
Self-Directed Activities - Attendance	625	281	450	461	330								2,147
Children's Program Friends Sp. -Number	2	0	0	1	0								3
Children's Program Friends Sp. - Attendance	276	0	0	1,500	0								1,776