



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, March 17, 2026
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 Tovongaar, 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 48 hours before a regular meeting and 8 hours before a special meeting for reasonable accommodation. Interpretation requests are not guaranteed and are dependent on availability. Requester will be notified of availability. The Library and the Friends Room are wheelchair accessible.

Public Comment for Matters Not on the Agenda

Pursuant to Rule 5 of Resolution No. 12226 (adopted February 17, 2021), speakers are limited to a total of five minutes for Public Comment and a total of five minutes on all other items on the Agenda. Exception - See Public Hearing Procedures under Rule 7, Resolution No. 12226. If desirable, the Commission/Board may change the amount of time allowed for speakers.

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

Communications is closed. Persons may speak to any matter that is not on the Agenda but within the Commission's/Board's subject-matter jurisdiction at this time. Comments regarding an Agenda item, including the Consent Calendar, will be heard when that matter is called. Written Communication is accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/CBC_comm. Written communications are provided to the Commission/Board.

1. Call to Order

Library Board of Trustees President

2. Flag Salute

Library Board of Trustees Vice President

3. Roll Call

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

4. Telecommunications Announcement, if requested

5. Agenda Revisions and Additions

6. Public Communications

7. Presentation

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 February 23, 2026

It is recommended that the Board consider:

1. Approving the minutes from the special meeting of February 23, 2026; 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. Update 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.

10. Old Business

11. New Business

11.A. Proposed Revisions to Library Policy 59-01 By-Laws of the Library Board of Trustees

It is recommended that the Board consider:

1. Approving the proposed revisions to Policy 59-01 By-Laws of the Library Board of Trustees; 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: March 17, 2026
Agenda Item Number: 8.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Minutes of February 23, 2026

Recommendation:

It is recommended that the Board consider:

1. Approving the minutes from the special meeting of February 23, 2026; 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 2-23-26

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Special Meeting
February 23, 2026

The Library Board of Trustees of the City of Monterey Park held a Special Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, February 23, 2026, 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 Tang led the flag salute.

3. ROLL CALL:

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

TRUSTEES ABSENT: Ricky Choi

STAFF PRESENT: City Librarian Kristin Olivarez and Senior Administrative Assistant Gwen Kishida

4. TELECOMMUNICATIONS ANNOUNCEMENT, IF REQUESTED

5. AGENDA REVISIONS AND ADDITIONS: 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. PUBLIC COMMUNICATIONS: None**7. PRESENTATIONS:****7A. Every Story Counts Survey**

City Librarian Olivarez reported on the Every Story Counts survey, a statewide effort initiated by the California State Library to capture data, stories and photos about how and why Californians use their local public libraries. The survey ran January 25-31 and was available in English, Spanish, Chinese and Vietnamese. This library received 50 responses – all extremely positive – reaffirming the work that staff are doing and proving that the Library is relevant and vital to the community.

8. CONSENT CALENDAR 8A – 8B**8A. LIBRARY BOARD OF TRUSTEES MINUTES****8B. FINANCIAL REPORTS AND EXPENDITURES**

Approve the minutes from the regular meeting of January 20, 2026, and the financial reports and expenditures for January 2026.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 20, 2026, and the financial reports and expenditures for January 2026.

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

Ayes: Trustees: Villalobos, Loo, Tang and Kaya

Noes: Trustees: None

Absent: Trustees: Choi

Abstain: Trustees: None

9. CITY LIBRARIAN'S REPORT

City Librarian Olivarez highlighted the statistics for January 2026 programs, noting that the Library presented 104 programs attended by 2,154 patrons during the month. The Winter Reading Program had a total of 285 adults, teens and children registered with 131,563 minutes read in total.

Jasmine Gomez, a part-time Children's Librarian, will be promoted to full-time Children's Librarian effective March 2. Mayra Lopez started as part-time Children's Library Assistant as of February 2. A candidate to fill a vacant part-time OPS Library Assistant position is in pre-employment screening. Interviews were held on February 20 to fill a part-time LAMP Library Assistant vacancy.

A license agreement with the Friends of the Library to utilize a space in the Library for a bookstore is currently under review. Once it is approved by the City Council and fully executed, the bookstore will be allowed to reopen.

City Librarian Olivarez participated in a walk-through with BOA Architecture to reconsider Library spaces and workflow. The firm will provide options for the Circulation Desk, OPS Workroom, Technical Services Workroom, LAMP Office and former copy room across from Circulation. Work will be done as separate projects as funds become available, either from future budgets or grants, but at least the architect renderings and cost estimates will be ready.

Library staff participated in Be the Hero training with the Monterey Park Fire Department, learning how to address incidents of bleeding onsite and how to administer Narcan if necessary. Two Stop the Bleed first aid kits have been installed in the Library, one on each floor. These include multiple sealed, single-use tourniquets and Narcan doses. The Library, as a public-facing entity, was the first department in the City to undergo this specialized training.

To refresh its brand, the City has established a new City logo, brand guidelines, font and official City color palette. The new logo is an updated, simplified version of the City seal, which was last updated in 1966. The City seal is registered with the State of California as the official emblem of Monterey Park and represents the City's official and historical identity, used for formal documents and government functions, while the logo is a modern visual tool for branding and public communication. The City logo is not replacing the seal; instead, both will coexist, each fulfilling its unique role in representing Monterey Park.

Upcoming Library programs include a Bridgerton Inspired Tea Party on March 14 from 2 to 4 p.m. at El Encanto, the Early Learning Resource Fair on March 14 from 11 a.m. to 12:30 p.m. and Landscape Paint-Along on March 28 from 3 to 5 p.m.

Trustee Tang asked about feedback on the new Storytime Room floor. City Librarian Olivarez said that there have not been any complaints and staff find it much easier to clean up after programs. Trustee Tang expressed concern about the uncarpeted floor being slippery – particularly when bubbles are involved. City Librarian Olivarez said that she would consult with the Children's Senior Librarian.

Trustee Tang asked if there was a policy regarding using Artificial Intelligence (AI) to generate flyers or other Library content. City Librarian Olivarez noted that the Library does not have an existing AI policy, but this is a topic of discussion City-wide.

10. OLD BUSINESS: None

11. NEW BUSINESS: None

12. BOARD COMMUNICATIONS

Trustee Loo noted that she attended the City's Volunteer Recognition Banquet on February 19.

12A. PRESIDENT'S REPORT

Trustee Villalobos noted that February was Black History Month and wished everyone a Happy Lunar New Year and Ramadan.

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 6:25 p.m.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: March 17, 2026
Agenda Item Number: 8.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 2026-8 February 2026
2. Trust Account Balance Sheet 2026 February

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

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	148,951.69	.00	102,577.18	59.2%
1016001 5121 MEDICARE INSURANCE	3,647	0	3,647	2,143.49	.00	1,503.68	58.8%
1016001 5122 MEDICAL INSURANCE	57,660	0	57,660	28,573.26	.00	29,087.22	49.6%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,419.71	.00	1,340.29	51.4%
1016001 5126 ADMINISTRATION VIS	720	0	720	362.03	.00	357.97	50.3%
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	1,627.78	.00	-117.78	107.8%
1016001 5128 LIFE INSURANCE	780	0	780	504.85	.00	275.15	64.7%
1016001 5129 RETIREMENT	0	0	0	18,094.29	.00	-18,094.29	100.0%
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	4,921.42	.00	1,578.58	75.7%
1016001 5134 HEALTH RETIREMENT	0	0	0	13,049.00	.00	-13,049.00	100.0%
1016001 5208 DUES AND MEMBERSHI	4,370	0	4,370	392.00	.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	135.00	.00	4,865.00	2.7%
1016001 5269 ELECTRICITY	150,000	0	150,000	88,792.59	.00	61,207.41	59.2%
1016001 5270 GAS	3,000	0	3,000	471.69	.00	2,528.31	15.7%
1016001 5272 TELEPHONE	9,200	0	9,200	2,044.63	.00	7,155.37	22.2%
1016001 5303 POSTAGE	1,200	0	1,200	91.68	.00	1,108.32	7.6%
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	6,262.04	.00	3,737.96	62.6%
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%
1016001 5402 SEPARATION BENEFIT	13,554	0	13,554	6,777.10	.00	6,777.08	50.0%
1016001 5403 PENSION CHARGES	11,741	0	11,741	5,870.54	.00	5,870.55	50.0%
1016001 5404 OPEB CHARGES	13,651	0	13,651	6,825.72	.00	6,825.71	50.0%
1016001 5405 TECHNOLOGY CHARGES	12,648	0	12,648	6,323.94	.00	6,323.94	50.0%
1016001 5408 WORKERS COMPENSATI	31,098	0	31,098	15,549.12	.00	15,549.13	50.0%
1016001 5409 BUILDING MAINTENAN	11,662	0	11,662	5,831.02	.00	5,831.03	50.0%
TOTAL GENERAL FUND LIB ADMIN	652,864	0	652,864	370,847.70	.00	282,016.09	56.8%

1016002 GENERAL FUND REFERENCE N ADULT

1016002 5103 PERMANENT SALARIES	425,162	0	425,162	226,955.34	.00	198,206.97	53.4%
1016002 5104 PART TIME SALARIES	53,312	40,000	93,312	56,472.87	.00	36,838.91	60.5%
1016002 5121 MEDICARE INSURANCE	7,298	0	7,298	4,015.31	.00	3,282.51	55.0%
1016002 5122 MEDICAL INSURANCE	90,121	0	90,121	42,823.77	.00	47,297.19	47.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

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	2,053.46	.00	3,588.54	36.4%
1016002	5126	VISION PLAN	1,800	0	1,800	687.90	.00	1,112.10	38.2%
1016002	5127	LONG TERM DISABILI	3,120	0	3,120	1,036.23	.00	2,083.77	33.2%
1016002	5128	LIFE INSURANCE	1,560	0	1,560	807.76	.00	752.24	51.8%
1016002	5129	RETIREMENT	0	0	0	29,373.54	.00	-29,373.54	100.0%
1016002	5130	PART TIME RETIREME	1,386	0	1,386	1,678.43	.00	-292.50	121.1%
1016002	5133	401 DEFERRED COMP	5,800	0	5,800	4,321.41	.00	1,478.59	74.5%
1016002	5134	HEALTH RETIREMENT	0	0	0	230.40	.00	-230.40	100.0%
1016002	5301	SMALL SOFTWARE_HAR	2,000	0	2,000	1,739.50	.00	260.50	87.0%
1016002	5311	OTHER OPERATING SU	5,600	0	5,600	3,991.78	.00	1,608.22	71.3%
1016002	5343	BOOKS_SUBSCRIPTION	27,000	0	27,000	9,902.30	1,378.63	15,719.07	41.8%
1016002	5402	SEPERATION BENEFIT	25,644	0	25,644	12,822.00	.00	12,822.01	50.0%
1016002	5403	PENSION CHARGES	22,214	0	22,214	11,106.86	.00	11,106.84	50.0%
1016002	5404	OPEB CHARGES	25,828	0	25,828	12,914.00	.00	12,914.01	50.0%
1016002	5405	TECHNOLOGY CHARGES	41,106	0	41,106	20,552.82	.00	20,552.80	50.0%
1016002	5408	WORKERS COMPENSATI	58,837	0	58,837	29,418.38	.00	29,418.36	50.0%
1016002	5409	BUILDING MAINTENAN	37,902	0	37,902	18,950.82	.00	18,950.83	50.0%
TOTAL GENERAL FUND REFERENCE N ADULT		841,331	40,000	881,331	491,854.88	1,378.63	388,097.02	56.0%	

1016003 GENERAL FUND TECHNICAL SERVICE

1016003	5103	PERMANENT SALARIES	309,376	0	309,376	235,583.59	.00	73,792.02	76.1%
1016003	5104	PART TIME SALARIES	53,254	75,000	128,254	83,258.38	.00	44,995.62	64.9%
1016003	5121	MEDICARE INSURANCE	6,461	0	6,461	4,684.47	.00	1,776.29	72.5%
1016003	5122	MEDICAL INSURANCE	86,491	0	86,491	29,613.46	.00	56,877.29	34.2%
1016003	5125	DENTAL INSURANCE	4,680	0	4,680	1,051.84	.00	3,628.16	22.5%
1016003	5126	VISION PLAN	970	0	970	546.49	.00	423.51	56.3%
1016003	5127	LONG TERM DISABILI	2,496	0	2,496	1,098.64	.00	1,397.36	44.0%
1016003	5128	LIFE INSURANCE	1,248	0	1,248	783.52	.00	464.48	62.8%
1016003	5129	RETIREMENT	0	0	0	28,707.23	.00	-28,707.23	100.0%
1016003	5130	PART TIME RETIREME	2,930	0	2,930	3,330.30	.00	-400.14	113.7%
1016003	5133	401 DEFERRED COMP	4,300	0	4,300	1,779.69	.00	2,520.31	41.4%
1016003	5134	HEALTH RETIREMENT	0	0	0	1,178.91	.00	-1,178.91	100.0%
1016003	5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003	5250	REPAIR & MAINT SER	43,294	0	43,294	30,835.07	.00	12,458.93	71.2%
1016003	5311	OTHER OPERATING SU	5,200	0	5,200	4,704.98	.00	495.02	90.5%
1016003	5402	SEPARATION BENEFIT	19,476	0	19,476	9,738.02	.00	9,738.00	50.0%
1016003	5403	PENSION CHARGES	16,871	0	16,871	8,435.40	.00	8,435.38	50.0%
1016003	5404	OPEB CHARGES	19,616	0	19,616	9,807.88	.00	9,807.88	50.0%
1016003	5405	TECHNOLOGY CHARGES	41,106	0	41,106	20,552.82	.00	20,552.80	50.0%
1016003	5408	WORKERS COMPENSATI	44,685	0	44,685	22,342.56	.00	22,342.56	50.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016003 5409 BUILDING MAINTENAN	37,902	0	37,902	18,950.82	.00	18,950.83	50.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	701,204	75,000	776,204	516,984.07	.00	259,220.16	66.6%	
1016004 GENERAL FUND CIRCULATION								
1016004 5121 MEDICARE INSURANCE	0	0	0	.00	.00	.00	.0%	
1016004 5130 PART TIME RETIREME	0	0	0	.00	.00	.00	.0%	
TOTAL GENERAL FUND CIRCULATION	0	0	0	.00	.00	.00	.0%	
1016005 GENERAL FUND LITERACY								
1016005 5103 PERMANENT SALARIES	168,058	0	168,058	88,014.87	.00	80,043.02	52.4%	
1016005 5104 PART TIME SALARIES	85,816	0	85,816	45,083.40	.00	40,732.69	52.5%	
1016005 5121 MEDICARE INSURANCE	3,820	0	3,820	1,908.89	.00	1,911.24	50.0%	
1016005 5122 MEDICAL INSURANCE	43,245	0	43,245	16,024.28	.00	27,221.08	37.1%	
1016005 5125 DENTAL INSURANCE	2,601	0	2,601	740.37	.00	1,860.17	28.5%	
1016005 5126 VISION PLAN	780	0	780	308.96	.00	471.04	39.6%	
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	395.44	.00	792.56	33.3%	
1016005 5128 LIFE INSURANCE	676	0	676	333.07	.00	342.94	49.3%	
1016005 5129 RETIREMENT	0	0	0	13,317.19	.00	-13,317.19	100.0%	
1016005 5130 PART TIME RETIREME	1,717	0	1,717	912.73	.00	804.33	53.2%	
1016005 5133 401 DEFERRED COMP	2,803	0	2,803	1,827.97	.00	975.15	65.2%	
1016005 5134 HEALTH RETIREMENT	0	0	0	6,104.04	.00	-6,104.04	100.0%	
1016005 5402 SEPARATION BENEFIT	10,624	0	10,624	5,311.88	.00	5,311.88	50.0%	
1016005 5403 PENSION CHARGES	9,203	0	9,203	4,601.34	.00	4,601.32	50.0%	
1016005 5404 OPEB CHARGES	10,700	0	10,700	5,350.00	.00	5,349.99	50.0%	
1016005 5405 TECHNOLOGY CHARGES	31,620	0	31,620	15,809.86	.00	15,809.85	50.0%	
1016005 5408 WORKERS COMPENSATI	24,375	0	24,375	12,187.40	.00	12,187.40	50.0%	
1016005 5409 BUILDING MAINTENAN	29,155	0	29,155	14,577.56	.00	14,577.56	50.0%	
TOTAL GENERAL FUND LITERACY	426,380	0	426,380	232,809.25	.00	193,570.99	54.6%	
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103 PERMANENT SALARIES	236,020	0	236,020	155,365.68	.00	80,653.91	65.8%	
1016006 5104 PART TIME SALARIES	43,977	0	43,977	42,502.57	.00	1,474.07	96.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
1016006	5121	MEDICARE INSURANCE	5,122	0	5,122	2,912.59	.00	2,209.57	56.9%
1016006	5122	MEDICAL INSURANCE	45,691	0	45,691	21,612.88	.00	24,077.84	47.3%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	1,420.71	.00	2,179.29	39.5%
1016006	5126	VISION PLAN	1,080	0	1,080	485.25	.00	594.75	44.9%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	677.37	.00	510.63	57.0%
1016006	5128	LIFE INSURANCE	936	0	936	572.16	.00	363.84	61.1%
1016006	5129	RETIREMENT	0	0	0	19,018.08	.00	-19,018.08	100.0%
1016006	5130	PART TIME RETIREME	1,411	0	1,411	1,683.51	.00	-272.61	119.3%
1016006	5133	401 DEFERRED COMP	4,685	0	4,685	2,449.99	.00	2,235.01	52.3%
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	2,999.35	.00	2,500.65	54.5%
1016006	5343	BOOKS_SUBSCRIPTION	23,000	0	23,000	9,558.69	.00	13,441.31	41.6%
1016006	5402	SEPARATION BENEFIT	18,846	0	18,846	9,423.10	.00	9,423.11	50.0%
1016006	5403	PENSION CHARGES	16,325	0	16,325	8,162.62	.00	8,162.60	50.0%
1016006	5404	OPEB CHARGES	18,981	0	18,981	9,490.72	.00	9,490.71	50.0%
1016006	5405	TECHNOLOGY CHARGES	37,944	0	37,944	18,971.82	.00	18,971.83	50.0%
1016006	5408	WORKERS COMPENSATI	43,240	0	43,240	21,620.06	.00	21,620.04	50.0%
1016006	5409	BUILDING MAINTENAN	34,986	0	34,986	17,493.08	.00	17,493.06	50.0%
		TOTAL GENERAL FUND CHILDREN SERV	544,421	0	544,421	346,420.23	.00	198,000.53	63.6%
		TOTAL GENERAL FUND	3,166,200	115,000	3,281,200	1,958,916.13	1,378.63	1,320,904.79	59.7%
		TOTAL EXPENSES	3,166,200	115,000	3,281,200	1,958,916.13	1,378.63	1,320,904.79	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08								
ACCOUNTS FOR:	LIBRARY SERVICES FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	48,518	0	48,518	24,377.33	.00	24,140.87	50.2%
1126005 5121	MEDICARE	701	0	701	351.48	.00	349.43	50.1%
1126005 5122	MEDICAL INSURANCE	10,267	0	10,267	3,594.08	.00	6,672.86	35.0%
1126005 5125	DENTAL INSURANCE	480	0	480	115.24	.00	364.76	24.0%
1126005 5126	VISION PLAN	178	0	178	68.87	.00	109.13	38.7%
1126005 5127	LONG TERM DISABILI	328	0	328	115.50	.00	212.46	35.2%
1126005 5128	LIFE INSURANCE	182	0	182	94.04	.00	87.95	51.7%
1126005 5129	RETIREMENT	0	0	0	2,959.43	.00	-2,959.43	100.0%
1126005 5133	CITY 401 PLAN	1,058	0	1,058	632.38	.00	425.95	59.8%
1126005 5134	HEALTH RETIREMENT	0	0	0	2,054.60	.00	-2,054.60	100.0%
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	475.44	148.93	875.63	41.6%
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	1,367.88	.00	1,367.87	50.0%
1126005 5403	PENSION CHARGES	2,465	0	2,465	1,232.62	.00	1,232.60	50.0%
1126005 5404	OPEB CHARGES	2,866	0	2,866	1,433.16	.00	1,433.16	50.0%
1126005 5405	TECHNOLOGY CHARGES	3,689	0	3,689	1,844.38	.00	1,844.38	50.0%
1126005 5408	WORKERS COMPENSATI	6,530	0	6,530	3,264.78	.00	3,264.76	50.0%
1126005 5409	BUILDING MAINTENAN	3,401	0	3,401	1,700.62	.00	1,700.62	50.0%
TOTAL LIB PASSPORT TRUST LITERACY		97,819	0	97,819	47,560.19	148.93	50,110.04	48.8%
TOTAL LIBRARY SERVICES FUND		97,819	0	97,819	47,560.19	148.93	50,110.04	48.8%
TOTAL EXPENSES		97,819	0	97,819	47,560.19	148.93	50,110.04	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

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	11,031.99	.00	-5,363.35	194.6%
3516005 5121 MEDICARE INSURANCE	82	0	82	159.96	.00	-77.76	194.6%
3516005 5122 MEDICAL INSURANCE	2,883	0	2,883	1,857.94	.00	1,025.08	64.4%
3516005 5125 DENTAL INSURANCE	120	0	120	77.35	.00	42.65	64.5%
3516005 5126 VISION PLAN	36	0	36	35.63	.00	.37	99.0%
3516005 5127 LONG TERM DISABILI	62	0	62	51.91	.00	10.49	83.2%
3516005 5128 LIFE INSURANCE	31	0	31	48.71	.00	-17.51	156.1%
3516005 5129 RETIREMENT	696	0	696	1,351.69	.00	-656.14	194.3%
3516005 5133 CITY 401 PLAN	130	0	130	278.28	.00	-148.28	214.1%
3516005 5308 OTHER OFFICE SUPPL	1,650	0	1,650	30.81	148.92	1,470.27	10.9%
3516005 5343 BOOKS_SUBSCRIPTION	525	0	525	.00	496.38	28.62	94.5%
TOTAL WIOA GRANT	11,884	0	11,884	14,924.27	645.30	-3,685.56	131.0%
TOTAL WIOA GRANT	11,884	0	11,884	14,924.27	645.30	-3,685.56	131.0%
TOTAL EXPENSES	11,884	0	11,884	14,924.27	645.30	-3,685.56	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08									
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	16,547.88	.00	-8,044.92	194.6%
3536005	5121	MEDICARE INSURANCE	123	0	123	239.96	.00	-116.67	194.6%
3536005	5122	MEDICAL INSURANCE	4,325	0	4,325	2,786.95	.00	1,537.59	64.4%
3536005	5125	DENTAL INSURANCE	180	0	180	115.95	.00	64.05	64.4%
3536005	5126	VISION PLAN	54	0	54	53.45	.00	.55	99.0%
3536005	5127	LONG TERM DISABILI	94	0	94	77.84	.00	15.76	83.2%
3536005	5128	LIFE INSURANCE	47	0	47	73.10	.00	-26.30	156.2%
3536005	5129	RETIREMENT	1,043	0	1,043	2,027.50	.00	-984.18	194.3%
3536005	5133	CITY 401 PLAN	195	0	195	417.38	.00	-222.38	214.0%
3536005	5208	DUES AND MEMBERSHI	200	0	200	200.00	.00	.00	100.0%
3536005	5211	OTHER PROFESSIONAL	1,176	0	1,176	882.00	.00	294.00	75.0%
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	745.19	248.19	306.62	76.4%
3536005	5343	BOOKS_SUBSCRIPTION	7,850	0	7,850	2,909.17	5,590.80	-649.97	108.3%
		TOTAL CAL LIBRARY LITERACY SVC	28,460	0	28,460	29,822.16	5,838.99	-7,201.64	125.3%
		TOTAL CAL LIBRARY LITERACY SVC GRANT	28,460	0	28,460	29,822.16	5,838.99	-7,201.64	125.3%
		TOTAL EXPENSES	28,460	0	28,460	29,822.16	5,838.99	-7,201.64	

BALANCE SHEET FOR 2026 8

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	7,113.92	642,120.65
112	1101	ACCOUNTS RECEIVABLE	-5,000.00	5,004.00
		TOTAL ASSETS	2,113.92	647,124.65
LIABILITIES				
112	2001	ACCOUNTS PAYABLE CONTROL	.00	-44.19
112	2150	CUSTOMER OVERPAYMENT PAYABLE	.00	-12.00
112	2301	UNAVAILABLE REVENUE	5,000.00	-5,004.00
		TOTAL LIABILITIES	5,000.00	-5,060.19
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-626,018.98
112	3901	REVENUE CONTROL	-10,852.36	-63,605.67
112	3902	EXPENDITURE CONTROL	3,738.44	47,560.19
112	3910	BUDGETARY FB UNRESERVED	.00	59,013.47
112	3911	ESTIMATED REVENUE	.00	79,500.00
112	3912	APPROPRIATIONS	.00	-138,513.47
112	3921	ENCUMBRANCE CONTROL	-10,000.00	25,083.24
112	3922	BUDGET FB RES 4 ENCUM	10,000.00	-25,083.24
		TOTAL FUND BALANCE	-7,113.92	-642,064.46
		TOTAL LIABILITIES + FUND BALANCE	-2,113.92	-647,124.65

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



Library Board of Trustees Staff Report

Date: March 17, 2026
Agenda Item Number: 9.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Update 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 February 2026 highlights
2. 2022-26 Goals and Objectives 02-26
3. 2025-26 - Statistics - Monthly Summary

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, City Librarian
SUBJECT: February 2026 Report

February Highlights

In February, Library staff provided a storytime at Alpha Shen Preschool and participated in the Ynez Elementary Career Day, Mark Keppel High School Open House, Garvey School District Family Fun Day and Parent Workshop Series and the West San Gabriel Valley SELPA Students with Disabilities Resource Fair. These events provide opportunities for staff to share information about library resources, services and programs with the community, as well as register individuals for library cards. Community partners including Chinatown Service Center, API Forward Movement, AJSOCAL, Asian Youth Center, East LA Regional Center and Active SGV continue to visit the Library regularly to provide information about their services to library visitors.

The Library has partnered with Chinatown Service Center to offer their annual Volunteer Income Tax Assistance Clinic in February. The program offers free tax preparation for low-income taxpayers with incomes under \$69,000. The service is available Mondays, Tuesdays and Thursdays in the Computer Lab and assistance is available in Cantonese, Mandarin and English. The program will continue through April 13.

The spring semester of LAMP English as a Second Language (ESL) classes began on February 23. Five levels of classes are offered—ESL 00 Literacy, ESL 0 Introduction, ESL 1 Beginning Low, ESL Beginning High and ESL 3 Intermediate Low. As of the end of February, 153 learners were enrolled in ESL classes.

The Library celebrated Lunar New Year with festive décor, a special storytime and craft for families and a plushie workshop for adults and teens. Black History Month was also highlighted with a take and make craft for children inspired by Alma Thomas and a Teens Cook! program where teens learned to make soul food.

Pictured on next page: Teen Speed Friending, *Teen Paper Flower Workshop, Happily Ever After Romance Panel, Dungeons & Dragons, Toddler Dance Party, Lunar New Year Plushie Workshop, Teens Cook! Soul Food.*



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 City has executed a Closing Agreement with Camino Real Chevrolet to provide the City with a vehicle valued at \$25,580 to be utilized as a bookmobile for the Library and donate \$5,000 towards the bookmobile in lieu of paying the current business license tax. The Library Foundation has 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.
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: Chinatown Service Center commenced their annual Volunteer Income Tax Assessment (VITA) Clinic, with community volunteers providing low-income residents with tax return assistance. There were 298 consultations and 117 returns completed across the ten sessions scheduled in February. Artworks from the National Asian Pacific American Families Against Substance Abuse (NAPAFASA) Healing HeArts exhibition and by local artist and activist Emily Wu Truong were displayed in the library lobby in February to raise awareness of mental health issues in the community. The Happily Ever After romance author panel on February 7 featured three Los Angeles-based authors, one of whom (Julie Tieu) is from the San Gabriel Valley.
2. Partner with other City divisions and community organizations to help prepare teens for adulthood by providing life skills and cultural enrichment opportunities.	Ongoing: A discussion of dating violence awareness and healthy romantic relationships was presented by the Center for the Pacific Asian Family at the Junior Friends meeting on February 27.

GOALS AND OBJECTIVES**PROGRESS**

OPERATIONAL SUPPORT

- | | |
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| 1. Support Children’s Services in the implementation of the Student Success Card program by assisting with library card registration drives. | In progress: Seven Student Success Cards were created in February. These cards 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 contributed to social media posts, producing entertaining content that connects people to staff. Staff also began participating on program committees which provides opportunities to learn about developing Library programming while increasing their knowledge of current Library events and activities. |
-

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: The 15-week Spring Semester of ESL Classes began February 24 with five different class levels and seven English conversation groups. Staff will perform targeted outreach to each class and will work with teachers to encourage learner participation for designing the upcoming summer workshops. |
| 2. Establish a volunteer corps comprised of current tutors and learners to assist with volunteer recruitment at outreach events. | Ongoing: Staff continue to work with tutors to help build the confidence of their learners to talk to the public about the literacy program. |
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CHILDREN’S

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|---|---|
| 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 through February. This monthly program has been scheduled for the remainder of the school year and will include hands-on science projects on circuits, sound, and seismology. |
|---|---|

CHILDREN'S

- | | |
|--|---|
| 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. In February, 34 people attended a special craft storytime in celebration of Lunar New Year. A "Take & Make" art project, which highlighted the work of artist Alma Thomas, was also available in celebration of Black History Month. |
| 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. 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. In February, nine different organizations registered to participate in the Early Learning Resource Fair, which will take place on March 14 and give local preschools and organizations the opportunity to share resources and information with families of children ages 0 to 5. |

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	239	322	254					2,713
Student Success Cards Made			28	34	10	0	0	7					79
Library Card Renewal	230	290	294	214	157	158	198	167					1,708
CIRCULATION													
Total Public Service Hours	208	194	200	216	176	167	191	176					1,528
Library Visits	20,799	20,190	21,662	21,151	17,290	15,701	15,221	15,366					147,380
Total Circulation of Physical Materials	16,291	14,568	16,855	16,688	15,274	14,591	15,753	13,910					123,930
Circulation of Children's Materials	11,824	10,800	12,665	12,667	11,672	11,228	11,608	10,337					92,801
Circulation of Adult & YA Materials	4,347	3,660	4,078	3,931	3,529	3,263	4,024	3,454					30,286
Circulation of Non-English Materials	741	667	741	727	584	497	601	521					5,079
Overall eBook	501	456	537	485	458	743	473	441	0	0	0	0	4,094
<i>Palace Project Ebook</i>		5	3	0	0	0	2	5					
<i>Overdrive Ebooks</i>	501	451	534	485	458	743	471	436					
Overall eMagazine (Pressreader)	6	3	5	0	23	15	22	25					99
Overall eAudio	284	279	254	267	232	265	345	311	0	0	0	0	2,237
<i>Palace Project E Audio</i>		4	6	9	4	12	26	32					
<i>Overdrive E Audio</i>	284	275	248	258	228	253	319	279					
Overall eVideo (Kanopy)	318	250	185	253	274	417	266	395					2,358
Patron amount saved by borrowing instead of purchasing, in dollars	167,297	141,361	154,767	145,762	128,374	128,542	150,886	133,615					1,150,603
ILL loans to other	2	3	2	2	2	0	2	6					19
ILL loans received	0	1	2	1	2	0	0	0					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	138	191	194					1,442
Children's volumes added	168	251	41	46	91	178	130	57					962
Items Deleted	1,566	723	1,373	1,222	1,223	996	427	447					2,404
Total Vols in Collection	102,168	101,875	100,824	99,842	98,813	98,037	98,023	97,886					N/A
Uses of Public Internet Computers	2,472	2,366	2,241	2,243	1,911	1,801	1,918	1,705					16,657
Visits to the library website	8,335	6,189	6,015	6,251	5,153	4,967	5,914	5,078					47,902
# of Wireless Sessions	9,097	10,036	10,815	10,472	7,503	7,648	7,880	7,771					71,222
GENERAL INTEREST													
Total # of General Interest Programs					1								1
In-Person, Onsite			1		1								2
In-Person, Offsite													0
Total # of General Interest Attendance			125		67								192
In-Person, Onsite			125		67								192
In-Person, Offsite													0
Outreach Events		1											1
Outreach Events- Attendance		100											100
Self-Directed Activities - Number of Programs													0
Self-Directed Activities - 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	184	248	257					1,965
Number of Technology Reference Questions	229	223	200	278	191	248	294	303					1,966
Total # of Adult Programs	8	3	6	15	4	5	8	5					54
In-Person, Onsite	7	3	8	15	4	5	8	5					55
In-Person, Offsite	0	0	0	0	0	0	0	0					0
Total Adult Program Attendance	233	32	133	173	81	40	180	63					935
In-Person, Onsite	237	32	133	173	81	40	180	63					939
In-Person, Offsite	0	0	0	0	0	0	0	0					0
Outreach Events	1	0	0	0	0	0	0	1					2
Outreach Events- Attendance	4	0	0	0	0	0	0	30					34
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0					0
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0					0
YA (Young Adult)													
Total # of Young Adult Programs	6	4	8	7	5	3	3	7					43
In-Person, Onsite	5	4	7	7	5	3	3	7					41
In-Person, Offsite	1	0	1	0	0	0	0	0					2
Total Young Adult Program Attendance	90	77	157	99	64	47	65	111					710
In-Person, Onsite	77	77	157	99	64	47	65	111					697
In-Person, Offsite	13	0	12	0	0	0	0	0					25
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0					0
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0					0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
LAMP Questions	925	1,475	823	899	502	683	1,539	1,238					8,084
ESL/Citizenship/Workshops (No 1-1) - Total Number	67	83	92	92	60	50	64	35					543
In-person, Onsite	67	83	92	92	60	50	64	35					543
In-person, Offsite	0	0	0	0	0	0	0	0					0
Live, Virtual	0	0	0	0	0	0	0	0					0
ESL/Citizenship/Workshops (No 1-1) Total Attendance	529	896	997	997	561	474	500	393					5,347
In-person, Onsite	529	896	997	997	561	474	500	393					5,347
In-person, Offsite	0	0	0	0	0	0	0	0					0
Live, Virtual	0	0	0	0	0	0	0	0					0
Self-Directed Activities	0	0	0	0	0	0	0	0					0
Passport Services													
CHILDREN'S													
Children's Reference Questions	280	318	353	364	308	317	367	288					2,595
Children's Tech Reference Questions	58	58	62	71	27	27	23	30					356
Total # of Children's Programs (0-5 years)	31	12	26	29	27	21	24	24					194
In-Person, Onsite	30	11	26	28	27	20	24	21					187
In-Person, Offsite	1	1	0	2	0	1	0	3					8
Total Children's Program Attendance (0-5 years)	1606	516	1,297	2,771	2,001	837	1,232	1,217					11,477
In-Person, Onsite	1488	501	1,297	1,221	2,001	818	1,232	1,157					9,715
In-Person, Offsite	108	15	0	1,550	0	19	0	60					1,752

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	16	4	14	15	8	9	5	8					79
In-Person, Onsite	13	4	13	14	8	9	5	6					72
In-Person, Offsite	3	0	1	1	0	0	0	2					7
Total Children's Program Attendance (6-11 years)	727	70	381	672	257	329	177	265					2,878
In-Person, Onsite	359	70	319	310	257	329	177	225					2,046
In-Person, Offsite	368	0	62	362	0	0	0	45					837
Self-Directed Activities - Number of Programs	1	1	2	2	2	1	2	3					14
Self-Directed Activities - Attendance	625	281	450	461	330	265	284	330					3,026



Library Board of Trustees Staff Report

Date: March 17, 2026
Agenda Item Number: 11.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Proposed Revisions to Library Policy 59-01 By-Laws of the Library Board of Trustees

Recommendation:

It is recommended that the Board consider:

1. Approving the proposed revisions to Policy 59-01 By-Laws of the Library Board of Trustees; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Library is proposing revisions to the Library Board of Trustees by-laws that clarify the rules and procedures regarding absences from Board meetings.

The Library Board of Trustees by-laws state that the by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.

Proposed changes to the by-laws are reflected in Attachment 1.

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. 59-01 POLICY By-Laws of the Library Board March 2026 DRAFT

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18; 6/29/21; 6/21/22, 10/15/24
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<p><u>Purpose:</u></p> <p>These By-Laws establish a framework for the Library Board of Trustees to conduct its business.</p> <p><u>Provisions:</u></p> <p>See attached pages.</p>	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization is called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statutes and applicable City of Monterey Park ordinances and resolutions.
- Article II
PURPOSE The purpose is to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of National and State library developments and to convey that information to the electorate of the City of Monterey Park so that there is an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Vice President) will rotate annually at the July meeting. The Vice President rotates into the Presidency. The order of rotation into the Presidency is by date of appointment. The outgoing President will appoint the incoming President with the consent of the Board.
Section 2: The President of the Board has the authority to take all reasonable and appropriate actions necessary for the orderly conduct of Board meetings, appoint special committees and fill vacancies therein (subject to Board approval pursuant to these by-laws), participate in Board discussions, make and second motions, and vote in Board actions and decisions.
Section 3: The Vice President will keep the minutes of the regular meeting, or cause the City Librarian or designee, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary will also participate in Board discussions, make and second motions, vote in Board actions and decisions, notify the members of any special meetings, write such correspondence as is necessary, and will perform such other duties delegated by the President. The Vice President will serve as President in the President’s absence.
- Article IV
MEETINGS Section 1: The Board will hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

Section 2: All agendas must be posted in the library and at City Hall at least 72 hours before the time of the meeting, in accordance with the Brown Act (Government Code Section 54950, etc seq.)

Section 3: Special meetings may be called by the President or Vice President and may be called at the request of two members of the Board. Such a meeting must be posted to conform with the Brown Act.

Section 4: ~~A Board member may be excused from attendance at a regular or special meeting due to death of a close relation or an illness, condition or disability of the Board member or close relation. Only one excused absence will be accepted during each fiscal year (July 1 – June 30). Absences such as vacations, trips out of town or other commitments will not be excused and will be considered unexcused. After the third unexcused absence, If a Board member fails to attend three regular or special meetings of the Board in a fiscal year (July 1 – June 30), the President must send a warning notice to the delinquent Board member in writing. Upon the fourth unexcused absence, the President will notify the Mayor so they may determine whether to declare the seat vacant pursuant to applicable City policies and procedures. delinquent Board member's seat will be considered vacant, and the President will promptly thereafter notify the delinquent Board member and the Mayor regarding the member's termination from the Board.~~

Section 5: A quorum for the transaction of business consists of three members of the Board.

Section 6: All Board members may serve no more than two consecutive three-year terms. The exception to this is a Board member who was appointed to fill an unexpired term. If the time remaining in the unexpired term is less than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus two three-year terms. If the time remaining in the unexpired term is more than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus one three-year term. Board members serve until their respective successors qualify and are appointed.

Article V
COMMITTEES

Special committees for the special purpose of study and investigation may be appointed by the President, with the approval of the Board. Such committees may serve until the completion of the work for which they were appointed. Membership of a committee is limited to two members of the Board and the ex-officio executive officer of the Board (the City Librarian).

Article VI
LIAISONS

Section 1: The Vice President will sit on the Library Foundation Board of Directors as a non-voting member, as desired by the Board. This appointment will be made each July for a term of one year.

Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library must be invited to attend each Board meeting.

Section 3: Representatives of formally recognized library associations must be invited to attend all meetings of the Library Board of Trustees.

Article VII
ORDER OF
BUSINESS

Section 1: The order of business will include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.

Section 2: The City Librarian will add items to the agenda.

Section 3: Once the agenda is posted items cannot be withdrawn.

Section 4: The order of the items on the agenda may be changed by a vote of the majority of those members present.

Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Brown Act.

Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board may, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes before taking any action on the item.

Article VIII
ANNUAL
REPORT

The Board or its designee must on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article IX
AMENDMENTS

These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.

Article X
AUTHORITY
FOR MATTERS
NOT COVERED

Board of Trustees proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law. Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the Board of Trustees expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. An action of the Board of Trustees is not invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's Rules of Order or any other City Council approved rule of procedure. Voting is done by voice and hand vote unless a Board member specifically requests a roll call vote, or as required by state law. Approval of any motion on a matter brought before the Board shall require the affirmative vote of a majority of the Board members present.