



Library Board of Trustees of Monterey Park Agenda

Regular Meeting

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

**Tuesday, August 18, 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 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

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General Information

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Special Accommodation

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 6 hours before a special meeting for reasonable accommodation. The Library and the Friends Room are wheelchair accessible.

Addressing the Commission/Board

Pursuant to Rule 4 of Resolution No. 2026-R23, speaker time limits will be determined based on the number of speakers requesting to speak. If desirable, the Commission/Board may change the time limits.

- 5 or fewer speakers: 5 minutes each
- 6-20 speakers: 3 minutes each
- 21-40 speakers: 2 minutes each
- 40 or more speakers: 1 minute each

Written comments will be accepted up to 24 hours before the meeting through the online submission form at www.montereypark.ca.gov/CBC_comm. Comments received will be provided to the Commission/Board and included in the record but will not be read during the meeting.

Standard of Decorum

Any person addressing the Council who disrupts, disturbs, impedes, or otherwise renders infeasible the meeting's orderly conduct, who, after a request by the presiding officer, refuses to cease such behavior may be removed from the meeting.

1. Call to Order

Library Board of Trustees President

2. Flag Salute

Library Board of Trustees Vice President

3. Roll Call

Olivia Loo, Fabian Raygosa, Shayla Jalali, Travis Kaya and Stacy Villalobos

4. Agenda Revisions and Additions

5. Public Comments

6. 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.

6.A. Minutes of July 21, 2026

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of July 21, 2026; and
2. Taking such additional, related, action that may be desirable.

6.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.

7. City Librarian's Report

Updates on Library activities

7.A. 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.

8. Old Business

8.A. Updates to Library Board of Trustees By-Laws

It is recommended that the Board consider:

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

9. New Business

10. Board Communications

10.A. President's Report

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

11. Adjournment



Library Board of Trustees Staff Report

Date: August 18, 2026

Agenda Item Number: 6.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Minutes of July 21, 2026

Recommendation:

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of July 21, 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 7-21-26

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting

July 21, 2026

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, July 21, 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 Kaya led the flag salute.

3. SWEARING-IN OF NEW TRUSTEES

City Clerk Maychelle Yee swore in Fabian Raygosa and Shayda Jalali as members of the City of Monterey Park Library Board of Trustees.

4. ROLL CALL:

TRUSTEES PRESENT: Stacy Villalobos, Olivia C. Loo, Travis Kaya, Fabian Raygosa and Shayda Jalali

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

GUESTS PRESENT: Qi Qi Chen, Austyn Young and Lena Tran

MISSION STATEMENT

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

5. ANNUAL ROTATION OF OFFICERS

The Library Board of Trustees conducted its annual rotation of officers. Trustee Loo became the Library Board President and Trustee Raygosa became the Library Board Vice President.

6. AGENDA REVISIONS AND ADDITIONS: None

7. PUBLIC COMMUNICATIONS: None

8. PRESENTATION:

8A. INTRODUCTION OF JUNIOR FRIENDS OFFICERS 2026/27

Teen Services Librarian Takahashi, who serves as the staff liaison to the Junior Friends, introduced three of the five officers newly elected to the 2026/27 Junior Friends Board: President Qi Qi Chen, Secretary Austyn Young and Historian Lena Tran (the group also includes Vice President Rebecca Miranda and Publicity Chair Zoe Wong). Currently there are 75 active Junior Friends, teen volunteers aged 14 to 18 years, who assist at Library and City events and provide insight into the teen community to help Librarian Takahashi develop programs and services for youth. The teens presented the Trustees with copies of their Teen Creative Writing Zine, a collection of short stories resulting from a writing workshop taught by local author C.B. Lee, and Teen Zine, a booklet filled with messages, book reviews by members, photos, art and an overview of their accomplishments over the past year. In the upcoming school year, they hope to present additional programs for teens focusing on practical skills (vehicle maintenance, cooking, etc.), cultural diversity and academics (preventing student burnout).

9. CONSENT CALENDAR 9A – 9B

9A. LIBRARY BOARD OF TRUSTEES MINUTES

9B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of June 16, 2026, and the financial reports and expenditures for June 2026.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of June 16, 2026, and the financial reports and expenditures for June 2026.

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

Ayes: Trustees: Loo, Kaya and Villalobos

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: Raygosa and Jalali

10. CITY LIBRARIAN'S REPORT

City Librarian Olivarez welcomed Trustees Raygosa and Jalali to the Library Board, stating that she looks forward to working with them. City Librarian Olivarez also welcomed Trustee Loo as Library Board President and thanked Trustee Villalobos for her service as Library Board President during the past year.

Statistics for June 2026 included 109 programs attended by 2,746 patrons.

New part-time Library Assistants started in LAMP on June 22 and in Operational Support Services (OPS) on July 20. Two additional part-time Library Assistants in OPS are scheduled to start in August.

Now under the oversight of the Monterey Park Library Foundation, the on-site bookstore reopened on July 11. The community responded enthusiastically, with the bookstore generating \$344.75 in sales revenue that day. Hours of operation will vary, as staffing is contingent upon volunteers, but the bookstore will be open six days of the week like the Library.

The flooring replacement project, including the staircase and Storytime Room, will be completed in August. Work will take place overnight when the Library is closed. Additionally, flooring replacement for the Storytime Room is scheduled during the annual storytime break in the first two weeks of August, so there will be no impact on service.

The Library along with Langley Center will be available as cooling centers during periods of extreme heat. Cooling centers are activated when a heat index of 95 degrees or higher is predicted for two consecutive days or more. Activation notices with hours of operation will be posted on the City's website and on social media.

Upcoming Library programs include **Doodlebugs Animal Adventures**, a Summer Reading Program performance with live animals, on July 22 at 3:30 p.m. at Langley Center and a **Classic Film Screening** of *Wild in the Country* with appearances by actress Millie Perkins and film historian Foster Hirsch on August 1 at 1 p.m. in the Friends Room. The exhibition of **Duty, Honor, Country, Courage: Honoring Asian Americans in Military Service** has been extended through August in the Library lobby. Small group tours with the curator will be offered on August 8 and 15 between 11 a.m. and 2:30 p.m.

Trustee Kaya noted that two Librarians will be out on parental leave in the near future. City Librarian Olivarez stated that staffing and programming have been adjusted in Adult/Teen Services and Children's Services in anticipation of staff being on leave.

11. OLD BUSINESS:**11.A. Updates to Library Board of Trustees By-Laws**

City Librarian Olivarez noted that the Library Board has been discussing revisions to the Library Board of Trustees by-laws to clarify the rules and procedures governing Board member meeting absences and align them with Meeting Rules of Procedure adopted by the Monterey Park City Council on April 15, 2026. Proposed changes to the by-laws as well as a copy of City Council Resolution 2026-R23 were included in the meeting agenda packet. The proposed revisions reflect redundancies across Education Code § 18919 and Monterey Park Municipal Code § 2.80. In particular, the focus was on absences from meetings and unexpired terms. These revisions were reviewed and approved by the City Attorney.

Trustee Kaya noted that he, Trustee Loo and City Librarian Olivarez were appointed to the by-laws sub-committee to review the by-laws and update them, as the by-laws were last amended in 2024, prior to the adoption of the City's new Meeting Rules of Procedure. These new rules were implemented due to California SB707 and new policies regarding the Brown Act.

Following review of the proposed changes and discussion among the Trustees and City Librarian Olivarez, it was decided to have the by-laws sub-committee review revisions recommended by the Trustees and bring the revisions back to the Library Board for final approval at the next scheduled meeting. No action was taken,

12. NEW BUSINESS: None**13. BOARD COMMUNICATIONS****13A. PRESIDENT'S REPORT**

Trustee Loo thanked Trustee Villalobos for her dedication in leading the Library Board, her efficiency and her guidance. Trustee Loo wished the staff who will be taking parental leave good luck and thanked the staff who remain and will be helping fill any gaps.

13B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Loo commended the Library Foundation for reopening the bookstore, in particular Foundation Secretary Fionya Tran, who took over management and reorganized the bookstore in cooperation with Library staff.

City Librarian Olivarez noted that planning continues for the annual Gala scheduled for October 16 at Almansor Court. The flyer is being finalized and members continue to solicit sponsors, donors and attendees.

BOARD COMMUNICATIONS

Trustee Kaya welcomed the new Trustees, thanked past Library Board President Villalobos and anticipated new Library Board President Loo's leadership. Trustee Kaya also thanked the Library Foundation for taking over the bookstore. He noted that he attended the opening reception for the **Duty, Honor, Country, Courage** exhibition on July 3 and found the panel discussion with Asian American veterans to be inspiring.

Trustee Villalobos welcomed the new Trustees to the Library Board and Trustee Loo to the Library Board Presidency. Trustee Villalobos noted that the Trustees try to get together a table to attend the Library Foundation Gala and support the Library.

Trustee Raygosa thanked everyone for welcoming him, saying that he was honored to serve on the Library Board. He noted that he will be teaching the class on **AI Basics with Google Gemini** on August 10 at 6 p.m.

Trustee Jalali thanked everyone for the warm welcome. She asked if the bookstore was now accepting donations. City Librarian Olivarez stated that donations are being accepted and guidelines for donating books and materials are on the website.

14. ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:13 p.m.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: August 18, 2026

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 2027-1 July 2026
2. Trust Account Balance Sheet 2027 1 - July 2026

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	280,374	0	280,374	22,193.41	.00	258,180.59	7.9%	
1016001 5121 MEDICARE INSURANCE	4,046	0	4,046	318.91	.00	3,727.09	7.9%	
1016001 5122 MEDICAL INSURANCE	55,398	0	55,398	4,089.61	.00	51,308.39	7.4%	
1016001 5125 DENTAL INSURANCE	2,000	0	2,000	184.47	.00	1,815.53	9.2%	
1016001 5126 ADMINISTRATION VIS	534	0	534	49.23	.00	484.77	9.2%	
1016001 5127 LONG TERM DISABILI	2,585	0	2,585	226.09	.00	2,358.91	8.7%	
1016001 5128 LIFE INSURANCE	744	0	744	68.65	.00	675.35	9.2%	
1016001 5129 RETIREMENT	0	0	0	2,584.62	.00	-2,584.62	100.0%	
1016001 5133 401 DEFERRED COMP	7,800	0	7,800	664.29	.00	7,135.71	8.5%	
1016001 5134 HEALTH RETIREMENT	1,339	0	1,339	458.34	.00	880.66	34.2%	
1016001 5208 DUES AND MEMBERSHI	4,801	0	4,801	.00	.00	4,801.00	.0%	
1016001 5211 OTHER PROFESSIONAL	250	0	250	.00	.00	250.00	.0%	
1016001 5213 DATA PROCESSING	7,221	0	7,221	2,730.00	.00	4,491.40	37.8%	
1016001 5250 REPAIR & MAINT SER	60,000	0	60,000	.00	.00	60,000.00	.0%	
1016001 5264 TRAVEL EXPENSES	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	2,000	0	2,000	.00	.00	2,000.00	.0%	
1016001 5269 ELECTRICITY	160,000	0	160,000	.00	.00	160,000.00	.0%	
1016001 5270 GAS	3,000	0	3,000	.00	.00	3,000.00	.0%	
1016001 5272 TELEPHONE	5,000	0	5,000	-67.67	.00	5,067.67	-1.4%	
1016001 5303 POSTAGE	1,000	0	1,000	.00	.00	1,000.00	.0%	
1016001 5310 CLEANING SUPPLIES	5,000	0	5,000	.00	.00	5,000.00	.0%	
1016001 5311 OTHER OPERATING SU	10,000	0	10,000	828.94	.00	9,171.06	8.3%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	14,910	0	14,910	.00	.00	14,909.60	.0%	
1016001 5404 OPEB CHARGES	15,017	0	15,017	.00	.00	15,016.58	.0%	
1016001 5405 TECHNOLOGY CHARGES	18,972	0	18,972	.00	.00	18,971.83	.0%	
1016001 5408 WORKERS COMPENSATI	31,177	0	31,177	.00	.00	31,176.78	.0%	
1016001 5409 BUILDING MAINTENAN	20,875	0	20,875	.00	.00	20,875.07	.0%	
TOTAL GENERAL FUND LIB ADMIN	714,942	0	714,942	34,328.89	.00	680,613.37	4.8%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	372,525	0	372,525	33,153.95	.00	339,371.05	8.9%	
1016002 5104 PART TIME SALARIES	100,668	0	100,668	6,668.24	.00	93,999.76	6.6%	
1016002 5121 MEDICARE INSURANCE	6,571	0	6,571	566.61	.00	6,004.39	8.6%	
1016002 5122 MEDICAL INSURANCE	70,000	0	70,000	6,789.68	.00	63,210.32	9.7%	
1016002 5125 DENTAL INSURANCE	3,546	0	3,546	295.96	.00	3,250.04	8.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
1016002 5126 VISION PLAN	1,014	0	1,014	102.62	.00	911.38	10.1%
1016002 5127 LONG TERM DISABILI	1,789	0	1,789	169.91	.00	1,619.09	9.5%
1016002 5128 LIFE INSURANCE	1,192	0	1,192	122.24	.00	1,069.76	10.3%
1016002 5129 RETIREMENT	0	0	0	3,877.21	.00	-3,877.21	100.0%
1016002 5130 PART TIME RETIREME	3,455	0	3,455	266.72	.00	3,188.28	7.7%
1016002 5133 401 DEFERRED COMP	6,500	0	6,500	603.56	.00	5,896.44	9.3%
1016002 5134 HEALTH RETIREMENT	516	0	516	41.83	.00	474.17	8.1%
1016002 5301 SMALL SOFTWARE_HAR	3,000	0	3,000	.00	.00	3,000.00	.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	.00	.00	27,000.00	.0%
1016002 5402 SEPERATION BENEFIT	28,208	0	28,208	.00	.00	28,208.41	.0%
1016002 5404 OPEB CHARGES	26,411	0	26,411	.00	.00	26,410.82	.0%
1016002 5405 TECHNOLOGY CHARGES	61,658	0	61,658	.00	.00	61,658.43	.0%
1016002 5408 WORKERS COMPENSATI	58,985	0	58,985	.00	.00	58,985.31	.0%
1016002 5409 BUILDING MAINTENAN	67,844	0	67,844	.00	.00	67,843.97	.0%
TOTAL GENERAL FUND REFERENCE N ADULT	846,483	0	846,483	52,658.53	.00	793,824.41	6.2%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	305,130	0	305,130	27,471.86	.00	277,658.14	9.0%
1016003 5104 PART TIME SALARIES	144,732	0	144,732	6,945.05	.00	137,786.95	4.8%
1016003 5121 MEDICARE INSURANCE	6,282	0	6,282	505.54	.00	5,776.46	8.0%
1016003 5122 MEDICAL INSURANCE	57,628	0	57,628	4,527.06	.00	53,100.94	7.9%
1016003 5125 DENTAL INSURANCE	1,500	0	1,500	114.06	.00	1,385.94	7.6%
1016003 5126 VISION PLAN	654	0	654	80.37	.00	573.63	12.3%
1016003 5127 LONG TERM DISABILI	1,500	0	1,500	137.83	.00	1,362.17	9.2%
1016003 5128 LIFE INSURANCE	894	0	894	97.44	.00	796.56	10.9%
1016003 5129 RETIREMENT	0	0	0	3,206.03	.00	-3,206.03	100.0%
1016003 5130 PART TIME RETIREME	4,864	0	4,864	277.80	.00	4,586.20	5.7%
1016003 5133 401 DEFERRED COMP	2,600	0	2,600	171.42	.00	2,428.58	6.6%
1016003 5134 HEALTH RETIREMENT	724	0	724	343.24	.00	380.76	47.4%
1016003 5213 DATA PROCESSING	1,180	0	1,180	.00	.00	1,180.00	.0%
1016003 5250 REPAIR & MAINT SER	40,772	0	40,772	17,472.43	.00	23,300.00	42.9%
1016003 5311 OTHER OPERATING SU	13,500	0	13,500	.00	.00	13,500.00	.0%
1016003 5402 SEPARATION BENEFIT	21,424	0	21,424	.00	.00	21,423.62	.0%
1016003 5404 OPEB CHARGES	20,577	0	20,577	.00	.00	20,577.34	.0%
1016003 5405 TECHNOLOGY CHARGES	61,658	0	61,658	.00	.00	61,658.43	.0%
1016003 5408 WORKERS COMPENSATI	44,798	0	44,798	.00	.00	44,797.95	.0%
1016003 5409 BUILDING MAINTENAN	67,844	0	67,844	.00	.00	67,843.97	.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	798,262	0	798,262	61,350.13	.00	736,911.61	7.7%

1016005 GENERAL FUND LITERACY

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01								
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101								
1016005	5103 PERMANENT SALARIES	248,475	0	248,475	12,454.47	.00	236,020.53	5.0%
1016005	5104 PART TIME SALARIES	96,643	0	96,643	6,380.04	.00	90,262.96	6.6%
1016005	5121 MEDICARE INSURANCE	4,344	0	4,344	272.53	.00	4,071.47	6.3%
1016005	5122 MEDICAL INSURANCE	30,000	0	30,000	2,546.52	.00	27,453.48	8.5%
1016005	5125 DENTAL INSURANCE	1,334	0	1,334	82.71	.00	1,251.29	6.2%
1016005	5126 VISION PLAN	788	0	788	38.12	.00	749.88	4.8%
1016005	5127 LONG TERM DISABILI	1,044	0	1,044	57.25	.00	986.75	5.5%
1016005	5128 LIFE INSURANCE	944	0	944	52.07	.00	891.93	5.5%
1016005	5129 RETIREMENT	0	0	0	1,720.87	.00	-1,720.87	100.0%
1016005	5130 PART TIME RETIREME	1,018	0	1,018	167.58	.00	850.42	16.5%
1016005	5133 401 DEFERRED COMP	3,683	0	3,683	267.59	.00	3,415.41	7.3%
1016005	5134 HEALTH RETIREMENT	353	0	353	31.24	.00	321.76	8.8%
1016005	5402 SEPARATION BENEFIT	11,686	0	11,686	.00	.00	11,686.14	.0%
1016005	5404 OPEB CHARGES	11,770	0	11,770	.00	.00	11,769.99	.0%
1016005	5405 TECHNOLOGY CHARGES	47,430	0	47,430	.00	.00	47,429.57	.0%
1016005	5408 WORKERS COMPENSATI	24,436	0	24,436	.00	.00	24,436.35	.0%
1016005	5409 BUILDING MAINTENAN	52,188	0	52,188	.00	.00	52,187.67	.0%
TOTAL GENERAL FUND LITERACY		536,136	0	536,136	24,070.99	.00	512,064.73	4.5%
1016006 GENERAL FUND CHILDREN SERV								
1016006	5103 PERMANENT SALARIES	340,387	0	340,387	28,073.19	.00	312,313.81	8.2%
1016006	5104 PART TIME SALARIES	67,251	0	67,251	5,901.78	.00	61,349.22	8.8%
1016006	5121 MEDICARE INSURANCE	5,768	0	5,768	491.47	.00	5,276.53	8.5%
1016006	5122 MEDICAL INSURANCE	55,000	0	55,000	5,861.51	.00	49,138.49	10.7%
1016006	5125 DENTAL INSURANCE	1,902	0	1,902	221.01	.00	1,680.99	11.6%
1016006	5126 VISION PLAN	752	0	752	102.55	.00	649.45	13.6%
1016006	5127 LONG TERM DISABILI	1,672	0	1,672	141.71	.00	1,530.29	8.5%
1016006	5128 LIFE INSURANCE	1,192	0	1,192	109.84	.00	1,082.16	9.2%
1016006	5129 RETIREMENT	0	0	0	3,280.90	.00	-3,280.90	100.0%
1016006	5130 PART TIME RETIREME	5,377	0	5,377	236.08	.00	5,140.92	4.4%
1016006	5133 401 DEFERRED COMP	3,500	0	3,500	332.13	.00	3,167.87	9.5%
1016006	5134 HEALTH RETIREMENT	496	0	496	40.13	.00	455.87	8.1%
1016006	5301 SMALL SOFTWARE_HAR	1,889	0	1,889	.00	.00	1,889.00	.0%
1016006	5311 OTHER OPERATING SU	7,000	0	7,000	520.40	.00	6,479.60	7.4%
1016006	5343 BOOKS_SUBSCRIPTION	23,000	0	23,000	.00	.00	23,000.00	.0%
1016006	5402 SEPARATION BENEFIT	20,731	0	20,731	.00	.00	20,730.83	.0%
1016006	5404 OPEB CHARGES	20,880	0	20,880	.00	.00	20,879.57	.0%
1016006	5405 TECHNOLOGY CHARGES	56,915	0	56,915	.00	.00	56,915.48	.0%
1016006	5408 WORKERS COMPENSATI	43,349	0	43,349	.00	.00	43,349.29	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016006 5409 BUILDING MAINTENAN	62,625	0	62,625	.00	.00	62,625.20	.0%	
TOTAL GENERAL FUND CHILDREN SERV	719,686	0	719,686	45,312.70	.00	674,373.67	6.3%	
TOTAL GENERAL FUND	3,615,509	0	3,615,509	217,721.24	.00	3,397,787.79	6.0%	
TOTAL EXPENSES	3,615,509	0	3,615,509	217,721.24	.00	3,397,787.79		

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	52,706	0	52,706	3,299.65	.00	49,406.35	6.3%	
1126005 5121 MEDICARE	758	0	758	47.54	.00	710.46	6.3%	
1126005 5122 MEDICAL INSURANCE	9,157	0	9,157	480.61	.00	8,676.39	5.2%	
1126005 5125 DENTAL INSURANCE	207	0	207	14.52	.00	192.48	7.0%	
1126005 5126 VISION PLAN	127	0	127	9.00	.00	118.00	7.1%	
1126005 5127 LONG TERM DISABILI	253	0	253	16.73	.00	236.27	6.6%	
1126005 5128 LIFE INSURANCE	173	0	173	12.28	.00	160.72	7.1%	
1126005 5129 RETIREMENT	0	0	0	383.24	.00	-383.24	100.0%	
1126005 5133 CITY 401 PLAN	1,192	0	1,192	78.43	.00	1,113.57	6.6%	
1126005 5134 HEALTH RETIREMENT	177	0	177	10.99	.00	166.01	6.2%	
1126005 5213 DATA PROCESSING	3,060	0	3,060	.00	.00	3,060.00	.0%	
1126005 5303 POSTAGE	5,000	0	5,000	.00	.00	5,000.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,500	0	1,500	.00	1,500.00	.00	100.0%	
1126005 5402 SEPARATION BENEFIT	3,009	0	3,009	.00	.00	3,009.32	.0%	
1126005 5404 OPEB CHARGES	3,053	0	3,053	.00	.00	3,052.95	.0%	
1126005 5405 TECHNOLOGY CHARGES	5,533	0	5,533	.00	.00	5,533.13	.0%	
1126005 5408 WORKERS COMPENSATI	6,546	0	6,546	.00	.00	6,546.03	.0%	
1126005 5409 BUILDING MAINTENAN	6,088	0	6,088	.00	.00	6,088.21	.0%	
TOTAL LIB PASSPORT TRUST LITERACY	98,540	0	98,540	4,352.99	1,500.00	92,686.65	5.9%	
TOTAL LIBRARY SERVICES FUND	98,540	0	98,540	4,352.99	1,500.00	92,686.65	5.9%	
TOTAL EXPENSES	98,540	0	98,540	4,352.99	1,500.00	92,686.65		

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA GRANT		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	6,131	0	6,131	1,675.47	.00	4,455.53	27.3%
3516005	5121	MEDICARE INSURANCE	89	0	89	24.30	.00	64.70	27.3%
3516005	5122	MEDICAL INSURANCE	2,770	0	2,770	281.56	.00	2,488.44	10.2%
3516005	5125	DENTAL INSURANCE	58	0	58	10.89	.00	47.11	18.8%
3516005	5126	VISION PLAN	22	0	22	5.28	.00	16.72	24.0%
3516005	5127	LONG TERM DISABILI	29	0	29	8.56	.00	20.44	29.5%
3516005	5128	LIFE INSURANCE	30	0	30	7.21	.00	22.79	24.0%
3516005	5129	RETIREMENT	752	0	752	196.53	.00	555.47	26.1%
3516005	5133	CITY 401 PLAN	130	0	130	38.74	.00	91.26	29.8%
3516005	5308	OTHER OFFICE SUPPL	1,500	0	1,500	.00	1,500.00	.00	100.0%
TOTAL WIOA GRANT			11,511	0	11,511	2,248.54	1,500.00	7,762.46	32.6%
TOTAL WIOA GRANT			11,511	0	11,511	2,248.54	1,500.00	7,762.46	32.6%
TOTAL EXPENSES			11,511	0	11,511	2,248.54	1,500.00	7,762.46	

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
353	CAL LIBRARY LITERACY SVC GRANT		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
3536005 CAL LIBRARY LITERACY SVC										
3536005	5103	PERMANENT SALARIES	9,196	0	9,196	2,513.18	.00		6,682.82	27.3%
3536005	5121	MEDICARE INSURANCE	133	0	133	36.44	.00		96.56	27.4%
3536005	5122	MEDICAL INSURANCE	4,155	0	4,155	422.35	.00		3,732.65	10.2%
3536005	5125	DENTAL INSURANCE	87	0	87	16.34	.00		70.66	18.8%
3536005	5126	VISION PLAN	33	0	33	7.91	.00		25.09	24.0%
3536005	5127	LONG TERM DISABILI	44	0	44	12.85	.00		31.15	29.2%
3536005	5128	LIFE INSURANCE	45	0	45	10.81	.00		34.19	24.0%
3536005	5129	RETIREMENT	1,127	0	1,127	294.83	.00		832.17	26.2%
3536005	5133	CITY 401 PLAN	195	0	195	58.09	.00		136.91	29.8%
3536005	5208	DUES AND MEMBERSHI	200	0	200	.00	.00		200.00	.0%
3536005	5211	OTHER PROFESSIONAL	1,176	0	1,176	.00	.00		1,176.00	.0%
3536005	5213	DATA PROCESSING	2,800	0	2,800	.00	.00		2,800.00	.0%
3536005	5266	CONFERENCES_SEMINA	600	0	600	.00	.00		600.00	.0%
3536005	5308	OTHER OFFICE SUPPL	1,200	0	1,200	.00	1,200.00		.00	100.0%
3536005	5343	BOOKS_SUBSCRIPTION	3,950	0	3,950	.00	3,950.00		.00	100.0%
TOTAL CAL LIBRARY LITERACY SVC			24,941	0	24,941	3,372.80	5,150.00		16,418.20	34.2%
TOTAL CAL LIBRARY LITERACY SVC GRANT			24,941	0	24,941	3,372.80	5,150.00		16,418.20	34.2%
TOTAL EXPENSES			24,941	0	24,941	3,372.80	5,150.00		16,418.20	

BALANCE SHEET FOR 2027 1

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-9.40	639,923.68
	112	1101	ACCOUNTS RECEIVABLE	.00	5,004.00
	TOTAL ASSETS			-9.40	644,927.68
LIABILITIES					
	112	2006	PAYROLL LIABILITY	1,636.81	.00
	112	2150	CUSTOMER OVERPAYMENT PAYABLE	.00	-12.00
	112	2301	UNAVAILABLE REVENUE	.00	-5,004.00
	TOTAL LIABILITIES			1,636.81	-5,016.00
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-638,284.27
	112	3901	REVENUE CONTROL	-5,980.40	-5,980.40
	112	3902	EXPENDITURE CONTROL	4,352.99	4,352.99
	112	3921	ENCUMBRANCE CONTROL	1,500.00	26,550.92
	112	3922	BUDGET FB RES 4 ENCUM	-1,500.00	-26,550.92
	TOTAL FUND BALANCE			-1,627.41	-639,911.68
	TOTAL LIABILITIES + FUND BALANCE			9.40	-644,927.68

** END OF REPORT - Generated by Borjon, Laura **



Library Board of Trustees Staff Report

Date: August 18, 2026

Agenda Item Number: 7.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: 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 July 2026 highlights
2. 2026-27 Goals and Objectives 08-26
3. 2026-27 - Statistics - Monthly Summary

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

July Highlights

Summer Reading Program

The 2026 Unearth a Story Summer Reading Program ended on August 1. This year, 1,042 children, teens and adults registered for the program and logged a total of 25,680 days of reading. 556 participants completed the program by reading on 35 days during the summer and earned a free book. During the Summer Reading Program, 6,007 people attended 235 programs, including performances, craft programs, workshops and storytimes.

LAMP Literacy Summer Workshops

The LAMP Department wrapped up their summer workshops at the end of July. During June and July, the department offered 15 different workshops, including memoir writing, conversation groups and pronunciation workshops, which were taught by LAMP staff and 11 volunteer teachers. A total of 126 unique students enrolled in summer workshops.

Duty, Honor, Country Courage Exhibition

The Duty, Honor, Country, Courage exhibition launched on July 3 with an opening reception featuring remarks from the exhibition curator Montgomery Hom, local dignitaries and Asian American veterans. A total of 140 visitors attended the exhibition launch and had the opportunity to speak with the curator and the veterans in attendance. The exhibition highlights the contributions of Asian Americans in the U.S. military and will be on display in the Library through the end of August.

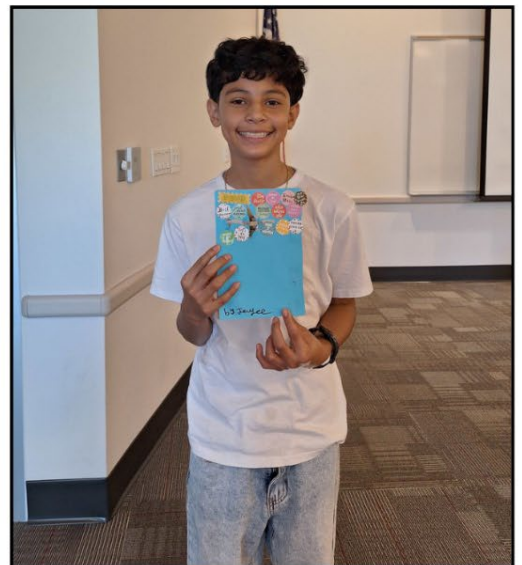
Outreach and Partnerships

In July, Library staff attended the City's Farmers' Market to provide information about library services and resources to attendees. The City's Tiny Tots program visited the Library on July 24 for a storytime.

The Library worked with community partners to offer Job Seeker Support and Protecting Yourself from Scams (Chinatown Service Center), and the monthly Free Legal Assistance Clinic (Asian Pacific American Bar Association).

Community partners including Chinatown Service Center, Asian Pacific Islander Forward Movement, Asian Americans Advancing Justice Southern California, Asian Youth Center and East LA Regional Center continue to visit the Library regularly to provide information about their services to library visitors.

Pictured on next page: *Eco Explorers; Duty, Honor, Country, Courage Opening Reception; Destination: Science!; LAMP Summer Workshop; Spicy Romance Trivia Party; Scrapbook & Junk Journal Meetup.*



2026-2027 GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
ADMINISTRATION	
1. Procure a bookmobile to facilitate mobile outreach	In progress: The City 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. The Library Foundation has earmarked \$48,000 to fund mobile library services.
2. Work with contracted architect to redesign library spaces in order to expand public programming opportunities and boost staff efficiency	In progress: Library staff meets with a contracted architect bi-weekly to collaborate on the redesign of the Circulation Desk, Technical Services Workroom, Copy Room and LAMP offices. Funding sources will need to be identified to complete these projects.
ADULT & TEEN	
1. Update the Teen Room to be more youth-oriented and reorganize the Young Adult collection to increase visual appeal and browsability.	In progress: Staff have begun interfiling Young Adult Paperbacks into the Young Adult Fiction section to make it easier for patrons to locate items.
2. Develop a new drop-in space with activities such as community puzzles, art and craft projects and interactive displays to diversify engagement opportunities for adults.	In progress: Staff are preparing to launch a self-guided activities drop-in area for adults in September 2026.
3. Create programs and displays that highlight under-utilized collections, thereby increasing circulation and engaging broader audiences.	In progress: In July, the Library hosted the Duty, Honor, Country, Courage Exhibition, which highlighted Asian American veterans and celebrated the 250th anniversary of the Declaration of Independence. An accompanying book and DVD display promoted materials related to war and American history. To highlight the Library's romance collection and appeal to fans of spicy romance, a popular contemporary genre, the Library also hosted a spicy romance film screening and a trivia program.

GOALS AND OBJECTIVES

PROGRESS

OPERATIONAL SUPPORT

- | | |
|--|--|
| 1. Enhance online presence by creating short-form videos and participating in social media trends. | Ongoing: During the month of July, staff created three short-form videos which garnered 523 likes, reactions and shares. |
| 2. Research technologies to further streamline Library card registration, reducing sign-up time and increasing data-entry accuracy. | In progress: Staff are researching ID scanners that are compatible with our patron records system so that new patrons can sign up in a minute or less by having staff scan their state issued IDs. |
| 3. Provide consistent opportunities for OPS staff to contribute to the development and promotion of library programs, which enhances customer service while increasing staff investment in library services. | Ongoing: A full-time OPS staff member is working in Adult/Teen Services while Adult/Teen staff are on leave. This not only provides the Adult/Teen services with staffing support but also provides the OPS staff member with the opportunity to learn program planning and implementation. |

LAMP LITERACY & CITIZENSHIP

- | | |
|--|---|
| 1. Strengthen the skills of volunteer literacy tutors and improve volunteer retention by increasing the frequency of in-person tutor trainings and peer-support opportunities. | In progress: Staff are currently working with volunteer tutors to develop in-person training opportunities for new and experienced volunteers. The first Tutor Meetup for 2026-27 will be in September with additional in-person training facilitated by staff and volunteers in the upcoming months. |
| 2. Develop a writing program for adult learners to strengthen and build confidence in their writing skills and to publish a collection of their stories. | In progress: Staff are planning two new writing courses for the fall semester: beginning writing for beginning-level learners and memoir writing for advanced learners. Both classes are new and will be facilitated by trained volunteers. The goal of these classes is to work with students to develop their writing skills and then publish a collection of learner-written stories. |

GOALS AND OBJECTIVES	PROGRESS
CHILDREN'S	
1. Launch monthly Launch monthly Kid Coders program for ages 7 - 12 to develop STEM skills in older elementary children.	In progress: Kid Coders has been scheduled for the months of September, October, November and December. The first session will take place on September 18 and will teach children the basics of Python coding through interactive games.
2. Reorganize the Children's collection to better reflect the browsing habits and information needs of children.	In progress: In preparation for the reorganization of children's collections, staff has begun weeding worn, outdated materials from the collection. The weeding projected is expected to be completed by the end of August 2026.
3. Continue to strengthen partnerships with schools in Monterey Park to ensure relevant collections, and to promote the Library's programs and services to families and educators.	Ongoing: Outreach visits have been scheduled at several local schools, including Back to School Night visits at Repetto Elementary and Ynez Elementary and attendance at two parent orientations for Garvey School District's Head Start program. A library card drive event has been scheduled with Alhambra Unified School District.

Monterey Park Bruggemeyer Library Statistics 2026-2027

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	536												536
Student Success Cards Made													
Library Card Renewal	237												237
CIRCULATION													
Total Public Service Hours	208												208
Library Visits	21,745												
Total Circulation of Physical Materials	16,666												
Circulation of Children's Materials	12,165												12,165
Circulation of Adult & YA Materials	4,266												4,266
Circulation of Non-English Materials	582												582
Overall eBook	586												586
Palace Project Ebook	4												
Overdrive Ebooks	582												
Overall eMagazine (Pressreader, issue opens)	58												58
Overall eAudio	351												351
Palace Project E Audio	6												
Overdrive E Audio	345												
Overall eVideo (Kanopy, plays)	241												241
Patron amount saved by borrowing instead of purchasing, in dollars	164,421												164,421
ILL loans to other	9												9
ILL loans received													
PREVIOUS YEAR CIRCULATION													
Library Visits (2025-26)	20,799	20,190	21,662	21,151	17,290	15,701	15,221	15,366	20,700	20,495	17,464	18,774	224,813
Total Circulations (2025-26)	16,291	14,568	16,855	16,688	15,274	14,591	15,753	13,910	16,106	15,911	16,489	16,350	188,786

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volumes added	51												51
Children's volumes added	117												117
Items Deleted	2,090												168
Total Vols in Collection	94,351												N/A
Uses of Public Internet Computers	2,226												2,226
Visits to the library website	4,985												4,985
# of Wireless Sessions	9,742												9,742
GENERAL INTEREST													
Total # of General Interest Programs													
In-Person, Onsite													
In-Person, Offsite													
Total # of General Interest Attendance													
In-Person, Onsite													
In-Person, Offsite													
Outreach Events	1												1
Outreach Events- Attendance	60												60
Self-Directed Activities - Number of Programs													
Self-Directed Activities - Attendance													

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT													
Adult Reference Questions	281												281
Number of Technology Reference Questions	396												396
Total # of Adult Programs	9												9
In-Person, Onsite	8												8
In-Person, Offsite	1												1
Total Adult Program Attendance	277												277
In-Person, Onsite	275												275
In-Person, Offsite	2												2
Outreach Events													
Outreach Events- Attendance													
Self-Directed Activities - Number of Programs													
Self-Directed Activities - Attendance													
YA (Young Adult)													
Total # of Young Adult Programs	4												4
In-Person, Onsite	3												3
In-Person, Offsite	3												3
Total Young Adult Program Attendance	46												46
In-Person, Onsite	46												46
In-Person, Offsite	6												6
Self-Directed Activities - Number of Programs													
Self-Directed Activities - Attendance													

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
LAMP Questions	1179												1,179
ESL/Citizenship/Workshops (No 1-1) - Total Number	73												73
In-person, Onsite	73												73
In-person, Offsite													
Live, Virtual													
ESL/Citizenship/Workshops (No 1-1) Total Attendance	738												738
In-person, Onsite	738												738
In-person, Offsite													
Live, Virtual													
Self-Directed Activities													
Passport Services (Passports processed)	103												103
CHILDREN'S													
Children's Reference Questions	574												574
Children's Tech Reference Questions	41												41
Total # of Children's Programs (0-5 years)	28												28
In-Person, Onsite	27												27
In-Person, Offsite	1												1
Total Children's Program Attendance (0-5 years)	1383												1,383
In-Person, Onsite	1298												1,298
In-Person, Offsite	85												85

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	13												13
In-Person, Onsite	9												9
In-Person, Offsite	4												4
Total Children's Program Attendance (6-11 years)	857												857
In-Person, Onsite	309												309
In-Person, Offsite	548												548
Outreach Events	1												1
Outreach Attendance	45												45
Self-Directed Activities - Number of Programs	2												2
Self-Directed Activities - Attendance	557												557



Library Board of Trustees Staff Report

Date: August 18, 2026

Agenda Item Number: 8.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Updates to Library Board of Trustees By-Laws

Recommendation:

It is recommended that the Board consider:

1. Approving the recommended revisions to Library Board of Trustees By-Laws; 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 to clarify the rules and procedures governing Board member meeting absences and align them with Meeting Rules of Procedure adopted by the Monterey Park City Council.

The Board is authorized to adopt and amend by-laws governing its proceedings pursuant to Education Code § 18919 and Monterey Park Municipal Code § 2.80. 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.

The Board of Trustees established a by-laws committee to review and revise the by-laws. At the July 21, 2026 meeting of the Library Board of Trustees, the by-laws committee presented their recommended revisions to the by-laws. After review and discussion, the Board directed the by-laws committee to make further revisions to the by-laws to then be presented to the Board at the next regularly scheduled Board of Trustees meeting.

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 August 2026 DRAFT
2. 59-01 POLICY By-Laws of the Library Board August 2026 DRAFT redline

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
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business. <u>Provisions:</u> See attached pages.	

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 Board is called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Education Code (Sections 18910-18927) and the Monterey Park Municipal Code (Chapter 2.80).
Article II PURPOSE	The purpose of the Board 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 community 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	<u>Section 1:</u> 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. <u>Section 2:</u> The President of the Board may 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. The President serves as the Board’s presiding officer and, consistent with applicable law, exercises the procedural authorities assigned to the presiding officer under these by-laws and the Rules of Procedure referenced in Article VII. <u>Section 3:</u> 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	<u>Section 1:</u> 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: 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 applicable law.

Section 3: Board members are expected to attend all scheduled meetings.

Section 3a: Board members should notify the President or Vice President if they will be absent from a meeting.

Section 3b: During each fiscal year (July 1 - June 30), a Board member may accrue up to one excused absence and three unexcused absences. A Board member who accrues four unexcused absences in a fiscal year will be removed from the Board pursuant to Section 3d. An “excused absence” shall mean an absence from 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. An “unexcused absence” shall mean an absence that does not meet the definition of an “excused absence,” including without limitation, absences for vacations, trips out of town or business/work. A Board member who desires to have an absence excused must submit to the President or Vice President, within seven calendar days following the meeting at which the Board member was absent, written notification of the reason for the absence. Failure to submit such written notification will result in the absence being deemed an unexcused absence.

Section 3c: If a Board member believes an absence was deemed an unexcused absence in error, the request for an excused absence will be placed onto the next available Board agenda for consideration. If the Board, by majority vote, determines that the absence was deemed an unexcused absence in error, the absence is an excused absence. If the Board denies the request, the absence remains an unexcused absence and counts toward the total number of unexcused absences for the remainder of the fiscal year (July 1 – June 30).

Section 3d: If a Board member accrues three unexcused absences, in the same fiscal year, the President or Vice President must send a warning notice to the accruing Board member in writing. Upon a fourth unexcused absence, in the same fiscal year, the Board member’s seat is deemed vacant, and the President or Vice President must promptly thereafter notify the Board member and the City Clerk of the vacancy. If the accruing Board member has not already accrued an excused absence in the applicable fiscal year, the Board member may request an excuse for a fourth unexcused absence. If the Board excuses the absence following such request, the Board member is reinstated to the vacant seat. The President or Vice President must immediately notify the City Clerk to pause the selection process for a replacement Board member during the pendency of such a Board consideration. If a Board member is reinstated to a previously vacated seat, such reinstatement does not

extend or renew the Board member's term of appointment, and the term is not tolled for the period during which the Board member's seat was vacant.

Section 4: 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

Sub-committees may be appointed by the Board in accordance with applicable law.

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

Article VII
ORDER OF
BUSINESS

Except as otherwise provided in these By-Laws (adopted in accordance with MPMC § 2.80.040), the Meeting Rules of Procedure (adopted by Resolution No. 2026-R23 on April 15, 2026) apply to all Board of Trustee meetings, to the extent applicable to the Board's functions.

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.

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
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business. <u>Provisions:</u> See attached pages.	

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 <u>Board</u> 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 (<u>Chapter 2.80</u> 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 of the Board 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 <u>community</u> 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	<u>Section 1:</u> 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. <u>Section 2:</u> The President of the Board has the authority to<u>may</u> 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. <u>The President serves as the Board's presiding officer and, consistent with applicable law, exercises the procedural authorities assigned to the presiding officer under these by-laws and the Rules of Procedure referenced in Article VII.</u> <u>Section 3:</u> 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 23:~~ 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 applicable law.~~the Brown Act.~~

~~Section 34:~~ Board members are expected to attend all scheduled meetings.

~~Section 3a:~~ Board members should notify the President or Vice President if they will be absent from a meeting.

~~Section 3b:~~ During each fiscal year (July 1 - June 30), a Board member may accrue up to one excused absence and three unexcused absences. A Board member who accrues four unexcused absences in a fiscal year will be removed from the Board pursuant to Section 3d. An "excused absence" shall mean an absence from 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. An "unexcused absence" shall mean an absence that does not meet the definition of an "excused absence," including without limitation, absences for vacations, trips out of town or other business/work. A Board member who desires to have an absence excused must submit to the President or Vice President, within seven calendar days following the meeting at which the Board member was absent, written notification of the reason for the absence. Failure to submit such written notification will result in the absence being deemed an unexcused absence.

~~Section 3c:~~ If a Board member believes an absence was deemed an unexcused absence in error, the request for an excused absence will be placed onto the next available Board agenda for consideration. If the Board, by majority vote, determines that the absence was deemed an unexcused absence in error, the absence is an excused absence. If the Board denies the request, the absence remains an unexcused absence and counts toward the total number of unexcused absences for the remainder of the fiscal year (July 1 – June 30).

~~Section 3d:~~ If a Board member accrues three unexcused absences, in the same fiscal year, the President or Vice President must send a warning notice to the delinquent accruing Board member in writing. Upon thea fourth unexcused absence, in the same fiscal year, the delinquent Board member's seat will be considered is deemed vacant, and the President or Vice President must will promptly thereafter notify the delinquent Board

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member and the ~~Mayor~~City Clerk ~~regarding the member's termination from the Board~~of the vacancy. If the accruing Board member has not already accrued an excused absence in the applicable fiscal year, the Board member may request an excuse for a fourth unexcused absence. If the Board excuses the absence following such request, the Board member is reinstated to the vacant seat. The President or Vice President must immediately notify the City Clerk to pause the selection process for a replacement Board member during the pendency of such a Board consideration. If a Board member is reinstated to a previously vacated seat, such reinstatement does not extend or renew the Board member's term of appointment, and the term is not tolled for the period during which the Board member's seat was vacant.

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

~~Section 64:~~ 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). Sub-committees may be appointed by the Board in accordance with applicable law.~~

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 23: 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.~~
Except as otherwise provided in these By-Laws (adopted in accordance with MPMC § 2.80.040), the Meeting Rules of Procedure (adopted by Resolution No. 2026-R23 on April 15, 2026) apply to all Board of Trustee meetings, to the extent applicable to the Board's functions.

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.~~