



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, September 15, 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

Shayda Jalali, Travis Kaya, Olivia Loo, Fabian Raygosa, Stacy Villalobos

4. Agenda Revisions and Additions

5. Public Comments

6. Presentation

7. Consent Calendar

All items under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the Board for separate consideration.

7.A. Minutes of August 18, 2026

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of August 18, 2026; and
2. Taking such additional, related, action that may be desirable.

7.B. Financial Reports and Expenditures

It is recommended that the Board consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

8. City Librarian's Report

8.A. Updates on Library Activities

It is recommended that the Board consider:

1. Receiving and filing the City Librarian's Report; and
2. Taking such additional, related, action that may be desirable.

9. Old Business

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

It is recommended that the Board consider:

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

10. New Business

11. Board Communications

11.A. President's Report

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

12. Adjournment



Library Board of Trustees Staff Report

Date: September 15, 2026
Agenda Item Number: 7.A.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Minutes of August 18, 2026

Recommendation:

It is recommended that the Board consider:

1. Approving the minutes from the regular meeting of August 18, 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 8-18-26

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting

August 18, 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, August 18, 2026, at 6:00 p.m.

1. CALL TO ORDER

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

Trustee Loo read aloud the Library's mission statement and the City's Land Acknowledgment statement:

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

2. FLAG SALUTE

Trustee Villalobos led the flag salute.

3. ROLL CALL:

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

TRUSTEES ABSENT: Fabian Raygosa

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

4. AGENDA REVISIONS AND ADDITIONS: None

5. PUBLIC COMMUNICATIONS: None

MISSION STATEMENT

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

6. CONSENT CALENDAR 9A – 9B

6A. LIBRARY BOARD OF TRUSTEES MINUTES

6B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of July 21, 2026, and the financial reports and expenditures for July 2026.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of July 21, 2026, and the financial reports and expenditures for July 2026.

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

Ayes: Trustees: Loo, Jalali, Kaya and Villalobos

Noes: Trustees: None

Absent: Trustees: Raygosa

Abstain: Trustees: None

7. CITY LIBRARIAN'S REPORT

City Librarian Olivarez reported that the Library presented 109 programs in July 2026 with total attendance of 2,746 patrons.

Two new part-time Library Assistants started in LAMP and in Operational Support Services (OPS) on August 17. Two additional part-time Library Assistants in OPS are scheduled to start on August 31. Another part-time Library Assistant in LAMP is in pre-employment screening.

The Library was notified that the California State Library approved an amended scope for the **Building Forward Library Facilities Improvement grant**. The original project scope included emergency generator installation, exterior paint, heating/ventilation/air conditioning (HVAC) system replacement and elevator renovation. The first three projects have been completed, with elevator renovation scheduled to begin later this year. The CSL approved adding carpet/flooring replacement, water heater replacement, fire alarm system upgrade and copier room renovation to what will be paid for with the grant funding. The first three projects have been completed, with the copier room renovation to be addressed prior to June 2027, when funding must be fully expended.

2026 Summer Reading Program (June 13-August 1) statistics include 1,024 total registrations (including children, teens and adults) with 566 challenge completions (35 days of reading logged out of the 50 days in the challenge). The Library presented 235 programs with 6,007 in total attendance. This year, instead of participants logging hours read, they tracked days read. Participants had the option to record titles of books read, but it was not required.

Students are heading back to school. There are four school districts with schools within Monterey Park: Los Angeles Unified School District (Robert Hill Lane Elementary School), which started classes on August 12; Alhambra Unified School District (Brightwood Elementary School, Monterey Highlands Elementary School, Repetto Elementary School, Ynez Elementary School and Mark Keppel High School), which started on August 13; Montebello Unified School District (Bella Vista Elementary School and Macy Intermediate School), which started on August 17 and Garvey Unified School District (Hillcrest Elementary School, Monterey Vista Elementary School and Garvey Head Start), which starts on August 20.

The Library offers online and on-site resources for students. **HomeworkCA** by Tutor.com is a website that provides live tutoring and test preparation 24/7. Students can upload writing assignments and receive feedback. The California State Library is funding access to Tutor.com for one year. **Homework Help** provides assistance for elementary school students from high school volunteers. This in-library program will re-launch on September 14 and be available on Mondays from 5 to 7 p.m. and Saturdays from 12 to 4 p.m. **California Online Media Program for Access and Student Success (COMPASS)** is also provided via the California State Library. Both students and educators can access online resources such as Britannica School Edition, Gale In Context and Gale Interactive, National Geographic Kids, PebbleGo and ProQuest Suite. These resources are aligned with California educational standards.

September is **Library Card Sign-up Month**. To celebrate, the Library is partnering with local businesses to offer the Reader Rewards initiative. From September 1 through 30, if patrons show their Monterey Park Bruggemeyer Library card at participating Monterey Park restaurants, they will receive a discount or special offer. This effort is intended to promote library card registration and local restaurants and foster the Library's relationships with these businesses.

The Library will also partner with the Alhambra Unified School District to host a **Library Card Drive**. Students will get library card applications in their classes. Applications will be returned to the Library and processed. Students will be able to pick up their new library cards on September 19 from 10 a.m. to 12 p.m. in the Friends Room.

Upcoming Library programs include **One Family: Film Theaters Between Chinatown & Little Taipei**, a screening of the Taiwanese film *My Favorite Season* followed by a community discussion about preserving Chinese history through cinema from Hong Kong and Taiwan, on August 29 at 1 p.m. in the Friends Room; **Cantonese Pioneers Building North America**, a pictorial exhibition celebrating the historical journeys of Cantonese Chinese pioneers, their involvement in railroads and the Gold Rush and their contributions to the development of the nation, which will run September 1 through 30 with an opening reception on September 4 at 11 a.m. in the Friends Room and **The Secret Life of Indie Publishing**, a panel discussion featuring independent authors on how to write and publish your own work, on September 12 at 2 p.m. in the Friends Room.

Trustee Villalobos asked if the Building Forward grant absorbing additional costs would free up City funds that could be used towards the bookmobile project or books. City Librarian Olivarez stated that the building improvements included in the amended scope had been Capital Improvement Projects, so allotted City funding would probably be redirected to other high-priority City improvement projects. Trustee Kaya noted that there had been discussion of architectural plans for proposed building and asked if the grant could help pay for this. City Librarian Olivarez stated that this had been included in the amended scope request but that item was not approved.

8. OLD BUSINESS:

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

City Librarian Olivarez noted that the by-laws sub-committee had reviewed the changes to the proposed revisions of the Library Board of Trustees by-laws that had been recommended at the meeting of July 21 and reworked the by-laws to incorporate these as deemed appropriate.

Following review of the proposed changes and discussion among the Trustees and City Librarian Olivarez, it was decided to have the City Attorney review the amended revisions and make further revisions if deemed necessary before the Library Board votes on the final version of the revised by-laws. City Librarian Olivarez was directed to present the amended version and bring any further revisions to next Library Board meeting.

9. NEW BUSINESS: None

10. BOARD COMMUNICATIONS

10A. PRESIDENT'S REPORT

Trustee Loo noted that it was a new school year and thanked the Library for its efforts to support students. She also noted that it was National Wellness Month and reminded Library Trustees and staff to take care of themselves, especially at such a busy time.

10B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Loo attended the Library Foundation meeting on August 10 since Trustee Raygosa was unable to attend due to a previous commitment. Trustee Loo reported that the Library Foundation continues to plan for the fundraising Gala scheduled for October 16 at Almansor Court. It will be a memorable event and Trustees are encouraged to attend. The Library Foundation also reopened the on-site bookstore on July 11. City Librarian Olivarez reported that the bookstore earned over \$1,000 from July 11 through July 31. Trustee Loo noted that Foundation member and bookstore manager Fionya Tran continues to look for volunteers to staff the bookstore and extend the hours that it is open.

11. ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:44 p.m.

Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

Date: September 15, 2026
Agenda Item Number: 7.B.

To: Library Board of Trustees
From: Kristin Olivarez, City Librarian
Subject: Financial Reports and Expenditures

Recommendation:

It is recommended that the Board consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

N/A

Background:

N/A

Fiscal Impact:

N/A

Attachments:

1. YTD Budget Report 2027-2 August 2026
2. Trust Account Balance Sheet 2027 2 August 2026

YEAR-TO-DATE BUDGET REPORT

FOR 2027 02								
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	42,298.24	.00	238,075.76	15.1%	
1016001 5121 MEDICARE INSURANCE	4,046	0	4,046	607.89	.00	3,438.11	15.0%	
1016001 5122 MEDICAL INSURANCE	55,398	0	55,398	7,783.43	.00	47,614.57	14.1%	
1016001 5125 DENTAL INSURANCE	2,000	0	2,000	351.09	.00	1,648.91	17.6%	
1016001 5126 ADMINISTRATION VIS	534	0	534	93.69	.00	440.31	17.5%	
1016001 5127 LONG TERM DISABILI	2,585	0	2,585	430.65	.00	2,154.35	16.7%	
1016001 5128 LIFE INSURANCE	744	0	744	130.65	.00	613.35	17.6%	
1016001 5129 RETIREMENT	0	0	0	4,925.90	.00	-4,925.90	100.0%	
1016001 5133 401 DEFERRED COMP	7,800	0	7,800	1,264.29	.00	6,535.71	16.2%	
1016001 5134 HEALTH RETIREMENT	1,339	0	1,339	916.68	.00	422.32	68.5%	
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	16,694.23	.00	143,305.77	10.4%	
1016001 5270 GAS	3,000	0	3,000	88.54	.00	2,911.46	3.0%	
1016001 5272 TELEPHONE	5,000	0	5,000	-67.67	.00	5,067.67	-1.4%	
1016001 5303 POSTAGE	1,000	0	1,000	342.31	.00	657.69	34.2%	
1016001 5310 CLEANING SUPPLIES	5,000	0	5,000	27.55	.00	4,972.45	.6%	
1016001 5311 OTHER OPERATING SU	10,000	0	10,000	2,558.82	.00	7,441.18	25.6%	
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	81,176.29	.00	633,765.97	11.4%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	372,525	0	372,525	53,431.35	.00	319,093.65	14.3%	
1016002 5104 PART TIME SALARIES	100,668	0	100,668	12,897.53	.00	87,770.47	12.8%	
1016002 5121 MEDICARE INSURANCE	6,571	0	6,571	945.22	.00	5,625.78	14.4%	
1016002 5122 MEDICAL INSURANCE	70,000	0	70,000	11,149.28	.00	58,850.72	15.9%	
1016002 5125 DENTAL INSURANCE	3,546	0	3,546	492.92	.00	3,053.08	13.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2027 02									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016002	5126 VISION PLAN	1,014	0	1,014	168.94	.00	845.06	16.7%	
1016002	5127 LONG TERM DISABILI	1,789	0	1,789	268.27	.00	1,520.73	15.0%	
1016002	5128 LIFE INSURANCE	1,192	0	1,192	196.64	.00	995.36	16.5%	
1016002	5129 RETIREMENT	0	0	0	6,243.45	.00	-6,243.45	100.0%	
1016002	5130 PART TIME RETIREME	3,455	0	3,455	515.88	.00	2,939.12	14.9%	
1016002	5133 401 DEFERRED COMP	6,500	0	6,500	1,003.56	.00	5,496.44	15.4%	
1016002	5134 HEALTH RETIREMENT	516	0	516	83.66	.00	432.34	16.2%	
1016002	5301 SMALL SOFTWARE_HAR	3,000	0	3,000	219.00	.00	2,781.00	7.3%	
1016002	5311 OTHER OPERATING SU	5,600	0	5,600	22.54	.00	5,577.46	.4%	
1016002	5343 BOOKS_SUBSCRIPTION	27,000	0	27,000	627.97	.00	26,372.03	2.3%	
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	88,266.21	.00	758,216.73	10.4%	
1016003 GENERAL FUND TECHNICAL SERVICE									
1016003	5103 PERMANENT SALARIES	305,130	0	305,130	49,054.05	.00	256,075.95	16.1%	
1016003	5104 PART TIME SALARIES	144,732	0	144,732	15,275.49	.00	129,456.51	10.6%	
1016003	5121 MEDICARE INSURANCE	6,282	0	6,282	945.20	.00	5,336.80	15.0%	
1016003	5122 MEDICAL INSURANCE	57,628	0	57,628	7,997.12	.00	49,630.88	13.9%	
1016003	5125 DENTAL INSURANCE	1,500	0	1,500	190.50	.00	1,309.50	12.7%	
1016003	5126 VISION PLAN	654	0	654	142.99	.00	511.01	21.9%	
1016003	5127 LONG TERM DISABILI	1,500	0	1,500	245.95	.00	1,254.05	16.4%	
1016003	5128 LIFE INSURANCE	894	0	894	171.84	.00	722.16	19.2%	
1016003	5129 RETIREMENT	0	0	0	5,724.17	.00	-5,724.17	100.0%	
1016003	5130 PART TIME RETIREME	4,864	0	4,864	611.02	.00	4,252.98	12.6%	
1016003	5133 401 DEFERRED COMP	2,600	0	2,600	271.42	.00	2,328.58	10.4%	
1016003	5134 HEALTH RETIREMENT	724	0	724	686.48	.00	37.52	94.8%	
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	152.69	.00	13,347.31	1.1%	
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	98,941.35	.00	699,320.39	12.4%	
1016005 GENERAL FUND LITERACY									

YEAR-TO-DATE BUDGET REPORT

FOR 2027 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016005 5103 PERMANENT SALARIES	248,475	0	248,475	23,807.43	.00	224,667.57	9.6%	
1016005 5104 PART TIME SALARIES	96,643	0	96,643	10,924.88	.00	85,718.12	11.3%	
1016005 5121 MEDICARE INSURANCE	4,344	0	4,344	502.57	.00	3,841.43	11.6%	
1016005 5122 MEDICAL INSURANCE	30,000	0	30,000	4,837.92	.00	25,162.08	16.1%	
1016005 5125 DENTAL INSURANCE	1,334	0	1,334	157.49	.00	1,176.51	11.8%	
1016005 5126 VISION PLAN	788	0	788	72.40	.00	715.60	9.2%	
1016005 5127 LONG TERM DISABILI	1,044	0	1,044	108.69	.00	935.31	10.4%	
1016005 5128 LIFE INSURANCE	944	0	944	98.86	.00	845.14	10.5%	
1016005 5129 RETIREMENT	0	0	0	3,278.27	.00	-3,278.27	100.0%	
1016005 5130 PART TIME RETIREME	1,018	0	1,018	272.87	.00	745.13	26.8%	
1016005 5133 401 DEFERRED COMP	3,683	0	3,683	506.86	.00	3,176.14	13.8%	
1016005 5134 HEALTH RETIREMENT	353	0	353	62.82	.00	290.18	17.8%	
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	44,631.06	.00	491,504.66	8.3%	
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103 PERMANENT SALARIES	340,387	0	340,387	53,476.95	.00	286,910.05	15.7%	
1016006 5104 PART TIME SALARIES	67,251	0	67,251	12,293.67	.00	54,957.33	18.3%	
1016006 5121 MEDICARE INSURANCE	5,768	0	5,768	951.53	.00	4,816.47	16.5%	
1016006 5122 MEDICAL INSURANCE	55,000	0	55,000	11,155.75	.00	43,844.25	20.3%	
1016006 5125 DENTAL INSURANCE	1,902	0	1,902	420.63	.00	1,481.37	22.1%	
1016006 5126 VISION PLAN	752	0	752	195.17	.00	556.83	26.0%	
1016006 5127 LONG TERM DISABILI	1,672	0	1,672	270.19	.00	1,401.81	16.2%	
1016006 5128 LIFE INSURANCE	1,192	0	1,192	209.04	.00	982.96	17.5%	
1016006 5129 RETIREMENT	0	0	0	6,248.76	.00	-6,248.76	100.0%	
1016006 5130 PART TIME RETIREME	5,377	0	5,377	491.76	.00	4,885.24	9.1%	
1016006 5133 401 DEFERRED COMP	3,500	0	3,500	632.13	.00	2,867.87	18.1%	
1016006 5134 HEALTH RETIREMENT	496	0	496	80.26	.00	415.74	16.2%	
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	931.99	.00	6,068.01	13.3%	
1016006 5343 BOOKS_SUBSCRIPTION	23,000	0	23,000	3,840.15	.00	19,159.85	16.7%	
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 02								
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	91,197.98	.00	628,488.39	12.7%	
TOTAL GENERAL FUND	3,615,509	0	3,615,509	404,212.89	.00	3,211,296.14	11.2%	
TOTAL EXPENSES	3,615,509	0	3,615,509	404,212.89	.00	3,211,296.14		

YEAR-TO-DATE BUDGET REPORT

FOR 2027 02									
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	6,242.05	.00	46,463.95	11.8%		
1126005 5121 MEDICARE	758	0	758	89.96	.00	668.04	11.9%		
1126005 5122 MEDICAL INSURANCE	9,157	0	9,157	910.36	.00	8,246.64	9.9%		
1126005 5125 DENTAL INSURANCE	207	0	207	27.68	.00	179.32	13.4%		
1126005 5126 VISION PLAN	127	0	127	17.05	.00	109.95	13.4%		
1126005 5127 LONG TERM DISABILI	253	0	253	31.66	.00	221.34	12.5%		
1126005 5128 LIFE INSURANCE	173	0	173	23.28	.00	149.72	13.5%		
1126005 5129 RETIREMENT	0	0	0	725.01	.00	-725.01	100.0%		
1126005 5133 CITY 401 PLAN	1,192	0	1,192	148.07	.00	1,043.93	12.4%		
1126005 5134 HEALTH RETIREMENT	177	0	177	21.64	.00	155.36	12.2%		
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	8,236.76	1,500.00	88,802.88	9.9%		
TOTAL LIBRARY SERVICES FUND	98,540	0	98,540	8,236.76	1,500.00	88,802.88	9.9%		
TOTAL EXPENSES	98,540	0	98,540	8,236.76	1,500.00	88,802.88			

YEAR-TO-DATE BUDGET REPORT

FOR 2027 02									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	6,131	0	6,131		3,249.96	.00	2,881.04 53.0%
3516005	5121	MEDICARE INSURANCE	89	0	89		47.13	.00	41.87 53.0%
3516005	5122	MEDICAL INSURANCE	2,770	0	2,770		541.07	.00	2,228.93 19.5%
3516005	5125	DENTAL INSURANCE	58	0	58		20.68	.00	37.32 35.7%
3516005	5126	VISION PLAN	22	0	22		10.14	.00	11.86 46.1%
3516005	5127	LONG TERM DISABILI	29	0	29		16.60	.00	12.40 57.2%
3516005	5128	LIFE INSURANCE	30	0	30		13.85	.00	16.15 46.2%
3516005	5129	RETIREMENT	752	0	752		381.08	.00	370.92 50.7%
3516005	5133	CITY 401 PLAN	130	0	130		75.17	.00	54.83 57.8%
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		4,355.68	1,500.00	5,655.32 50.9%
TOTAL WIOA GRANT			11,511	0	11,511		4,355.68	1,500.00	5,655.32 50.9%
TOTAL EXPENSES			11,511	0	11,511		4,355.68	1,500.00	5,655.32

YEAR-TO-DATE BUDGET REPORT

FOR 2027 02										
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	4,874.93	.00	4,321.07	53.0%	
3536005	5121	MEDICARE INSURANCE	133	0	133	70.68	.00	62.32	53.1%	
3536005	5122	MEDICAL INSURANCE	4,155	0	4,155	811.63	.00	3,343.37	19.5%	
3536005	5125	DENTAL INSURANCE	87	0	87	31.03	.00	55.97	35.7%	
3536005	5126	VISION PLAN	33	0	33	15.20	.00	17.80	46.1%	
3536005	5127	LONG TERM DISABILI	44	0	44	24.92	.00	19.08	56.6%	
3536005	5128	LIFE INSURANCE	45	0	45	20.78	.00	24.22	46.2%	
3536005	5129	RETIREMENT	1,127	0	1,127	571.66	.00	555.34	50.7%	
3536005	5133	CITY 401 PLAN	195	0	195	112.75	.00	82.25	57.8%	
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	108.05	3,841.95	.00	100.0%	
TOTAL CAL LIBRARY LITERACY SVC			24,941	0	24,941	6,641.63	5,041.95	13,257.42	46.8%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			24,941	0	24,941	6,641.63	5,041.95	13,257.42	46.8%	
TOTAL EXPENSES			24,941	0	24,941	6,641.63	5,041.95	13,257.42		

BALANCE SHEET FOR 2027 2

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
112	1000	AP CASH CONTROL		603.57	645,183.72
112	1101	ACCOUNTS RECEIVABLE		.00	5,004.00
TOTAL ASSETS				603.57	650,187.72
LIABILITIES					
112	2150	CUSTOMER OVERPAYMENT PAYABLE		.00	-12.00
112	2301	UNAVAILABLE REVENUE		.00	-5,004.00
TOTAL LIABILITIES				.00	-5,016.00
FUND BALANCE					
112	3900	FUND BALANCE UNRESERVED		.00	-642,940.74
112	3901	REVENUE CONTROL		-4,487.34	-10,467.74
112	3902	EXPENDITURE CONTROL		3,883.77	8,236.76
112	3921	ENCUMBRANCE CONTROL		.00	26,550.92
112	3922	BUDGET FB RES 4 ENCUM		.00	-26,550.92
TOTAL FUND BALANCE				-603.57	-645,171.72
TOTAL LIABILITIES + FUND BALANCE				-603.57	-650,187.72

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



Library Board of Trustees Staff Report

Date: September 15, 2026
Agenda Item Number: 8.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 August 2026 highlights
2. 2026-27 Goals and Objectives 09-26

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

August Highlights

Back-to-School

The Library serves a total of 12 Monterey Park schools across four school districts (Alhambra, Garvey, Montebello and Los Angeles, in addition to private schools in the city. In August, students returned to school and the Library attended school events to register students for library cards and provide information about library resources and programs. Staff attended two Garvey Head Start Parent Orientations and Back-to-School Nights at Repetto and Ynez Elementary Schools, interacting with a total of 531 students, parents and teachers.

In anticipation of National Library Card Sign-Up Month (September), and in support of the State's Student Success Card initiative, the Library initiated a Library Card Drive with the Alhambra Unified School District and distributed library card applications to second and third grade students at Monterey Park schools. Completed applications have been returned to the Library and students will pick up their library cards at an event on September 19.

Programming Highlights

In August, Adult Services presented two special film programs for a total of 130 attendees. The annual Classic Film Screening was presented in collaboration with film historian Foster Hirsch on August 1 and featured an interview with actress Millie Perkins. On August 29 attendees enjoyed a screening of a Taiwanese film followed by a discussion about the role of historic Chinese theaters in Los Angeles, and the importance of preserving Chinese history through cinema from Hong Kong and Taiwan.

Outreach and Partnerships

In August, Library staff attended the City's Farmers' Market to provide information about library services and resources to attendees. Staff also participated in National Night Out and provided a craft. Children's staff visited the City's Tiny Tots program visited the Library on August 21 to provide a storytime.

The Library worked with community partners to offer Job Seeker Support, Entrepreneur Training Program and an ID.me workshop (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: *Using ID.me for Online Verification; Family Storytime; Teen UNO Tournament; Classic Film Screening; National Night Out; Crafternoon Tea.*



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: Teen-created props from a recent Studio Ghibli program are being temporarily displayed in the Teen Room. Staff continue to incorporate Young Adult paperbacks in 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 continued preparations for the launch of 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: The One Family: Between Chinatown and Little Taipei film screening and community discussion was held in August and was attended by 60 community members. Displays at this program highlighted the International DVDs collection and the Kanopy movie streaming service. Also in August, the Classic Film Screening with Foster Hirsch and Millie Perkins (attended by 70 people) promoted film-themed books from the Non-Fiction collection.

GOALS AND OBJECTIVES	PROGRESS
OPERATIONAL SUPPORT	
1. Enhance online presence by creating short-form videos and participating in social media trends.	Ongoing: Library staff brainstormed ideas to create content for the upcoming months.
2. Research technologies to further streamline Library card registration, reducing sign-up time and increasing data-entry accuracy.	In progress: Staff are researching driver's license scanners so that new patron data entry can be processed in seconds rather than minutes.
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: OPS staff participated in school outreach events, signing up children and their families to get Library cards and providing information on Library programs and services.
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 created a list of tutor-training topics and will showcase these at the next Quarterly Tutor Meetup on September 26. To increase involvement of volunteer tutors, literacy staff are working with current volunteer tutors to co-lead training at every meetup. The next co-lead training will teach how to create effective conversation group activities.
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: Two writing classes are being offered during the fall semester: beginning-level writing and advanced-level memoir writing; however, all enrolled students are encouraged to submit their writings for the first LAMP Learner Stories collection. To assist students who are not currently enrolled in a writing class, drop-in writing help will be offered in October and November.

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 is 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, Children's staff has continued weeding worn and outdated materials from the collection. Children's staff is also cataloging new books following new organization standards, including shelving all series together and making it easier for children to find books featuring popular characters in one spot.
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: Library staff attended Back to School Nights at Repetto Elementary School and Ynez Elementary School, sharing resources and signing up people for library cards. Library staff also attended two parent orientation events with Garvey School District. A library card drive event has been scheduled with Alhambra Unified School District.



Library Board of Trustees Staff Report

Date: September 15, 2026
Agenda Item Number: 9.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 the 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 August 18, 2026 meeting of the Library Board of Trustees, after review and discussion, the Board directed staff to present proposed revisions to the City Attorney for review, with the resulting version to then be presented to the Board at the next regularly scheduled Board of Trustees meeting. The City Attorney-reviewed version of the 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 September 2026 DRAFT
2. 59-01 POLICY By-Laws of the Library Board September 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 18 months or more, 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 or more, 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.~~