



Imperial Library Board of Trustees

*Mia Hernandez – President
Magdalena Altamirano – Vice President
Alejandra Banda – Trustee
Madeline George – Trustee
Susan Zarate-Sandoval – Trustee*

AGENDA

Regular Meeting of the Imperial City Library Board of Trustees

City Council Chambers
220 West 9th Street
Imperial, CA 92251-1637

June 9, 2026

Open Session at 6:00 pm

The Library Board meetings are live-streamed on the City's social media page at www.facebook.com/cityofimperial. By staying in the room, you give your permission to be recorded.

Americans with Disabilities Act: Requests for special assistance to participate in the meeting, please contact the City Clerk's Office by calling (760) 355-5303 or emailing CityClerk@imperial.ca.gov. Notification of 48 hours before the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA title II].

All documents with executive summaries and staff recommendations for open session action items are available on the City's website 72 hours before the meeting at <https://www.imperial.ca.gov/>. Supplemental writings distributed to the Library Board within 72 hours of the meeting will also be posted online. Written materials shared during the meeting will be available there if prepared by the city or afterward if prepared by others. These materials can be obtained from the City Clerk's Office.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADJUSTMENTS TO THE AGENDA:

The Library Board may amend the order, add urgency items, note abstentions or "no" votes on consent calendar items, and request consent calendar items be removed from the consent calendar for discussion. The Library Board may also remove items from the consent calendar before that portion of the agenda. The Library Board may address these issues by entertaining a formal motion.

PUBLIC COMMENT:

If you wish to address the Library Board concerning any item within the Board's jurisdiction, please raise your hand and be acknowledged by the President. At that time, state your name and address for the record. The President reserves the right to place a time limit of three (3) minutes on each person's presentation.

A. PRESENTATIONS:

- A-1. Recognition for Valentina Estes, former Trustee, for her exceptional service to the Library Board of Trustees

B. CONSENT AGENDA:

- B-1. Approval of Minutes for the Regular Library Board meeting of May 12, 2026

C. ACTION ITEM: DISCUSSION/ACTION:

- C-1. Review and Recommend Approval of Revised By-Laws

Presenter: Ember Haller, Library Manager

Discussion: Haller will present the revised draft bylaws to the Board for approval and recommendation to the City Council.

D. WORK SESSION: DISCUSSION/RECOMMENDATION:

- D-1. Friends of the Library

Presenter: Mia Hernandez, President

Discussion: President Hernandez will lead a discussion on creating a Friends of the Library and on potential partnerships with groups such as the Imperial Valley Community Foundation and the Imperial Valley Wellness Foundation.

- D-2. Imperial Valley Food Bank Partnership

Presenter: Mia Hernandez, President

Discussion: President Hernandez will lead a discussion on food distribution in front of the Library with a possible partnership with the Imperial Valley Food Bank.

- D-3. Outdoor Signage for the Library

Presenter: Mia Hernandez, President

Discussion: President Hernandez will lead a discussion on acquiring outdoor signage for the Imperial Public Library.

E. REPORTS:

- E-1. Library Manager Report
- E-2. Assistant to the City Manager Report
- E-3. City Manager Report
- E-4. President and Trustee Reports

ADJOURNMENT:

The next regular meeting of the Library Board of Trustees will be held on Tuesday, July 14, 2026.



Imperial City Library Board of Trustees

Mia Hernandez – President
Magdalena Altamirano – Trustee
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Susan Zarate-Sandoval - Trustee

MINUTES

Regular Meeting of the Library Board of Trustees

City Council Chambers
220 West 9th Street
Imperial, CA 92251-1637

May 12, 2026

6:00 PM REGULAR MEETING

- CALL TO ORDER:** Meeting called to order by President Hernandez at 6:01 p.m.
- ROLL CALL:** Altamirano, Hernández, George, Zárate-Sandoval
- CITY STAFF PRESENT:** City Manager Morita, City Attorney Turner, Library Manager Haller, Literacy Coordinator Luevano
- PLEDGE OF ALLEGIANCE:** Pledge of allegiance led by President Hernandez
- ADJUSTMENTS TO THIS AGENDA:**
- None
- PUBLIC COMMENT:** None

A. PRESENTATIONS:

- A-1.** Madeline George and Susan Zarate-Sandoval were sworn in as the new board members for the Library Board of Trustees by City Clerk, Kristina Shields
- A-2.** Grant Coordinator Elizabeth Luevano recognized 4 teen interns for their exceptional service in the library and to the community. The teen interns assisted in afternoon homework help, provided youth enrichment programs, and learned valuable skills.

Luevano presented each with a scholarship, and all interns gave speeches about their experiences and their gratitude for the program.

B. CONSENT AGENDA:

B-1. Approval of Minutes for the Regular Library Board Meeting of January 13, 2026

Moved by Hernandez, seconded by Altamirano, to approve the minutes for the Regular Library Board Meeting of January 13, 2026.

AYES: Hernández, Altamirano, George, Zárate-Sandoval

NOES: None

ABSTAIN: None

ABSENT: Banda

MOTION CARRIES: 4-0

Note: George and Zarate-Sandoval were not in attendance for the January 13, 2026, meeting.

C. ACTION ITEM: DISCUSSION/ACTION:

C-1. Nomination and Appointment of Library Board Vice President

Moved by George, seconded by Hernandez to extend the term of Vice President for 13 months.

President Hernandez makes a recommendation to nominate Trustee Altamirano as Vice President, **seconded by George**

AYES: Hernández, Altamirano, George, Zárate-Sandoval

NOES: None

ABSTAIN: None

ABSENT: Banda

MOTION CARRIES: 4-0

D. WORK SESSION ITEMS: DISCUSSION/RECOMMENDATION:

D-1. Library Operations and Strategic Priorities

Presenter: Mia Hernandez, President

Discussion: Hernandez opens by noting that one of her main focuses is creating a Friends of the Library group to support the Library. She also discusses the possibility of collaborating with a local foundation, such as Imperial Valley Community Foundation, to support fundraising efforts. She emphasizes the importance of an

Emergency Preparedness plan to help the library prepare for any disaster and to review recommendations made by the Emergency Preparedness consultant. Service needs for the library should include thorough cleaning and assistance from volunteers or the Friends of the Library. Zarate-Sandoval raised the concern about the restrooms and asked whether someone cleans them. Haller mentions that the City has a contract with a cleaning company that comes in every evening. Staff have been provided with cleaning kits for high-touch areas to assist with wiping them down throughout the day when able. However, Haller states that dusting, pulling books out, and thoroughly cleaning shelves are difficult to do daily. Hernandez discusses developing a system to rotate toys in the early learning room due to high use. This would allow toys to be sanitized and cleaned. She discussed having a day when the Library Board of Trustees, if willing, could volunteer to help clean areas of the library that cannot be addressed during the day. Haller mentions reopening a discussion with Human Resources to recruit volunteers for the Library to help assist with this as well. Hernandez shares feedback she received from a patron regarding the library, who requested an adult space. She talks about goals she has in mind, such as expanding the library and talking to officials to create this opportunity. Haller asks the two new Library Board members if they'd like to give a statement as to why they joined the Board. Zarate-Sandoval states she has been following the Board for years. She spoke about the importance of the Teen Internship program and its positive impact on our community. She also discussed collaborating with the Imperial School District to help more students reach the library, which can serve as a safe space for them. George speaks about making the Library a central focus of our community, specifically increasing children's awareness of the resources available to them. Hernandez discusses installing signage to help identify the building and pushing outreach to encourage the community and children to sign up for a card. Altamirano discusses how teamwork helps raise awareness of the library.

E. REPORTS:

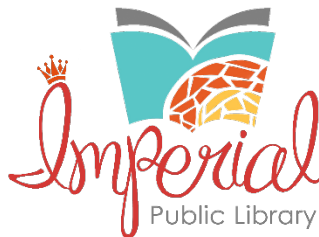
- E-1.** The Library Manager read her report to the Board.
- E-2.** The Assistant to the City Manager was absent. City Manager welcomed the new board members.
- E-3.** Trustees reported on their activities since the last library board meeting.

ADJOURNMENT

Seeing no further business before the board, President Hernandez adjourned the meeting at 7:16 p.m.

Imperial City Library Board of Trustees

Mia Hernandez - President
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STAFF REPORT

Agenda Item No. C-1

To: Imperial Library Board of Trustees

From: Imperial Public Library

Date: June 9, 2026

Subject: Review and Recommend Approval of Revised By-Laws

Summary/Background:

On September 9, 2025, the Library Board held a regular meeting reviewing and discussing the bylaws, not addressing several areas common in public library bylaws, such as:

- Residency and eligibility requirements for trustees
- Trustee attendance expectations and consequences for repeated absences
- Conflict of interest and ethics requirements
- Clarity of the recommendation of trustees by members of the City Council
- Authority to establish standing (and ad hoc) committees.
- Procedures for bylaw amendments and regular review.

City Attorney Turner reviewed the Board's requests for the bylaws and provided a draft with the changes redlined against the current bylaws.

This meeting provides an opportunity for the Board to:

- Review bylaws and recommend approval to the City Council.

Recommendation:

Staff recommend that the Board review the bylaws and approve them for submission to the City Council.

Attachments:

- Draft revised Bylaws with redlines
- Draft of revised Bylaws without redlines

BY-LAWS OF THE BOARD OF TRUSTEES CITY OF IMPERIAL PUBLIC LIBRARY

Article I – Title and Bylaws

Section 1. This body shall be named the Imperial City Library Board of Trustees, hereinafter referred to as “Board.”

Section 2. Recommendation of these bylaws may be amended at any time as requested by a Trustee, the Library Manager or the City Council. The Library Manager shall review the bylaws every two years and provide recommendations to the Board, if deemed necessary by the Library Manager. These bylaws may be formally amended by the City Council at a regular meeting of the City Council.

Article II - Mission and Purpose

Section 1. The Board is an advisory board to the Imperial City Council. The Board shall do and perform those acts and things necessary or proper to advise the City Council on the proper administration of the library. Areas of focus include, but are not limited to:

- Reviewing policies recommended by staff;
- Recommending long-range plans regarding facilities, staff, and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions; and
- Generating public support and participation in library programs.

Article III - Trustees

Section 1. The Imperial City Library shall be managed by a Board of Trustees, consisting of five members, to be recommended by members of the City Council, appointed by the Imperial City Mayor with the consent of the City Council.

Section 2. The Trustees shall be residents of the City of Imperial and be registered to vote in the City of Imperial. Trustees shall be required to fill out requested applications published by the City Clerk to be considered for appointment.

Section 3. The City Council shall have the option to remove Trustees for any reason, including a change in direction or vision. If the Trustee does not attend three meetings throughout the year without providing a justified reason for such absence to the Library Manager, the Trustee shall be removed from the office.

Section 24. The Term of Office and Compensation - The Trustees shall hold office for three years and shall serving-serve without compensation. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year (June); two at the end of one year thereafter and two at the end of two years thereafter.

Section ~~35~~. Vacancies - Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

Article IV - Meetings

Section ~~1~~. Regular meetings of the Board shall be on the second Tuesday of each month at 6:00 p.m. in the City Council Chamber.

Section 2. Meetings of the Board are governed by the Ralph M. Brown Act (Chapter 9, ~~(commencing with Section 54950)~~, of Part 1 of Division 2 of Title 5 of the Government Code).

Section 3. A majority of the Board shall constitute a quorum for the transaction of business.

Article V - Officers

Section 1. The officers of this Board shall be a President, a Vice-President, and a Secretary. The President and Vice-President shall be elected annually from the ~~Board's~~ Board's own ~~number~~members. The Secretary shall be the ~~Director of Community Services~~Library Manager or designee.

Article VI - Duties of Officers

Section 1. President - The President shall preside at meetings and shall have the ability to appoint members to ad hoc or regular or special committees. The President shall also perform the duties usually belonging to that office.

Section 2. Vice-President - The Vice-President shall, in the absence of the President, perform the duties of the President.

Section 3. The Secretary shall keep a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings, and perform such other duties as are generally associated with the office of Secretary.

Article VII - Annual Report

Section ~~1~~. The Board shall review the annual report prepared by the Library Manager ~~Director of Community Services~~ prior to its submission to the State Librarian. The annual report will be submitted to State Library following all requirements and deadlines as set forth by State in order to maintain funding eligibility and contribute to statewide data. The report shall, in addition to other matters deemed expedient by the Board, contain such statistical and other information as deemed desirable by the State Librarian.

Article VIII - ~~Amendments~~ Conflict of Interest and Ethics

Section 1. Board members shall comply with the City of Imperial Conflict of Interest Code and shall comply with all federal, state and local laws and policies regarding ethics. These By-Laws may be amended by the City Council at a regular meeting of

the City Council.

Adopted by the City Council of the City of Imperial on ____, 2025.

MAYOR,

BY-LAWS OF THE BOARD OF TRUSTEES CITY OF IMPERIAL PUBLIC LIBRARY

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Article VIII – Conflict of Interest and Ethics

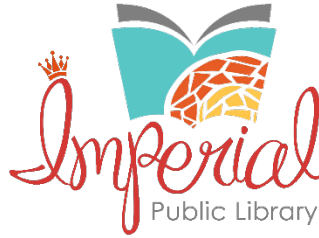
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Adopted by the City Council of the City of Imperial on _____, 2026.

MAYOR,

Imperial City Library Board of Trustees

Mia Hernandez - President
Magdalena Altamirano – Vice President
Alejandra Banda – Trustee
Madeline George – Trustee
Susan Zarate-Sandoval – Trustee



STAFF REPORT
Agenda Item No. D-1

To: Imperial Library Board of Trustees

From: Imperial Public Library

Date: June 9, 2026

Subject: Friends of the Library

Summary/Background:

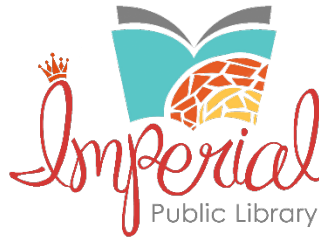
President Hernandez will lead a discussion on creating a Friends of the Library group and discuss potential partnerships.

Recommendation:

Staff have no recommendation at this time.

Imperial City Library Board of Trustees

Mia Hernandez - President
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Madeline George – Trustee
Susan Zarate-Sandoval – Trustee



STAFF REPORT

Agenda Item No. D-2

To: Imperial Library Board of Trustees

From: Imperial Public Library

Date: June 9, 2026

Subject: Imperial Valley Food Bank Partnership

Summary/Background:

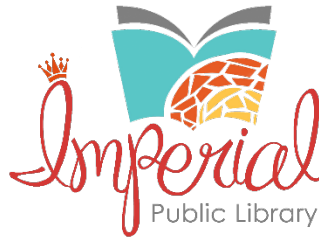
President Hernandez will lead a discussion on food distribution in front of the Library and possibly create a partnership with the Imperial Valley Food Bank.

Recommendation:

Staff has no recommendation at this time.

Imperial City Library Board of Trustees

Mia Hernandez - President
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Madeline George – Trustee
Susan Zarate-Sandoval – Trustee



STAFF REPORT
Agenda Item No. D-3

To: Imperial Library Board of Trustees

From: Imperial Public Library

Date: June 9, 2026

Subject: Outdoor Signage

Summary/Background:

President Hernandez will lead a discussion on acquiring outdoor signage for the Imperial Public Library.

Recommendation:

Staff has no recommendation at this time.



Imperial Library Board of Trustees
 Mia Hernandez – President
 Magdalena Altamirano – Vice President
 Alejandra Banda – Trustee
 Madeline George – Trustee
 Susan Zarate-Sandoval – Trustee

City Attorney
 Katie Turner

City Manager
 Dennis Morita

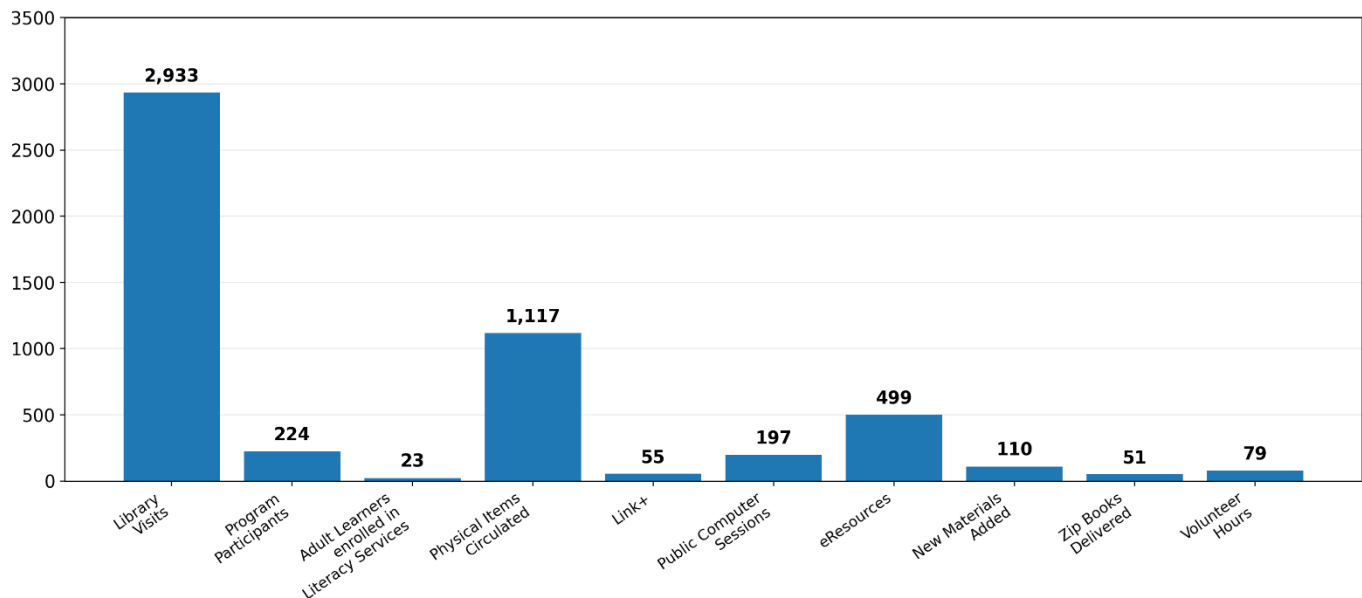
Assistant to the City Manager
 Thomas Garcia

Library Manager
 Ember Haller

Library Manager’s Report: May 2026

May 2026 Service Utilization & Impact

In May, our library continued to serve as an essential resource for the community—connecting people to books, technology, and vital support services that inspire and empower every day.



Key Highlights

**Stats collected May 26th for department report.*

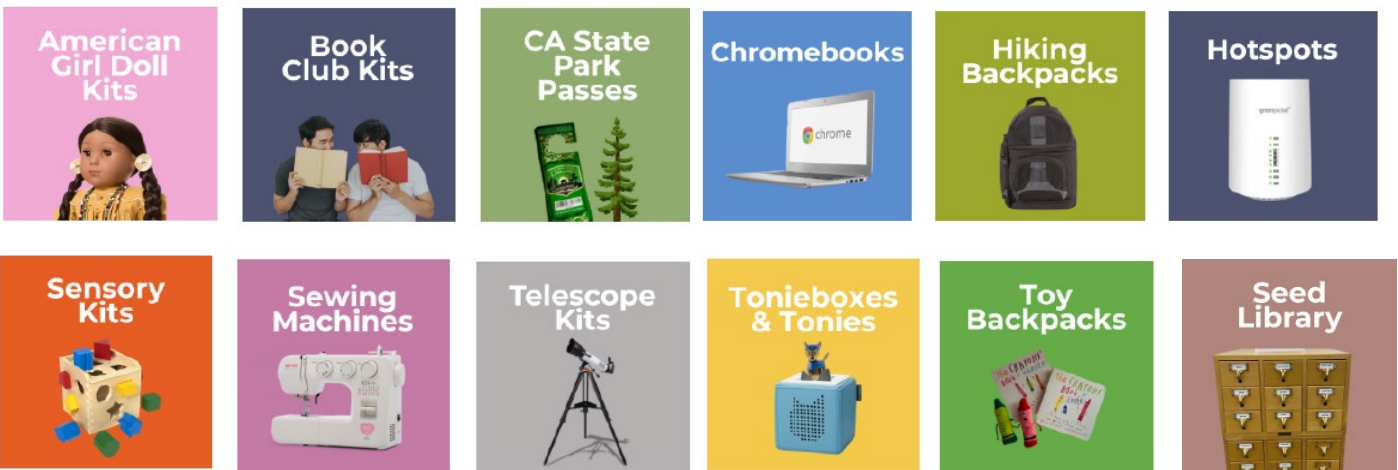
- 2,933 neighbors walked through our doors in May, connecting with our welcoming spaces and resources.
- 224 individuals found inspiration and connection through library programs.
- 23 adults are actively pursuing new skills and opportunities through our Literacy Services.
- Over 1,100 books and materials found new hands and homes this month.
- 55 books traveled across California to connect readers with stories through our Link+ partnership.
- Nearly 200 people relied on our computers for 257 hours—bridging the digital divide and supporting daily needs.
- Hundreds took advantage of our digital library, borrowing 499 eBooks, eAudiobooks, and more.

May Statistics

Activity	FYTD (July 1- April 30)	May	May's Notes
Library Visits	32, 646	2,933	Door counts are divided by two; they may undercount group visits. (April 1 – 28)
Early Learning Program	1,338	120	Sprout Program
Youth Program	2,660	0	After School Snack & Enrichment ended April 31 (Grant)
Teen Program	85	6	Video Game Club – 05/7 & 05/21
Adult Program	666	87	Craft Meet up, Happy Hearts, Silver Screen Book Club, Movie May, Mahjong
All Ages Programming	306	11	Chess Club – 05/14
Recreation Program	TBD	Requested	Tai Chi and Recreation Classes at the Library
Adult Literacy	137	13	12 English & Conversation classes; 1 GED class; 3 book club sessions
Family Literacy	175	0	No Events; Story Stroll pick for Asian American and Pacific Islander Heritage Month
Digital Literacy	36	5	4 classes
English as a Second Language	56	0	Currently in the process of recruiting ESL volunteer tutors and serving those on our waitlist
U.S. Citizenship	52	5	US Citizenship classes
New Library Cards	463	16	Issued
Public Computer Sessions	1,460	197	257 total computer hours; 1 hour 20 min average session
Physical Circulation	12,999	1,117	1,117 items circulated, 684 checkouts, 484 renewals, 1,168 total transactions
Link+ Books from CA Libraries	181	11	Provided to our patrons through LINK+
Link+ Books to CA Libraries	1,019	44	Shared by our library through LINK+
eBook Circulation	469	44	Libby app
eSerial Circulation	277	33	Libby app
eAudio Circulation	573	88	Libby app
eVideo Circulation	2,664	334	Kanopy streaming app
Books added to Collection	2,004	110	
Zip Books	550	51	Books ordered between 05/01 – 05/26 to be delivered to patrons
Volunteer Hours	1,449	79	Literacy: 43 / Teen Interns: 30 / Library: 6

Library of Things

Our Library of Things continues to grow, inviting all to explore, create, and learn with unique items for all ages. From hands-on tools to games and now American Girl Dolls, there is something for everyone. These iconic dolls bring history to life and will be available for library cardholders to borrow and enjoy starting in September. The American Girl Dolls will be used for our America 250 programming this summer.



Celebrating America's Semiquincentennial

The Imperial Public Library is planning a series of America 250 programs that connect national history to local family learning. Activities will include **Liber-Tea with Felicity**, a historical American Girl-inspired program; a special **Story Walk**; **classic games**; **scavenger hunts**; and **constitution kits**. More activities are being planned for this momentous time with the community.

- **Felicity's America 250 Display:** A welcoming historical display will feature American Girl Doll Felicity, colonial-inspired items, quills, tea-themed props, early American symbols, and books connected to America's founding era. The display will serve as a visual invitation for families to explore history before and after programs.
- **Liber-Tea with Felicity:** This summer, the library will present "Liber-Tea with Felicity," an event designed to bring joy and living history to our residents. The program will feature the American Girl Doll Felicity and offer a journey back to colonial America. Residents will enjoy tea and treats inspired by the era, including our special "Patriots Tea." The event will include colonial games and hands-on activities.

2026 Summer at the Library

As summer begins, the Imperial Public Library is excited to launch a dynamic season of programs and services designed to inspire, engage, and support our community. Beginning in June, a diverse line-up of activities, including our Summer Reading program and daily Lunch at the Library, will provide opportunities for learning, creativity, and connection for residents of all ages. These summer offerings reflect our ongoing commitment to fostering lifelong learning, enriching experiences, and a vibrant sense of community throughout the season.

- **iREAD 2026 Summer Reading Program – "Plant a Seed, Read":** Just as a farm grows food to nourish our bodies, a library grows ideas to nourish our minds. This year's theme will encourage participants to explore culture and history, science and nature, health and wellness, and human connection and community. The Summer Reading program launches on June 15. Children, teens, and adults can pick up reading logs at the front desk and earn prizes for reading throughout the summer. Weekly themed activities and book recommendations will help keep participants engaged and motivated to read all summer long.
- **Summer Programming:** A variety of programs will be offered for all age groups, starting June 16. These include interactive story times for early learners, STEM activities for children, and creative arts sessions for adults. The goal is to provide educational enrichment and fun experiences that bring the community together.
- **Lunch at the Library:** To support local families, the Imperial Public Library is offering free lunch Monday through Friday from 11:30 am to 12:30 pm, June 16 through August 14. Lunch is available to all children and teens 18

and under, helping ensure that youth in our community have access to healthy meals while school is out. This program is made possible through State grant funding and continued partnership with the Imperial Unified School District.

Grants, Gifts & External Funding

The Library continues to actively secure and manage grant-funded initiatives to expand services while reducing reliance on General Fund resources.

- **EmPOWERing Access:** Southern California Library Cooperative (SCLC) provided official notification of granted awards for Imperial Public Library. IN addition to the six (6) sewing machines received in May, the library has been awarded a Book Bike, Family Workstation, Charlie Cart (Nutrition & Cooking Program and Cart), and Early Learning Light Table to support hands-on learning and community outreach. The light table was delivered on May 27th, and the remaining items are scheduled for delivery over the next two months.



- **Literacy Funding Monitoring:** Ongoing monitoring of ESL-related funding opportunities to sustain and expand literacy services.
- **Digital Literacy and Access Opportunity:** The California State Library announced funding opportunities ranging from \$5,000 to \$20,000 to improve digital literacy, through digital navigation services for library users, digital literacy training opportunities for the public, and AI and/or internet safety classes. Applications are pending, with awards expected following state budget approval.

These initiatives collectively expand access, strengthen service delivery, and leverage external funding to meet community needs.

Facility and Operations

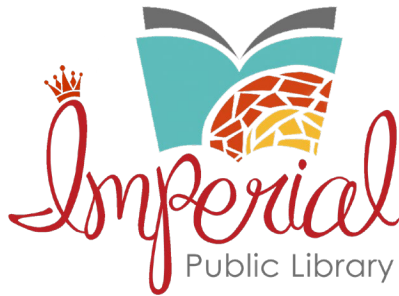
The library continues to assess facility and staffing needs to support safe, efficient, and sustainable operations.

Key activities in May included:

- Ongoing organization and consolidation of materials to improve space utilization and workflow efficiency
- Transition planning to convert the storage room into a staff breakroom, addressing operational and staff wellness needs
- Continued evaluation of storage efficiency and long-term facility needs, including roof assessment planning
- Staffing adjustments to maintain service levels amid limited staffing capacity
- Continued interdepartmental coordination to support building maintenance, technology, and operational continuity
- Monitoring operational impacts related to LINK+ delivery model changes

Thank you for your continued support of the Imperial Public Library. Your commitment enables the library to serve as a vital hub for literacy development, workforce support, digital equity, and inclusive programming for residents of all ages. With your support, we continue to strengthen our community and ensure essential resources and opportunities remain accessible to everyone in Imperial.





May's Literacy Report

In the month of May, the Library continued providing literacy services to adults and families in the community. We provided assistance to 17 adult learners who sought to improve their literacy skills and digital literacy skills as well as prepare for the U.S. Naturalization process and GED exam.

We welcomed one new volunteer to our program. Our 5 trained volunteer literacy tutors contributed 43 hours to literacy services in the month of May. This resulted in an estimated total value of \$726.70. (\$16.90).

The Library also received new furniture through the Literacy Spaces Project, which is expected to enhance the literacy space for learners and tutors. Installation of the furniture in the literacy room is currently underway.

The Literacy Coordinator continues to oversee grant implementation, including program planning, reporting, and compliance. Current efforts include preparation for various summer Family Literacy programs and remote adult classes, and the ongoing recruitment of literacy volunteers and learners.

Appreciatively,

Julia Samaniego
Literacy Coordinator