



Imperial Library Board of Trustees

Mia Hernandez – President
Magdalena Altamirano – Trustee
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

May 12, 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 www.https://cityofimperial.org/lb-agenda-archive. 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. PRESENTATION:

A-1. Swearing in of Library Board of Trustees, Madeline George and Susan Zarate-Sandoval

A-2. Recognition and Scholarship Presentation to Teen Interns

B. CONSENT AGENDA:

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

C. ACTION ITEM: DISCUSSION/ACTION:

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

Presenter: Mia Hernandez, President

Discussion: President Hernandez will lead the discussion for the selection of a Vice President of the Library Board of Trustees for the term through June 30, 2026.

D. WORK SESSION: DISCUSSION/RECOMMENDATION:

D-1. Library Operations and Strategic Priorities

Presenter: Mia Hernandez, President

Discussion: The Board of Trustees will discuss library operations, strategic priorities, service needs, and opportunities to support effective library services and community outcomes.

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 Imperial City Library Board of Trustees will be held on Tuesday, June 9, 2026.



Imperial City Library Board of Trustees

*Mia Hernandez – President
Valentina Estes – Vice President
Magdalena Altamirano – Trustee
Alejandra Banda – Trustee
Ivonne Sotomayor - Trustee*

MINUTES

Regular Meeting of the Imperial City Library Board of Trustees

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

January 13, 2026

6:00 PM REGULAR MEETING

CALL TO ORDER: Meeting called to order by President Hernandez at 6:10 p.m.

ROLL CALL: Banda, Estes, Hernández (Altamirano, Sotomayor-absent)

CITY STAFF PRESENT: Assistant to City Manager Garcia, City Attorney Turner, Library Manager Haller, Literacy Coordinator Samaniego

PLEDGE OF ALLEGIANCE: Pledge of allegiance led by Aubrey Hernandez

ADJUSTMENTS TO THIS AGENDA:

None

PUBLIC COMMENT: None

PRESENTATIONS:

Presentation by Julia Samaniego, Literacy Coordinator, regarding her literacy program statistics for December.

A. CONSENT AGENDA:

- A-1.** Approval of Minutes for the Regular Library Board Meeting of December 9, 2025 meeting.

Moved by Estes, seconded by Banda, to approve the minutes for the Regular Library Board Meeting of December 9, 2025.

AYES: Banda, Estes, Hernández

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIES: 3-0

WORK SESSION OF THE LIBRARY BOARD OF TRUSTEES (DISCUSSION ONLY):

- B-1.** Ready or Not Project

Presenter: Mia Hernandez, President

Discussion: Hernandez discussed the Ready or Not Project, funded by the California State Library, which provided a free on-site visit at the Imperial Public Library on January 13, 2026. Hernandez was unable to attend the meeting and turned over the discussion to Haller. Haller discussed how valuable it was to have met with the consultant from the Northeast Document Conservation Center, who came to prepare a report and provide us with resources. The recommendations will provide strategic plans and goal-setting for the Library.

- B-2.** Little Free Libraries

Presenter: Mia Hernandez, President

Discussion: Hernandez discussed the Little Free Libraries project and the grant opportunity available to help kick-start it. Unfortunately, the grant opportunity has been closed until April. Estes discussed possibly having volunteers or the public come together to help put one together. Haller discussed having a conversation with the City Attorney to guide the Library Board on how to proceed to ensure this project's success. Hernandez suggested revisiting the topic next month to outline a plan of action and next steps.

- B-3.** 2026 Strategic Planning Session

Presenter: Mia Hernandez, President

Discussion: Hernandez discussed the Library Board members' meeting for a planning workshop. Haller discussed potential meeting dates with the Library Board members to confirm availability and reserve the Council Chambers. An email will

also be sent to confirm which date works best. The workshop will aim to discuss planning and ideas for the year.

B-4. Every Story Counts

Presenter: Ember Haller, Library Manager

Discussion: Haller discussed the California State Library’s “Every Story Counts” initiative, which showcases patrons’ stories about why their library matters to them. This will run from January 25 through January 31. The State provides social media templates and resources to help promote this initiative. Haller discussed using the questionnaire provided by the State Library to share on social media and in the library for patrons to respond, along with 3 favorite photos to showcase patrons in their local library.

B-5. Review and Discussion of Current By-Laws

Presenter: Ember Haller, Library Manager

Discussion: Haller discussed the changes in the bylaws to be formally presented and approved at the next meeting. Turner discussed the changes to the bylaws at a previous meeting and noted that any additional changes can be made before approval.

C. REPORTS:

C-1. Library Manager Haller read her report to the Board.

C-2. Assistant to the City Manager Garcia read his report to the Board.

C-3. City Manager Morita was absent.

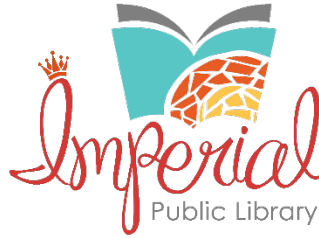
C-4. Trustees reported on their activities since the last library board meeting.

ADJOURNMENT

Seeing no further business before the board, President Hernandez adjourned the meeting at 7:24 p.m.

Imperial City Library Board of Trustees

Mia Hernandez - President
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Madeline George – Trustee
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STAFF REPORT
Agenda Item No. C-1

To: Imperial Library Board of Trustees

From: Imperial Public Library

Date: May 12, 2026

Subject: Nomination of Vice President

Summary/Background:

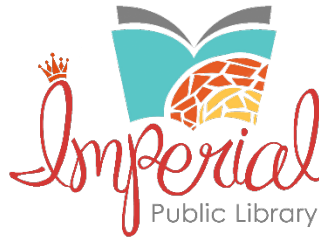
President Hernandez will lead the discussion for the selection of a Vice President of the Library Board of Trustees for the term through June 30, 2026.

Recommendation:

Staff have no recommendation at this time.

Imperial City Library Board of Trustees

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STAFF REPORT
Agenda Item No. D-1

To: Imperial Library Board of Trustees

From: Imperial Public Library

Date: May 12, 2026

Subject: Library Operations and Strategic Priorities

Summary/Background:

The Board of Trustees will discuss library operations, strategic priorities, service needs, and opportunities to support effective library services and community outcomes.

Recommendation:

Staff have no recommendation at this time.



Imperial Library Board of Trustees

- Mia Hernandez – President
- Magdalena Altamirano – Trustee
- Alejandra Banda – Trustee
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City Attorney

Katie Turner

City Manager

Dennis Morita

Assistant to the City Manager

Thomas Garcia

Library Manager

Ember Haller

Library Manager’s Report: April 2026

April 2026 Service Utilization & Impact

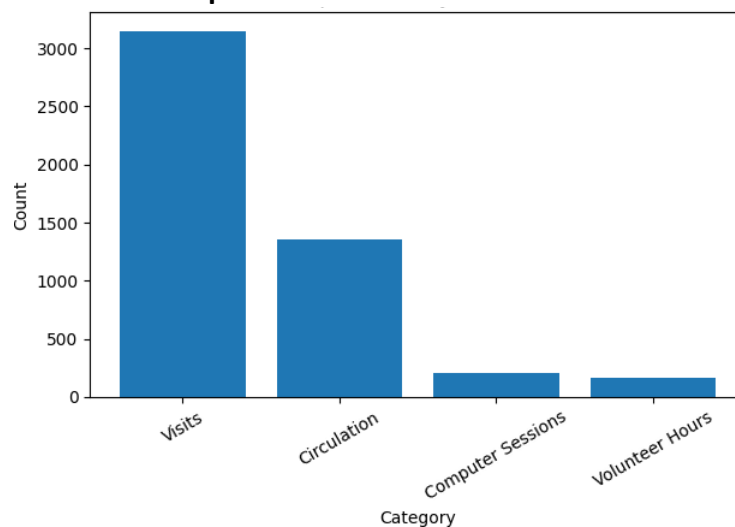
Library services saw strong utilization in April, with high participation in early learning, youth programming, and continued demand for literacy and digital access services. Circulation and computer usage remain steady, reflecting ongoing community reliance on core library resources.

Key Highlights

April demonstrates sustained demand for core library services and strong engagement across all age groups.

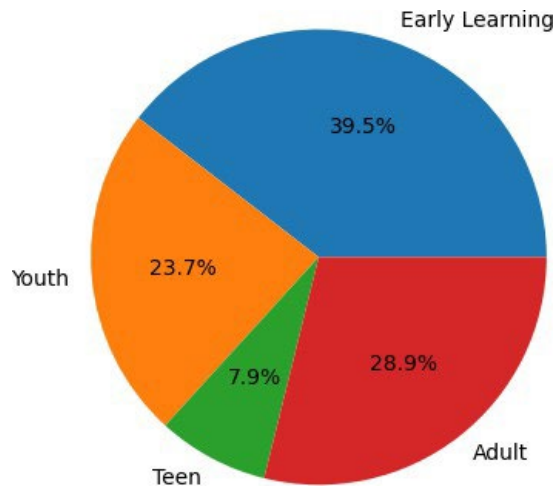
- 3,151 library visits in April
- 1,353 physical items circulated (1,586 total transactions)
- 207 public computer sessions totaling 235 hours of use
- 228 new materials added to the collection
- 167 volunteer hours supporting library services
- Strong participation across early learning, youth, and adult programs

April 2026 Service Utilization



High community utilization is reflected across visits, circulation, technology use, and volunteer-supported services.

Program Participation by Age Group



Participation remains strongest in early learning and youth programming, reflecting continued demand for family-centered services.

Activity	FYTD (July 1-March 31)	April	April's Notes
Library Visits	29,160	3, 151	Door counts are divided by two; they may undercount group visits. (April 1 – 28)
Early Learning	1,238	100	Sprout Program
Youth Program	2,600	60	Homework Help & Junior Scientist
Teen Program	65	20	Video Game Club – 04/9 & 04/23
Adult Program	593	73	Craft Meet up, Happy Hearts, Silver Screen Book Club
All Ages	294	12	Chess Club – 04/2 & 04/16
Adult Literacy	124	13 enrolled	17 English & Conversation classes; 2 GED classes; 4 book club sessions
Family Literacy	160	15	1 story time and craft event
Digital Literacy	31	5 enrolled	8 classes
English as a second language	56		Waitlist; tutors being recruited
U.S. Citizenship	47	5 enrolled	2 classes
New Library Cards	432	31	Issued
Public Computer Sessions	1,460	207	235 total computer hours; 1 hour 13 min average session (04/1-04/29)
Physical Circulation	11,646	1,353	1,353 items circulated, 1048 checkouts, 538 renewals, 1586 total transactions
ILL	160	21	Received from CA Libraries
ILL	968	51	Provided to CA Libraries
eBook Circulation	416	53	
eSerial Circulation	256	21	
eAudio Circulation	514	59	
eVideo Circulation	2,296	368	
Books added to Collection	1,776	228	
ZipBooks	496	54	Books ordered between 04/1 – 04/29
Volunteer Hours	1,282	167	Literacy – 63, Teen Interns – 96, Library – 8 hours



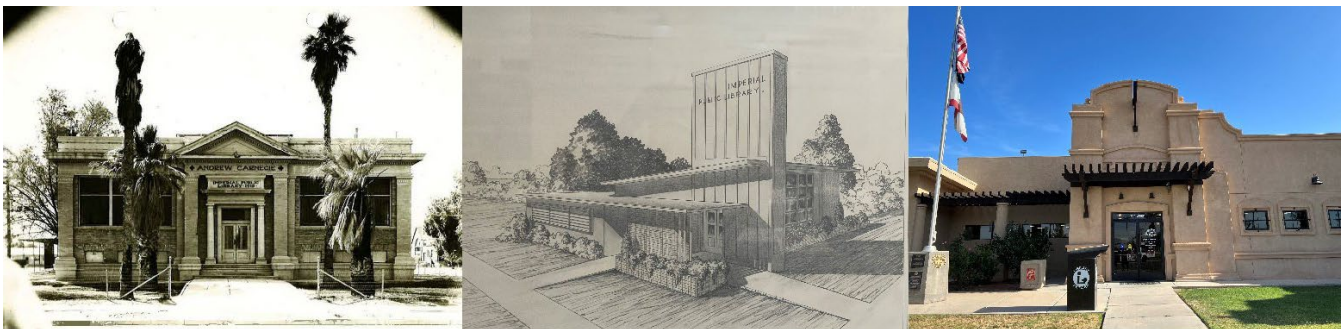
Our library patrons love to read books and more...

April Celebrates California Library Week

Governor Newsom declared April 19 to April 25 as “California Library Week.” The proclamation recognizes libraries as essential community infrastructure providing safe, inclusive spaces that support literacy, education, workforce development, and lifelong learning for all residents.

The Imperial Public Library continues to serve as a community hub, offering adult literacy programs, early learning opportunities, summer reading initiatives, access to technology, including free Wi-Fi, and programs that support science, arts, and workforce readiness. These services directly support community well-being, educational attainment, and equitable access to resources.

The Library is proud to represent one of the oldest public services in Imperial County, with roots dating back to the early 1900s, including the original Andrew Carnegie library. Through decades of growth, resilience, and investment, the Library remains a trusted and vital resource for the community.



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.

- **California Library Association (CLA) USA 250 Semiquincentennial:** The Library was awarded **\$3,500** in reimbursable funds to support summer 2026 programming commemorating the 250th anniversary of the Declaration of Independence. Programming will highlight community stories, local history, and civic engagement aligned with national themes.
- **CLA Youth and Family USA 250 Book Set:** **Twenty-six (26) children and teen titles** will be added to the collection to support “over the summer” and year-round reading and engagement. These materials connect youth to themes of history, identity, and the ongoing journey toward the ideals outlined in the Declaration of Independence.
- **Institute of Museum and Library Services (IMLS) Convening – Telling America’s Story:** Imperial Public Library was awarded **\$1,000** for participating in the IMLS 250 Library Convening in Phoenix. These funds will support local programming inspired by the convening, aligned with the America 250 commemoration.

Imperial Public Library | 200 West 9th Street, Imperial, CA 92251 | (760) 355-1332

[https://imperialca-my.sharepoint.com/personal/ehaller_imperial_ca_gov/Documents/Library Dept Monthly Memo April 2026.docx](https://imperialca-my.sharepoint.com/personal/ehaller_imperial_ca_gov/Documents/Library%20Dept%20Monthly%20Memo%20April%202026.docx)

- **Pacific Library Partnership – Literacy Spaces Opportunity:** The Literacy Services program received **\$11,200 in mobile furnishings** from a pre-selected list of eligible items. Items include:

- Book display for the library “lobby.”
- Two (2) flip-top nesting tables for the Community Room
- Two (2) bookshelves for the Literacy Room
- Mobile island for the Literacy Room
- Storage unit for the Literacy Room
- Collaborative whiteboard for the Literacy Room

These enhancements improve accessibility, flexibility, and program delivery for literacy services.

- **EmPOWERing Access Project – Library of Things Expansion: Six (6) sewing machines**, valued at \$300 each, have been delivered and will be added to the Library of Things collection. The addition expands access to hands-on learning, sustainability, and workforce skill-building opportunities through classes, workshops, and community use.
- **EmPOWERing Access Project:** Imperial Public Library received notice that it has been awarded one (1) **Charlie Cart**, valued at \$14,000. The Charlie Cart Project is a national food education program that provides all the tools needed to deliver food literacy programming. The cart and kit include:
 - K-5 Curriculum
 - Compact Convection Oven
 - Induction Cooktop
 - Electric Griddle
 - Vitamix Blender
 - Rinse Station
 - 170+ Utensils
- **Southern California Library Cooperative (SCLC) – EmPOWERing Access Expansion:** Additional funding is being pursued, with anticipated additions including a **book bike and a light table** to support hands-on learning and community outreach.
- **Community Resilience through Small & Rural Libraries:** Imperial Public Library was invited to apply for a pilot training focused on building community resilience through partnerships. If awarded, the program will support staff training and project development from June to December 2026.
- **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.
- **Zip Books Program – Statewide Resource Access:** The California State Library has opened the Zip Books grant application for **funding of up to \$35,000**. The Imperial Public Library has participated in this program since 2018, expanding access by allowing patrons to request books not available in the local collection for direct delivery.

Once returned, materials are added to the collection, strengthening long-term resources. The program will also expand to include eBooks, increasing patrons' digital access. Award notifications are expected in July, with the grant program period from July 1, 2026, through August 21, 2027.

- **Literacy Funding Monitoring:** Ongoing monitoring of ESL-related funding opportunities to sustain and expand literacy services.
- **Volunteer Impact:** Volunteers continue to play a critical role in supporting program delivery, literacy services, and community engagement.

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

Facility & Operations

The library continues to assess facility and staffing needs to support safe, efficient, and sustainable operations. Key activities in April 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**

Looking Ahead

- **Movie May:** Musicals will be featured each week at the Library
- **Free After-School Snack Program:** The after-school snacks for all ages and homework help continue through May.
- **Ongoing Programming:** Popular programs continue to be offered in May, including SPROUT Storytime, Video Game Club, Chess Club, Happy Hearts, Craft Meet-Up for Adults, and Silver Screen Book Club.

IMLS Library Convening 250: Telling America's Story

Library Manager Ember Haller attended the IMLS Library Convening 250 in Phoenix, a fully funded national convening focused on small and rural libraries. The Phoenix convening was the first of five regional gatherings, with approximately 150 library leaders from across the Southwest.

The convening provided practical strategies in grant development, responsible AI use, space and display design for small libraries, and America 250 programming. Sessions also focused on civic engagement, storytelling, and strengthening libraries' role in preserving and sharing community history.

Key outcomes include:

- Strategies to expand grant funding and external resource development
- Program models aligned with America 250 initiatives
- Approaches to enhance community storytelling and civic engagement
- Best practices for maximizing small library spaces and services

Resources and strategies gained through this convening will be applied locally to strengthen programming, expand partnerships, and support upcoming **America 250 initiatives**, including community-centered storytelling and engagement projects. Participation in this convening positions the Library to leverage national strategies and funding opportunities to better serve the Imperial community.



Southern California Rural and Small Public Library Representatives at the IMLS 250 Convening



Celebrating our Imperial Public Library Team

APRIL'S COLLECTIBLE BOOKEMON

NEW BOOKS

HAPPY EASTER

POPULAR SERIES

LIBRARY APPRECIATION

HAPPY BIRTHDAY AKIRA TORIYAMA

SPECIAL ILLUSTRATIONS FOR "JULIUS KAISEN" AND "TOKYO GHOUL"

GOKU AND VEGETA SHOW OFF THEIR LIBRARY CARDS IN EACH FORM!

LIMITED TO 1 PACK PER PERSON

Imperial Public Library

CITY OF IMPERIAL | IMPERIAL PUBLIC LIBRARY | 200 W. 9TH STREET | IMPERIAL, CA 92251 | (760) 355-1332

Our Library Clerks developed "BOOKEMON" cards, blending creativity and literacy to create a highly popular, interactive way to engage youth with books and build excitement around reading.

Respectively submitted,

Ember Haller

Ember Haller
Library Manager
Imperial Public Library



April's Literacy Report

In the month of April, the Library continued providing literacy services to adults and families in the community. We provided assistance to 12 adult learners who sought to improve their literacy skills, 5 adult learners who sought to improve their digital literacy skills, 5 adult learners interested in preparing for the U.S. Naturalization process, 1 adult learner interested in preparing for the GED exam, and 15 adults and children who participated in our spring Family Literacy event.

During this National Volunteer Month, we had the pleasure of recognizing our amazing volunteers for all they do. We are grateful for Mark Selay's 16 years of service; Jacqueline Cortez's 1 year and 8 months of service; Leslie Romero's 1 year and 7 months of service; and Harjasnoor Sidhu's 10 months of service. Our volunteers' outstanding dedication and continued commitment are what make our literacy services possible.

In early April, the Literacy Coordinator had the honor of representing the Imperial Public Library at the Public Library Association 2026 Conference. The coordinator's current efforts include incorporating newly gained knowledge from the conference into practice; overseeing grant implementation, including program planning, reporting, and compliance; recruiting literacy volunteers and learners; and developing Summer Reading Program activities.

Appreciatively,

Julia Samaniego
Literacy Coordinator