

### LIBRARY BOARD OF TRUSTEES

SPECIAL MEETING AGENDA

### CAMARENA MEMORIAL LIBRARY Robert F. Morales Multipurpose Room

850 Encinas Ave. Calexico, CA 92231

MONDAY, November 7, 2022 5:00 p.m.

### **BOARD OF TRUSTEES**

Rosario Duron, Chair Maria Alarcon, Vice-Chair Guadalupe Espino, Trustee Angelica Angulo, Trustee Consuelo Camacho, Trustee

Lizeth Legaspi, Library Manager

### **COUNCIL MEMBERS**

Javier Moreno, Mayor/Chairperson Raul Urena, Mayor Pro Tem/Vice Chairperson Camilo Garcia, Council Member Gloria Romo, Council Member Rosie Arreola-Fernandez, Council Member

Esperanza Colio-Warren, City Manager

\*\*AGENDA\*\*

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

### APPROVAL OF THE AGENDA

### PUBLIC COMMENTS

NOTES: (Not to Exceed 3 Minutes) This is the time for the public to address the Library Board of Trustees on any item no appearing on the agenda that is within the subject matter jurisdiction of the Board. The Chair will recognize you and when you come to the microphone, please state your name and place of residence for the record. While members of the public are encouraged to participate, it is unlawful to disturb or delay the Board meeting with personal or slanderous remarks. If the item you wish to comment on is a closed session or consent item, please comment now. The Board is prohibited by State law from taking action or discussing items not included on the printed agenda. If the item you wish to comment on is on the public portion of the agenda, we will take your comment when we get to the item on the agenda. Please direct your questions and comments to the Board.

- 1. Library Manager's Report
- 2. Library Board of Trustees Comments

### **CONSENT ITEMS**

3. Approval of Minutes from Special Meeting on July 19, 2022

### **BUSINESS ITEMS**

- 4. Welcome of New Library Trustee Consuelo Camacho
- 5. Revision of Library Board of Trustees Bylaws
- 6. 2022 Family Summer Reading Program Statistics Report
- 7. Zip Books Grant Award Letter FY 2022-23

### INFORMATION

Attendance Report Monthly Statistics Report November Calendar of Activities

### ADJOURNMENT

It is the intention of the City of Calexico to comply with the Americans with Disabilities Act in all respects. If you are a person with a disability who requires a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, please request such modifications or accommodation from the City Clerk at 760-768-2102. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Please advise us at the time whether you will require accommodations to participate in meetings on a regular basis. Any person affected by any application on this agenda may submit their concerns in writing prior to the meeting or appear in person and be heard in support or opposition to the proposal at the time the matter is considered on the agenda. The staff reports, applications and environmental documents may be viewed at either the office of the City Clerk, 608 Heber Avenue, from 8:30 a.m. until 5:30 p.m., Monday through Thursday, except legal holidays. Telephone inquiries may be made at 760-768-2102. If you challenge any agenda issue in court, you may be limited to raising only those issues that you or someone else raised at the public meeting described in this notice, or in written correspondence delivered to the City of Calexico at, or prior to, the public meeting.

This notice of the agenda is hereby certified to have been posted on or before 6:00 pm on November 3, 2022

Lizeth Legaspi Recording Secretary

6:00pm/ November 3, 2022

Next meeting date: February 6, 2023, 6:00pm



Meeting Date:

November 7, 2022

To:

**Library Board of Trustees** 

From:

Lizeth Legaspi, Library Manager

Subject:

Library Manager's Report



Meeting Date:

November 7, 2022

To:

Library Board of Trustees

From:

Lizeth Legaspi, Library Manager

Subject:

**Library Board of Trustees Comments** 



Meeting Date:

November 7, 2022

To:

**Library Board of Trustees** 

From:

Lizeth Legaspi, Library Manager

Subject:

Approval of Minutes for Special Meeting on July 19, 2022

MEETING OF:

LIBRARY BOARD OF TRUSTEEES MEETING

DATE OF MEETING:

Tuesday, July 19, 2022

PLACE OF MEETING:

Fernando "Nene" Torres Council Chambers

608 Heber Ave. Calexico, CA 92231

6:30 p.m.

CALL TO ORDER: The meeting was called to order by Chair Duron at 6:01 p.m.

### **ROLL CALL:**

Trustees	Attendance	
Rosario Duron, Chair	Present	
Maria Alarcon, Vice-Chair	Present	
Guadalupe Moreno, Trustee	Present	
Angelica Angulo, Trustee	Present	

### **STAFF PRESENT**:

Lizeth Legaspi, Library Manager

### **PLEDGE OF ALLEGIANCE:**

• The pledge of allegiance was led by Chair Duron.

### APPROVAL OF THE AGENDA:

 On motion by Trustee Espino, seconded by Vice-Chair Alarcon, the agenda was approved as delivered.

### **PUBLIC COMMENTS:**

 Orlando Espino, Calexico resident, congratulated the library and the library manager for their efforts at providing a good variety of library programs and their social media presence. It has not gone unnoticed.

### **LIBRARY MANAGER'S REPORT:**

- Requested funding to local Sun Community Federal Credit Union to replenish book inventory for family night programs
- Ribbon cutting ceremony for Make-A-Wish mural in children's nook area

### **CONSENT ITEMS:**

On motion by Chair Duron and seconded by Vice-Chair Alarcon. The minutes from special meeting held on June 8, 2022 were approved as delivered.

### **BUSINESS ITEMS:**

<u>Acceptance of California Library Literacy Services Projected Award</u> – item was presented during last meeting, but the board did not formally accept it. On motion by Vice-Chair Alarcon, and seconded by Trustee Espino, the projected award was accepted.

### California State Library Zip Books Grant Program FY 2022-23

• Mrs. Legaspi has submitted an application for \$10,000 for this current fiscal year.

### Family Summer Reading Program Report

- 367 people registered
- Currently on week 5 and very well attended
- Raise a Reader program has resumed

### Friends of the Library Report

- No report provided
- Supported 2022 programming such as Pajama Party, Teen Clubs, Family Literacy, Read Across America, National Library Week, Book Club book purchases and Dia del Niño

### **INFORMATION:**

- Attendance report
- Monthly statistics report
- July calendar of activities
- Letter of support for library budget

### **ADJOURNMENT:**

## LIBRARY BOARD OF TRUSTEES Minutes

 On motion by Chair Duron and seconded by Vice-Chair Alarcon, the meeting adjourned at 6:24 p.m.

	Minutes typed by Lizeth Legaspi
Next Meeting:	
Monday, November 7, 2022, 6:00 p.m.	
	Rosario Duron, Chair
ATTEST:	
Lizeth Legaspi, Library Manager	



Meeting Date:

November 7, 2022

To:

**Library Board of Trustees** 

From:

Lizeth Legaspi, Library Manager

Subject:

Welcome of New Library Trustee Consuelo Camacho



Meeting Date:

November 7, 2022

To:

Library Board of Trustees

From:

Lizeth Legaspi, Library Manager

Subject:

Revision of Library Board of Trustees Bylaws

### **BYLAWS**

## LIBRARY BOARD OF TRUSTEES CAMARENA MEMORIAL LIBRARY

### **ESTABLISHED**

A board to be known and designated as the Library Board of Trustees ("Board") of the Camarena Memorial Library ("Library") is created and established by City of Calexico Ordinance No. 1211 on December 16, 2020 to advise the Library in accordance with Chapter 5 of Title 1 of the California Education Code commencing at Section 18900, as it may be amended ("Municipal Libraries Act").

### **ORGANIZATION**

The Board shall consist of five members. Each city council member will appoint one Board member. If after a reasonable amount of time (not to exceed forty-five) days after an election is certified or vacancy otherwise exists), a city council member has failed to make an appointment, the appointment will be made by a majority vote of the city council and the appointee shall not be removed from office except by majority vote of the city council.

Members shall hold office for three years.

All members shall be residents of Calexico or shall regularly work within the City during their term and are governed under Chapter 2.19 and Chapter 2.26 of the Calexico Municipal Code.

#### **POWERS AND DUTIES**

The Board shall have the following duties and powers:

- 1. Support the Camarena Memorial Library and other public libraries;
- 2. Aid in meeting the community's educational, recreational, informational, and cultural needs to encourage lifelong learning and the pursuit of knowledge;
- 3. Encourage the use of traditional and innovative library services;
- 4. Promote and encourage of public knowledge and use of library services and facilities;
- 5. Advise the City Council with regards to the Library and its services;

The Board shall have such specific duties and powers as the City Council from time to time invest in it.

The Board shall have no independent duties and no authority to take actions that bind the City of Calexico;

### **VACANCIES AND REMOVAL OF MEMBERS**

- 1. A Board member may be removed at any time by the City Council Member who appointed such Board member to the Board for any reason and/or if the Board member is absent from three (3) regularly scheduled meetings in a calendar year.
- 2. Members will also be automatically removed for violating the Political Reform Act of 1974 as determined by the appropriate agency with authority to render such decisions or failing to comply with mandatory ethics training or conflict-of-interest filings required by the State of California or the City of Calexico.

### COMPENSATION

Members of the Board shall receive compensation for attendance of scheduled meetings in the amount of \$50 as approved by City Council per ordinance 2022-1226 in the May  $18^{th}$ , 2022, meeting.

#### **OFFICERS**

The officers of the Board shall consist of a Chairperson and Vice-Chairperson, to be elected by the Board, and such other officers as the Board may from time to time designate.

- 1. Chairperson and Vice-Chairperson will serve for a one-year term.
- 2. In the event of a vacancy in the Chairperson's position, the Vice-Chairperson shall succeed as Chairperson for the balance of the Chairperson's term and the Board shall elect a successor to fill the vacancy in the Vice-Chairperson's position for the remainder of the Vice-Chairperson's term.
- 3. Members willing to serve in either of these positions may submit their names for nomination. Members may also submit names of other members for nomination.
- 4. The Vice-Chairperson shall perform the duties of the Chairperson when the Chairperson is absent.

### **MEETINGS**

1. Regular meetings of the Board shall be held on the first Monday of each month. The Board meetings shall commence at 6:00 p.m., at the Fernando "Nene" Torres Council Chambers in City Hall 608 Heber Avenue, Calexico, California. Whenever a regular

- meeting falls on a holiday observed by the City of Calexico, the meeting shall be held on another day or canceled at the direction of Library Administration.
- 2. The Board meetings shall be subject to the "Brown Act" (California Government Code Section 54952.3) for purposes of notices, agendas and holding meetings open to the public.
- 3. Quorum: For the purpose of conducting business the Board of the whole shall have a quorum if a majority of members currently on the roster are present. If no majority after 15 minutes, the members may adjourn their meeting.
- 4. Agendas and meeting notes: All meetings of the Board of the whole shall be announced by a printed agenda, emailed, or distributed to all members, staff, and City Council members at least three working days prior to the meeting. Regular scheduled meetings must be posted 72 hours prior to meeting, and special meetings must be noticed 24 hours prior to the meeting.
- 5. The Library Manager will act as secretary but may be assisted by a library clerk to keep a proper record of the proceedings.

These Bylaws shall be adopted and amended by the Board by the affirmative vote of a majority of its total membership and with the approval of the City Council.

	ROSARIO DURON, CHAIRPERSON
ATTEST:	
LIZETH LEGASPI, LIBRARY MANAGER	
APPROVED AS TO FORM:	
CARLOS CAMPOS, CITY ATTORNEY	



Meeting Date:

November 22, 2022

To:

Library Board of Trustees

From:

Lizeth Legaspi, Library Manager

Subject:

2022 Family Summer Reading Program Statistics Report

Read-to-Me Club	# Programs	# Children	# Adults
Toddler Time	5	65	51
Baby Time	7	88	86
Storytime	7	87	58
Virtual Storytime	4	17	9
viiredar ocor yelline			
Reading Club			
Artsy Mondays	5	136	88
Game Day	7	78	49
Let's Meet	7	131	93
STEAM Lab	7	111	51
Paint Time	4	56	26
Libraries on the Spectrum	3	29	28
Lunch at the Library literacy bags	10	300	
Teen Club			
Teen Club	7	10	
Adult Program Let's READ Book Club	5		25
	3		7
Library Learners BC Let's Talk	7		31
Books into Movies	4		24
Family Literacy Program	1 1	7	5
Vintage Club (July/August)			52
Village Club (July/August)			32
Special Presentations			
Reduce.Reuse.Recycle	1	8	5
Domestic Violence Workshop	1		15
Awards Programs			
Read to Me Awards	1	20	17
Reading Club Awards	1	17	10
Teen Club	1	7	
	00	1167	730
GRAND TOTALS	98	1167	750
Summer Program Participants Registered			
Read-to-Me (ages 0-5)	164		
Reading Club (grades 1st-5th)	159		
Teen Club (ages 13-17)	31		
Adults (18+)	39		
	393		
Total books read (reported to us)	2112		

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Total books checked out		
June	808	
July	1803	
August (as of 8/3/22)	131	
Total books checked out	2742	
Total library cards issued		
June	68	
July	100	
August	13	
Total cards checked out	181	



Meeting Date:

November 7, 2021

To:

Library Board of Trustees

From:

Lizeth Legaspi, Library Manager

Subject:

Zip Books Grant Award Letter FY 2022-23



10/03/2022

Lizeth Legaspi, Library Manager Camarena Memorial Public Library 850 Encinas Ave. Calexico, CA 92231

Subject: Zip Books Project (ZIP22-13)

Dear Mrs. Legaspi:

We are pleased to approve the grant application for the Zip Books Project for a total of \$7,128 in California Library Services Act funds to purchase books and prime membership.

Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents. For more information, please refer to the Zip Book Guidelines located on the State Library website.

Upon receipt of a completed claim form that is free of errors or inaccurate information, the State Library processes it for routing to the Office of the State Controller which ultimately issues the check. The total time for the claim form to be processed, routed, payment issued, and mailed can be up to eight weeks, but is often a shorter timeframe. If you still have not received payment after eight weeks, please contact your grant monitor.

The Grant Monitor assigned to your project is Monica Rivas. She is available to assist you throughout the year and she can be reached via email at monica.rivas@library.ca.gov. Please stay in touch with your Grant Monitor throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

Gra was Greg Lucas

California State Librarian

CC: Monica Rivas, monica.rivas@library.ca.gov
Lena Pham, lena.pham@library.ca.gov
Lizeth Legaspi, llegaspi@calexico.ca.gov

Library – Courts Building P.O. Box 942837 Sacramento, CA 94237-0001 916-323-9759 csl-adm@library.ca.gov www.library.ca.gov



## Library Board of Trustees Attendance Report

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1 W	Meeting Dates			
Trustee	6/8/2022	7/19/2022	11/7/2022	3/6/2023
Rosario Duron	*	*		
Maria Alarcon	*	*		
Guadalupe Espino	*	*		
Angelica Angulo	*	*		
Consuelo Camacho	Ī		040	

ADULT  JUVENILE	Books Videos, DVDs & CD			-			84	
	Videos, DVDs & CD							
JUVENILE	Videos, DVDs & CD				20	421		
UVENILE	Videos, DVDs & CD				29	421		
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UVENILE	Non-book materials	(printed ma	atters)	-	0			
UVENILE	AV (audiobooks & la			Circulation	0	5		
UVENILE		10	tai Adult (	Lirculation	29	467		
	Books				133	1524	-	
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	Reference				4	56		
	Information				22	432		
	Technology				5	64		
			TOTAL Q	UESTIONS	31	552		
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	In-house use of equip	pment			0	0		
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### CAMARENA MEMORIAL LIBRARY \_\_ CALENDAR OF ACTIVITIES

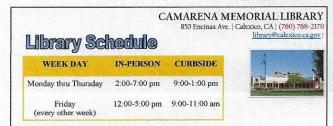


# https://calexicolibrary.org



Monday	Tuesday	Wednesday	Thursday	Friday
	ARTsy TUESDAYS 1:00 PM, AGES 5-12 HOMEWORK HELP 3:00 PM, AGES 6-12 PARENT/CHILD WORKSHOP #5 5:00 PM, AGES 1-3 ESL CLASS 5:30 PM, 18+, CTC	2 Siny inc. 10:00 am, AGES 3-5  HOMEWORK HELP 3:00 PM, AGES 6-12  ESL CLASS 5:30 PM, 18+, CTC	3:00 PM, AGES 6-12  3:30 PM, AGES 6-12  ESL CLASS 5:30 PM, 18+, CTC  LET'S TALK CONVERSATION GROUP 5:30 pm, 18+	4 LIBRARY CLOSED
PRAISE A READER 9:00 AM—Shake, rattle & read 9:45 AM—Tales for Tots 11:00 AM—Preschool Power HOMEWORK HELP 3:00 PM, AGES 6-12 FREE SNACK TO GO 3:00 pm, AGES 1-18 LIBRARY BOARD MTG, 6:00 PM at Council Chambers—608 Heber Ave.	ARTsy TUESDAYS 1:00 PM, AGES 5-12 HOMEWORK HELP 3:00 PM, AGES 6-12 BABY TIME 5:00 PM, AGES 0-3 ESL CLASS 5:30 PM, 18+, CTC VOTE GOUNTS	9 STOP LINE 10:00 am, AGES 3-5 HOMEWORK HELP 3:00 PM, AGES 6-12 ESL CLASS 5:30 PM, 18+, CTC FRIENDS OF THE LIBRARY MTG. 5:30 PM	HOMEWORK HELP 3:00 PM, AGES 6-12 ESL CLASS 5:30 PM, 18+, CTC  LET'S TALK CONVERSATION GROUP 5:30 pm, 18+	LIBRARY CLOSED*. HONORING ALL WIG SENTED VETERANS DAY UNITE OF TAKES OF AMERICA.
THE SNACK TO GO 3:00 pm, AGES 6-12  FREE SNACK TO GO 3:00 pm, AGES 1-18  LET'S READ BOOK CLUB 5:30 PM, 18+	THANK YOU for your service  15 ARTSY TUESDAYS 1:00 PM, AGES 5-12 HOMEWORK HELP 3:00 PM, AGES 6-12 ESL CLASS 5:30 PM, 18+, CTC LIBRARY LEARNERS BOOK CLUB 5:30 PM, AGES 18+	16 Story the 10:00 am, AGES 3-5 HOMEWORK HELP 3:00 PM, AGES 6-12 TEEN TIMES 3:30 PM, 13+ ESL CLASS 5:30 PM, 18+, CTC	HOMEWORK HELP 3:00 PM, AGES 6-12 EBLCAS 5:30 PM, 18+, CTC BOOK PRESENTATION & GIVE AWAY 5:00 PM, AGES 13+ LET'S TALK CONVERSATION GROUP 5:30 pm, 18+	LIBRARY CLOSED  LIBRARIES  LIBRARIES  JOIN US FOR A SOCIAL STORYTIME 5:30 PM
MOVIE TIME 1:00 pm, AGES 3+ FREE SNACK TO GO 1:00 pm, AGES 1-18	ARTSY TUESDAYS 1:00 PM, AGES 5-12  BABY TIME 5:00 PM, AGES 0-3  ESL CLASS 5:30 PM, 18+, CTC	23 Story ime 10:00 am, AGES 3-5 ESL CLASS 5:30 PM, 18+, CTC	24 SHappy Thanksgiving LIBRARY Enjoy your fa	CONTRACTOR CONTRACTOR OF THE C
28 FREE SNACK TO GO 3:00 pm, AGES 1-18 HOMEWORK HELP 3:00 PM, AGES 6-12 FAMILY LITERACY NIGHT 5:00 PM, (for ALS Program participants)	ARTsy TUESDAYS 1:00 PM, AGES 5-12 HOMEWORK HELP 3:00 PM, AGES 6-12 ESL CLASS 5:30 PM, 18+, CTC	30 Story Line 10:00 am, AGES 3-5  HOMEWORK HELP 3:00 PM, AGES 6-12  TEEN TIMES 3:30 PM, 13+  ESL CLASS 5:30 PM, 18+, CTC		

### LOCATIONS







@camarenalibrary



### BIBLIOTECA CAMARENA — CALENDARIO DE ACTIVIDADES



## NOVIENDE 2022



### https://spanish.calexicolibrary.org

Lunes	Martes	Miércoles	Jueves	Viernes
	MARTES DE ARTE 1:00 PM, EDAD 5-12  AYUDA CON TAREAS 3:00 PM, EDAD 6-12  TALLER PADRES/HUOS #5 5:00 PM, EDAD 1-3  CLASE DE INGLES 5:30 PM, 18+, CTC	2 Story ine 10:00 am, EDAD 3-5  AYUDA CON TAREAS 3:00 PM, EDAD 6-12  CLASE DE INGLES 5:30 PM, 18+, CTC	3 AYUDA CON TAREAS 3:00 PM, EDAD 6-12 3:30 PM, EDAD 6-12 CLASE DE INGLES 5:30 PM, 18+, CTC VAMOS A PLATICAR 5:30 pm, 18+	4 CERRADO
RAISE A READER 9:00 AM—Shake, rattle & read 9:45 AM—Tales for Tots 11:00 AM—Preschool Power AYUDA CON TAREAS 3:00 PM, ACES 6-12  APERITIVOS GRATIS P/LLEVAR 3:00 pm, EDAD 1-18  JUNTA MESA DIRECTIVA 6:00 PM Concilio de Calexico — 608 Heber Ave.	MARTES DE ARTE 1:00 PM, EDAD 5-12 AYUDA CON TAREAS 3:00 PM, EDAD 6-12 TIEMPO DE BEBES 5:00 PM, EDAD 0-3 CLASE DE INGLES 5:30 PM, 18+, CTC YOUR VOTE GOUNTS	9 Story Line 10:00 am, EDAD 3-5  AYUDA CON TAREAS 3:00 PM, EDAD 6-12  CLASE DE INGLES 5:30 PM, 18+, CTC  JUNTA AMIGOS DE LA BIBLIOTECA 5:30 PM	AYUDA CON TAREAS 3:00 PM, EDAD 6-12 CLASE DE INGLES 5:30 PM, 18+, CTC VAMOS A PLATICAR GRUPO DE CONVERSACION 5:30 pm, 18+	CERRADO  ***.  HONORIO ALL WIGO SERVED  VETERANS DAY  HANTED FIRST OF MARIES  ****
nonnonto.	teranos GRACIAS por su se	rvicio! Lo invitamos a recoge	er un obsequio	
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28 APERITIVOS GRATIS 3:00 pm, EDAD 1-18 AYUDA CON TAREAS 3:00 PM, EDAD 6-12 NOCHE DE ALFABETIZACION FAMILIAR 5:00 PM, (para participantes del programa de alfabetización)	MARTES DE ARTE 1:00 PM, EDAD 5-12  AYUDA CON TAREAS 3:00 PM, EDAD 6-12  CLASE DE INGLES 5:30 PM, 18+, CTC	30 Story Line 10:00 am, EDAD 3-5  AYUDA CON TAREAS 3:00 PM, EDAD 6-12  TIEMPO DE JOVENES 3:30 PM, 13+  CLASE DE INGLES 5:30 PM, 18+, CTC		

### **UBICACIONES**

