



LIBRARY BOARD OF TRUSTEES

REGULAR MEETING AGENDA

City of Calexico
Fernando "Nene" Torres Council Chambers
608 Heber Ave.
Calexico, CA 92231

Monday, November 2, 2026
5:00 pm

BOARD OF TRUSTEES

Stacy Olguin, Chair
Abril Ayala, Vice-Chair
Roxsanna Pacheco, Trustee
Lila Velarde, Trustee

Lizeth Legaspi, Library Manager

COUNCIL MEMBERS

Victor Legaspi, Mayor/Chairperson
Lorenzo Calderon, Pro Tem/Vice-Chairperson
Adriana Marquez, Council Member
Lisa Tylenda, Council Member
Diana Nuricumbo, Council Member

Benjamin A. Martinez, 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 not 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 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.

LIBRARY MANAGER'S REPORT

LIBRARY BOARD OF TRUSTEES COMMENTS

CONSENT ITEMS

1. Approval of Minutes for Regular Meeting on August 3, 2026

DISCUSSION AND POTENTIAL ACTION ITEMS

2. School Visits
3. Lunch at the Library Grant Opportunity
4. National Night Out Program

5. Christmas Tree Lighting
6. Library Closed for Inventory, November 23-25, 2026
7. Review of Camarena Memorial Library Policy Manual
8. Friends of the Library Report

INFORMATION

Attendance Report

Monthly Statistics Report

New Booklist Available Online <https://calexicolibrary.org/newarrivals>

November Calendars of Activities

Vintage Club Get Together

ADJOURNMENT

It is the intention of the City of Calexico to comply with the American with Disabilities Act in all respects. If you are a person with a disability who requires a disability-related modification or accommodation 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 accommodation to participate in meetings on a regular basis. Any person affected by any application on the agenda may submit their concerns in writing prior to the meeting or appear in person and be heard in support of 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 the office of the City Clerk, 608 Heber Avenue, from 8:30 am until 5:30 pm, Monday through Thursdays, 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 on the agenda is hereby certified to have been posted on or before 7:00 pm on
Wednesday, October 29, 2026

Lizbeth Carbajal

Lizbeth Carbajal, Recording Secretary

7:00 pm / October 29, 2026

Next regular meeting date: December 7, 2026



LIBRARY BOARD OF TRUSTEES

Item 1

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **Approval of Minutes for Regular Meeting on August 3, 2026**

Recommendation:

It is recommended that the Library Board of Trustees approve Minutes for Regular Meeting on August 3, 2026.

Background:

In accordance with the Library Board of Trustees Bylaws, the Library Manager or a library clerk will keep a proper record of the proceedings.

Fiscal Impact:

None.

Attachment(s):

Minutes for Library Board of Trustees for Regular Meeting on August 3, 2026.



LIBRARY BOARD OF TRUSTEES MINUTES

MEETING OF: Library Board of Trustees Regular Meeting
DATE OF MEETING: **Monday, August 3, 2026**
PLACE OF MEETING: Fernando "Nene" Torres Council Chambers
608 Heber Ave. Calexico, CA 92231
5:00 pm

CALL TO ORDER: Meeting called to order at 5:03 pm by Chairperson Olguin.

ROLL CALL:

TRUSTEE	ATTENDANCE
Abril Ayala	Present
Stacy Olguin	Present
Roxsanna Pacheco	Present
Lila Velarde	Absent

STAFF PRESENT: Lizeth Legaspi, Library Manager and Lizbeth Carbajal, Executive Assistant.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by Chairperson Olguin.

APPROVAL OF AGENDA: On motion by Chairperson Olguin and seconded by Trustee Pacheco, the agenda was approved as delivered.

PUBLIC COMMENTS: No Public Comments.

LIBRARY MANAGER'S REPORT:

- The English classes that were to be offered in the morning at Carnegie Center by Imperial Valley College were cancelled due to low enrollment.
- The library received the final award letter for the Adult Literacy Services program. The award for this upcoming fiscal year will be \$49,386.00.
- Imperial County Department of Child Support Services recognizes August as Child Support Awareness Month and for this reason they will be conducting "Child Support on Wheels". Every Thursday during the month of August a staff member from Child Support services will be at Camarena Library from 3:00 – 4:30 p.m. to answer questions to the public.
- The Sticker Exchange held at the library was a huge success. The event that was originally planned for just one week took place for four weeks. We were happy to learn that some attendants to the Sticker Exchange were visiting the library for the first time.
- The 4th of July Family Night had about 50 children in attendance. This is the first year we hold a Family Night for 4th of July.
- For this upcoming school year, the library will be offering Tutor.com which will be available to patrons 24/7. Brainfuse is the other online tutoring service that will be offered and will also be available 24/7. Advertising for both online tutoring services will begin as we get closer to the first day of school.



LIBRARY BOARD OF TRUSTEES MINUTES

- The repair of the south wall at the library has been completed. There is still pending the addition of a sidewalk around the library building.
- This is the last week of the Family Summer Reading Program. Awards parties will take place next week. We will not have a Teen awards party this summer due to low participation.
- We held a Meet the Author event on July 13. Ms. Alejandra Najera presented her book, "Sophie and her Friends". There were 14 patrons and 4 reporters in attendance.
- The library will be hosting a Meet the Author event on November 19 featuring Karla Cordero. Ms. Cordero suggested we invite other local authors to be featured at this event.
- We are doing an upgrade to 1KBBK and 500BBJH. Patrons signing up for the program will receive a tote bag with the program's logo.
- Starting September, the library will open to the public at 11:00 a.m. The plan is to go back to opening the library at 10:00 a.m. by the beginning of next year.
- Staff are working on setting up appointments for those patrons interested in ESL classes. Our priority is Calexico residents, but program is open to residents of Imperial Valley. Citizenship courses in English will also be offered at Carnegie Center commencing October 2026.

LIBRARY BOARD OF TRUSTEES COMMENTS:

Trustee Pacheco shared with the board that she attended the Special Presentations featuring the Calexico Police Department and Calexico Fire Department. She mentioned both presentations had good attendance. Vice-Chair Ayala mentioned she had the opportunity to visit the library with her granddaughter. Chairperson Olguin said she attended several activities: Cinema Day, Cooking with Lizbeth (adults and kids). She was happy to see recurring patrons during the activities. Chairperson Olguin also attended Rincon Literario Book Club and was impressed by how every person shares their views about the book.

CONSENT ITEMS:

1. Approval of Minutes for Special Meeting on June 8, 2026 - On motion by Trustee Pacheco and seconded by Vice-Chair Ayala the minutes were approved as delivered.

DISCUSSION AND POTENTIAL ACTION ITEMS:

2. Library Programs Statistics FY 2025-26 - Ms. Legaspi presented to the board a copy of the library program statistics for fiscal year 2025 – 2026. The library submits a yearly report to the State of California on every single program offered at CML.
3. Buzz Books Program – The library has been a recipient of the ZIP Books grant for 12 years. For fiscal year 26-27 the State of California did not provide funding for ZIP Books. The library has set aside \$3000 from General Fund to continue providing patrons books on demand. We have called it Buzz Books. Patrons can order a maximum of two books per month. No textbooks.



LIBRARY BOARD OF TRUSTEES MINUTES

4. Integrated Library System – Sierra vs. Polaris - The library has been with Innovative since the year 2000. In 2019 the Calexico School District selected a new vendor for the library integrated system. Back in 2020 the City of Calexico signed a 5-year agreement with Innovative. This agreement expires next year and in the meantime a decision must be made whether to keep Sierra or switch to Polaris. Polaris is more geared towards public libraries whereas Sierra is more for university libraries. Ms. Legaspi said she is waiting for Innovative to provide an estimate of the cost and will bring back the item in a future meeting.
5. Family Summer Reading Program Awards Parties - Ms. Legaspi shared with the board she felt a little disappointed by the low attendance during the Family Summer Reading programs. She shared with the board that it is a lot of hard work to prepare the multipurpose room and the activities for these programs to have just a couple of patrons show up. Awards ceremonies will take place next week.
6. Back to School Activity, August 17 – 21, 2026 – During the first week of school, we are inviting the students to come visit the library and take a picture with the “Kiki Bus”. Students who take a picture will receive a plastic bag with a book, bookmark, pencil and Friends of the Library brochure.
7. Friends of the Library Report - Ms. Chew, Friends of the Library President was present at this meeting and reported to the board that FOL continues to support the library in many areas. FOL sponsored the ice pops for Independence Family Night, the purchase of four banners for Lunch at the Library, the flutophones for the music class and items needed for STEAM class at Carnegie Center. FOL also sponsors the Cooking with Lizbeth class for adults and the summer class for kids.

INFORMATION:

Mrs. Legaspi reviewed the items included under information including attendance report, monthly statistics report, New Booklist available online, and August calendar of activities for Camarena Memorial Library and Carnegie Technology Center. A copy of the flyer for the upcoming Vintage Club Get Together and the flyer for the Child Support Awareness Month is also included for the board's review.

ADJOURNMENT

On motion by Chairperson Olguin and seconded by Vice-Chair Ayala the meeting adjourned at 5:39 p.m.

Minutes typed by Lizbeth Carbajal

Next special meeting: September 8, 2026



LIBRARY BOARD OF TRUSTEES MINUTES

Stacy Olguin, Chair

ATTEST:

Lizbeth Carbajal

Lizbeth Carbajal, Recording Secretary



LIBRARY BOARD OF TRUSTEES

Item 2

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **School Visits**

Recommendation:

It is recommended that the Library Board of Trustees receive information about upcoming elementary school visits during the months of September 2026 through January 2027.

Background:

Last school year, most elementary schools in Calexico scheduled a library field trip. We were able to provide library cards to all students participating. This year, elementary schools have shown interest in returning once again to bring their students. One school is incorporating additional grades this year. The library will be providing Student Success Cards to new students. Each class gets an hour to an hour and a half on their visit. The visit includes story reading, craft activity and children take a goodie bag with them. This is for lower grades. For upper grades, students get instruction on digital resources in addition to the craft activity. They also get to visit the Library Café and browse through different book collections to find important information about the books.

We hope this connection entices students and their parents to become library users and lifelong readers.

DATE	SCHOOL	GRADE
September 18	Rockwood Elementary	TK & Kindergarten
September 24	Rockwood Elementary	1 st grade
September 25	Rockwood Elementary	2 nd grade
October 1	Dool Elementary	3 rd grade
October 2	Dool Elementary	5 th grade
October 8	Dool Elementary	5 th grade
October 9	Dool Elementary	4 th grade
October 20	Dool Elementary	2 nd grade
October 22	Dool Elementary	1 st grade
October 23	Dool Elementary	6 th grade
October 27	Jefferson Elementary	1 st grade
October 28	Jefferson Elementary	2 nd grade

November 2	Mains Elementary	Kindergarten
November 3	Mains Elementary	TK
November 4	Dool Elementary	3 rd grade
November 5	Rockwood Elementary	4 th grade
November 9	Mains Elementary	2 nd grade
November 10	Jefferson Elementary	TK & Kindergarten
November 12	Jefferson Elementary	TK & Kindergarten
November 13	Rockwood Elementary	6 th grade
November 16	Mains Elementary	3 rd grade
November 17	Rockwood Elementary	5 th grade
November 18	Dool Elementary	Kindergarten
November 19	Rockwood Elementary	Sped TK & 1 st grade
November 20	Mains Elementary	6 th grade
December 1	Mains Elementary	4 th & 5 th grade
December 3	Mains Elementary	1 st grade
December 4	Mains Elementary	SDC 1 st -6 th grade
December 15	Desert Valley Elementary	TK
December 17	Desert Valley Elementary	4 th grade
January 14	Kennedy Gardens Elementary	TK
January 15	Kennedy Gardens Elementary	Kindergarten

Fiscal Impact:

Cost of printing flyers, books, pencils, bookmarks and bags

Attachment(s):

Class Reservation Sheet



CAMARENA MEMORIAL LIBRARY

CAMARENA MEMORIAL LIBRARY

850 Encinas Ave. Calexico, CA | (760) 768-2170

<https://calexicolibrary.org>

CLASS RESERVATION SHEET

Date _____	School _____
Teacher _____	# of Students _____
Grade _____	Length of Visit _____
Preferred Date _____	Preferred Time _____
Teacher's Email Address _____	

Preferred day for the visit:

Monday	Tuesday	Wednesday	Thursday	Friday
☐	☐	☐	☐	☐

Preferred Language:

English	☐	Spanish	☐	Bilingual	☐
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Topic of Instruction: *(i.e. library orientation, how to use the online catalog or digital resources, storytime)*

Comments:

Please submit this class reservation to library@calexico.ca.gov





LIBRARY BOARD OF TRUSTEES

Item 3

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **Lunch at the Library Grant Opportunity**

Recommendation:

It is recommended that the Library Board of Trustees receive information about the Lunch at the Library Grant Opportunity for Summer 2027.

Background:

For many families, the stability, nutrition, and education provided during the school year end when school lets out for summer. During the summer months, children and teens in low-income families often have reduced or limited access to healthy food. The Lunch at the Library program exists to meet this need while sharing information about other resources available at the library and in the community.

Camarena Memorial Library has successfully created a partnership with the Calexico Unified School District and during the summer of 2024 provided a complete warm meal and a snack to children ages 1-18. After the summer was over, the partnership continued, and the library continues to offer a daily warm meal to students after school up to this date.

Funding provided by the Lunch at the Library Grant allows the library to purchase books, crafts, supplies and pay for staff to offer a daily program during the summer months.

Fiscal Impact:

Revenue Account	Description	Amount
221-50-510-43111-701	Lunch at the Library Grant	\$18,000 (approximately)

Attachment(s):

Email invitation

From: Lunchatthelibrary <lunchatthelibrary-bounces@lists.californialibrarylists.org> on behalf of Villalobos, Kaela@CSL via Lunchatthelibrary <lunchatthelibrary@lists.californialibrarylists.org>
Sent: Tuesday, September 29, 2026 9:42 AM
To: lunchatthelibrary@lists.californialibrarylists.org
Subject: [Lunchatthelibrary] Reminder: Lunch at the Library Application 2027
Attachments: ATT00001.txt

 Lunch at the Library 2027 Funding Opportunity.

This is a reminder that the **Lunch at the Library** 2027 funding opportunity ends on **Wednesday October 15, 2026**. California public libraries are invited to apply for this state-funded opportunity to help connect local children and teens to summer meals and enrichment programming.

Libraries can participate by serving USDA summer meals at library sites, bringing pop-up library programming to community meal sites, or both.

An information session and series of office hours for applicants will take place in the coming weeks. Details and registration links are included below.

Lunch at the Library Key Dates:

- **Application period:** September 1, 2026 – October 14, 2026
- **Grant period:** February 1, 2027 – January 31, 2028
- **Lunch at the Library programming:** Summer 2027

Lunch at the Library grant funds support program planning, implementation, and evaluation. Grants for returning applicants will be based on summer 2025 outputs and proposals for expansion. Funding for new applicants will be based on anticipated outputs for summer 2027.

Program Funds

Libraries that apply to take part in Lunch at the Library will receive Lunch at the Library funds to support the following summer meals activities:

- **Library Meal Sites:** Jurisdictions serving USDA summer meals and providing enrichment programming at library sites.
- **Pop-Up Libraries at Community Meal Sites:** Jurisdictions bringing pop-up library programming to other community meal sites.

Funds may be used for:

- Summer enrichment programming before, during, or after meal service, including Farm to Summer activities.
- Books to build home libraries which include materials that connect families to summer reading.
- Teen internship or volunteer programs to develop leadership and workforce readiness skills while supporting Lunch at the Library.

- Staff time spent on program planning, implementation, and evaluation.
- Supplies and materials to support a successful Lunch at the Library program.

Information Session and Office Hours

Lunch at the Library 2027 Information Session

This will provide general information about the funding opportunity and how to apply.

- Wednesday, September 2, 2026 from 4:00p.m.-5:00p.m. [Register for the Information Session here.](#)

Lunch at the Library Office Hours

Lunch at the Library team will be available for questions related to the funding opportunity and application. Applicants are welcome to drop in at any point during the times listed.

- Tuesday, September 22, 2026, from 9:00a.m.-10:00a.m. [Register for the Office Hours here.](#)
- Tuesday, October 13, 2026, from 2:00p.m.-3:00p.m. [Register for the Office Hours here.](#)

The Lunch at the Library application is open. The deadline to apply is Wednesday, October 14, 2026, at 12:00p.m. PST.

For more information about the program and how to apply, visit [Application Information – California State Library](#).

Questions? Contact us at Lunch@library.ca.gov.

Lunch at the Library is a project of the California State Library, supported with funds from the State of California.

Kaela Villalobos | Library Programs Consultant
California State Library | Library Development Services
kaela.villalobos@library.ca.gov

Schedule a Meeting

[Sign up for the Library to Library Newsletter for CA Public Libraries.](#)





LIBRARY BOARD OF TRUSTEES

Item 4

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **National Night Out**

Recommendation:

It is recommended that the Library Board of Trustees receive information about the library's participation in the Calexico Police Department's National Night Out on November 12, 2026.

Background:

The Calexico Police Department is offering their second National Night Out event. The event aims to bring together local law enforcement agencies, local agencies and families to promote safety, health and neighborhood unity. This is an opportunity to collaborate with a fellow department and promote library programs and services among the community. We will bring a craft activity for children and information and goodies for adults.

Fiscal Impact:

We will use existing resources.

Attachment(s):

Flyer



POLICE - COMMUNITY PARTNERSHIP



CALEXICO NATIONAL NIGHT OUT 2026



"Where California And Mexico Meet"

COME ENJOY AN EVENING OF ACTIVITIES FOR THE ENTIRE FAMILY

★ **FOOD VENDORS - RESOURCES - MUSIC -
DISPLAY OF LAW ENFORCEMENT VEHICLES** ★



**NOVEMBER 12, 2026
5:30 PM - 8:30 PM**



**Calexico Police Department
420 E. Fifth Street.**

TOGETHER WE CAN MAKE COMMUNITIES SAFER &
MORE CARING PLACES TO LIVE AND WORK



For inquiries:
police@calexico.ca.gov





LIBRARY BOARD OF TRUSTEES

Item 5

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **Christmas Tree Lighting**

Recommendation:

It is recommended that the Library Board of Trustees receive information about the library's participation in the annual Christmas Tree Lighting ceremony on November 19th.

Background:

The City of Calexico through the Recreation Department has been organizing the annual Christmas Tree Lighting Ceremony at City Hall during the month of November. The library has been participating in and bringing at times books, library information and fun craft activities for children to enjoy. This serves as another opportunity to connect with a different segment of our population who might not be acquainted with the library services. We hope to make a connection with new families.

Fiscal Impact:

The cost of the craft activity and copies of library services

Attachment(s):

Flyer

CITY OF CALEXICO

THURSDAY, NOVEMBER 19, 2026

4:30 PM - 7:30 PM

CALEXICO
CITY HALL

608 HEBER AVE.

SPECIAL PERFORMANCES:

La Chambita

Grupo Los de la Torre

John Leo

CHS Mighty Bulldog Marching Band & Drumline

Calexico Recreation Dance Classes:

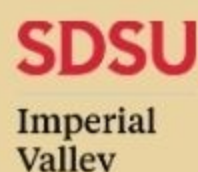
Folkloric Dance, Hula Dance Polynesian & Ritmos Latinos

Christmas TREE LIGHTING

Pictures with Santa, the Grinch,
Mickey & Minnie Mouse, raffles,
food vendors, fun activities, music & more.

Bring your whole family and don't forget your lawn chairs.

Thank you to our Sponsors:



For more Info:

(760) 768-2716

Calexico Recreation Department



LIBRARY BOARD OF TRUSTEES

Item 6

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **Library Closing for Inventory November 23-25, 2026**

Recommendation:

It is recommended that the Library Board of Trustees receives information about plans to close the library for inventory from November 23-25, 2026.

Background:

Historically, the library used to close for a week to a week in a half right after the summer reading program. This allowed library staff to reorganize areas of the library and to conduct inventory of books and supplies. The last time the library was allowed to close for such purposes was back in 2019. Staff have requested the city manager to allow us to close during the week of Thanksgiving. It is three (3) days only since Thursday and Friday are holidays. This is usually a week where we see a reduced number of visits due to the holidays. Staff will utilize this time to inventory and rearrange materials and supplies.

Fiscal Impact:

None.

Attachment(s):

Closed for Inventory Flyer



**SORRY, WE'RE
CLOSED**

**CAMARENA MEMORIAL LIBRARY
WILL BE CLOSED FOR INVENTORY
NOVEMBER 23-25, 2026**

**WE WILL RESUME NORMAL
BUSINESS HOURS
NOVEMBER 30TH AT 11:00 AM**

[HTTPS://CALEXICOLIBRARY.ORG](https://calexicolibrary.org)



LIBRARY BOARD OF TRUSTEES

Item 7

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **Review of Camarena Memorial Library Policy Manual**

Recommendation:

It is recommended that the Library Board of Trustees reviews the Camarena Memorial Library Policy Manual and provides feedback to library manager.

Background:

The Camarena Memorial Library Board of Trustees in the past has adopted several policies to assist in the establishment of processes and procedures for the community to follow when visiting the library. Such policies include Unattended Children in the Library, Tutoring practices and Code of Conduct. A complete and comprehensive policy manual is being presented this time, including previously adopted policies for the board to review and provide feedback. If changes and/or additions are suggested, the library manager will take those items back and bring the policy back for approval.

Fiscal Impact:

None.

Attachment(s):

Camarena Memorial Library Policy Manual

Camarena Memorial Library

Policy Manual



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 - Class Reservation Sheet Form
 - School Loan Form
 - Buzz Books Request Form
 - Donation Receipt Form
 - Library Card Application

I. Mission and Goals Statements

- A. The Camarena Memorial Library provides resources to meet the educational, recreational, informational and cultural needs of the community to encourage lifelong learning and the pursuit of knowledge. Traditional and innovative library services, including the latest technology, are offered in a friendly, welcoming atmosphere, which reflects the unique border community of Calexico.

- B. The general library goals of the Camarena Memorial Library shall be:
 - 1. To serve all residents of the community and the surrounding region (Imperial Valley).
 - 2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
 - 3. To acquire the means to provide the most frequently requested material locally and upon demand.
 - 4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
 - 5. To strive consistently to discover new methods and improvements for better service for the library's patrons.
 - 6. To regularly review these goals for the Camarena Memorial Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

- A. The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; gender or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect their individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do by the staff, will be subject to the law.

Young children:

The Camarena Memorial Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff are not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under the age of eight must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, it is required of the parent/responsible person to remain in the library throughout the program.

Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested (Using interlibrary loan and other resource sharing methods provided through the system and state).
6. Lend to other libraries upon request.
7. Develop and provide services for patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meets the needs of the community, including evening hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

Refer to *Chapter 2.26* of the *Calexico Municipal Code*, and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

The Camarena Memorial Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers and Friends

The Library Board of Trustees encourages individuals and groups to volunteer their time and efforts in the service of the Camarena Memorial Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

Annual recognition will be given to all those who volunteer. This will include an invitation to its Annual Angel Tea Program when possible.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library director and work with the library board who provides advice to set policy for the development of the library.

See the Memorandum of Understanding between the Friends of the Library and the Library Board of Trustees in the Appendix section.

VII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Camarena Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

In support of its mission, the library endorses and has adopted the following statements used as guidelines for the development of the Library collection: American Library Association's "Library Bill of Rights", "Freedom to Read" and the "Freedom to View", presented in the appendix section. Further, California State Law, AB 1825 passed in 2024, requires the following statements to be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Camarena Memorial Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. Individual merit of each item
 - b. Popular appeal/demand
 - c. Suitability of material for the clientele
 - d. Existing library holdings
 - e. Budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Library Journal, School Library Journal, The Bulletin for Children Books and the New York Times Best Sellers List.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed in public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loans and other resource sharing methods are used to obtain from other libraries those materials that are beyond the scope of the library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Camarena Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries in its regional network.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them and if he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Camarena Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. This inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees.

VIII. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials. Library cards are issued to Imperial Valley residents only.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to follow all library rules, to pay promptly all charges for lost and damaged materials, and to give immediate notice of any change of address or loss of library card. Replacement fee for lost or damaged library card is \$2 for adults and \$1 for juveniles. I understand that I am responsible for all materials checked out on this card and that I am the only authorized user of this card.

Identification is required. A driver's license or passport is preferred; however, any other official identification may be acceptable.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Unhoused individuals or those staying at a shelter may obtain a library card. An identification card must be presented and an application must be filled out. A limited check out of 5 (five) items will be set on the individual's record.

Materials cannot be checked out until a library card is issued. A library card must be presented each time a check out is to be made.

All library cards expire after three (3) years. In order to renew a library card, patrons must produce identification, update contact information if necessary, must have returned all materials and if outstanding fines and bills are pending, appropriate payment agreement must be in place.

B. Lost or forgotten cards

If a patron loses their library card, they should notify the library as soon as possible and request a replacement. A fee will be assessed.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods

1. Twenty eight (28) days for books, magazines, compact discs and audiobooks.
2. Reference books and materials do not circulate.
3. Interlibrary loans are due on the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title. This can be done in person, over the phone or by accessing the library's WebPAC (catalog) system.
5. Adult periodicals in English do not circulate.
6. Two (2) days for DVDs
7. Headphones are checked out for 1 hour and cannot be taken out of the library.

The director shall establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

There is a limit of 50 items a patron can borrow at one time, with one exception – two items on a subject are the limit for a known school assignment.

D. Reserves/Holdings

Reserves/Holdings may be placed by patrons either in person or over the phone. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

Overdue materials accrue fines. Adults are charged .15 cents per day per material for up to \$9. Juveniles are charged .05 cents per day per material up to 1 dollar. An email or printed notice is sent after the material is due. If the material is not returned within a designated period, a bill will be generated for the material with the cost of the replacement of the material and a service charge for processing. Patrons who have overdue materials shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

F. Damaged materials

If materials are damaged so as to be judged by the library staff/director as being unsuitable for the collection, the patron must pay the replacement cost and processing fee.

G. Confidentiality

Records of any library user which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system.

The Camarena Memorial Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

IX. Reference Service Policy

The Camarena Memorial Library:

- Will provide information in the form of short answers to specific questions and guidance in locating materials for patrons who appear in person, call on the telephone, or request information through correspondence.
- Will assist patrons in the use of the library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone).
- Will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate.
- May refer library users to other agencies and libraries in pursuit of needed information.
- May use not only the library's resources in printed form but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

X. Programming Policy

A “program” is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes, but it is not limited to such activities as Storytimes, arts and crafts, films, and activities on school days, summer library programs, speakers, and book or author discussion groups for people of all ages to name a few.

The library director will establish a budget and goals for programming to facilitate the effective implementation of this service as well as seek collaboration and partnerships with other agencies to augment its library programming repertoire. Special programs and/or events will be brought to the attention of the Library Board of Trustees.

XI. Public Relations Policy

- A. Public relations goals of the Camarena Memorial Library are:
 - To promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the public.
 - To promote active participation in the varied services offered by the library to people of all ages.
- B. The Board recognizes that public relations involve every person who has a connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.
- C. The director and/or library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of time will be allowed for preparation and speaking. Materials to be used by the press, radio, or television will be approved by the director.

XII. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. A computer use card must be presented each time a patron wants to use a computer. There is no charge for use of computers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 1 hour. If a patron requires additional time to complete a task, more time will be granted if the equipment is not immediately needed by another patron. Library staff are available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. A basic internet and email class is available on a weekly basis at the Carnegie Technology Center free of charge.

A printer is available. Printing cost per page is \$.15 and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.15 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIII. Internet Use Policy

The Camarena Memorial Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet Use Agreement to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must check in at the front desk prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warning:

The Internet is a decentralized, unmoderated global network; the Camarena Memorial Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure the data or files downloaded by users are virus-free. The library is not responsible for damage to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organization or individuals.
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one-hour session per day. Library computers have time management software which will keep track of the users' one-hour session. Patrons must complete their printing within the one-hour session. The library is not responsible for patron's loss of data.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use them for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the Internet service.
- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
- Users shall not deliberately or willfully download and/or install any new programs or applications to public computers.

XIV. Meeting Room Policy

The room is available to individuals or organized groups in the library service area when the library is not utilizing it. Exceptions may be made by the Library Director if he/she deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Board.

The room may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room.

Refreshments may be served and shall be provided by the group. No smoking or vaping is allowed. Alcoholic beverages are not permitted on library premises.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

Individuals or groups using the meeting room are responsible for setting up as they desire and they must provide their own equipment such as projector, laptop, microphone, etc.

XV. Displays and Exhibits Policy

As an educational and cultural institution, the Camarena Memorial Library welcomes exhibit and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed, or general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Camarena Memorial Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Camarena Memorial Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ *Date* _____

Address _____ *Telephone* _____

XVI. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all posting and may prohibit posting which does not meet library standards. The library staff will place and remove posting promptly.

Each item posted must be dated and signed. A request for the return of items, along with the name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVII. Disasters Policy

Fire

Do not panic, but do not underestimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fire is before it happens. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more tasks than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

The rescue Squad/Police (9-911) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Storms

The library will follow the recommendations and actions of the city between 8:00 am and 5:00 pm, Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

XVIII. Revision of Library Policies

The preceding statements of Camarena Memorial Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: _____

Form : Statement of Concern About Library Resources

Camarena Memorial Library

Name _____

Date _____

Address _____

Phone _____

City _____

State _____

Zip _____

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?

2. What do you object to? Please be as specific as possible.

3. Have you read or listened or viewed the entire content? If not, what parts?

4. What do you feel the effect of the material might be?

5. For what age group would you recommend this material?

6. In its place, what material of equal or better quality would you recommend?

7. What do you want the library to do with this material?

8. Additional comments:

Camarena Memorial Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other materials to the Camarena Memorial Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ Date _____

Name _____

Address _____ Telephone # _____



LIBRARY BOARD OF TRUSTEES

BYLAWS

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 concurrently with the time in office of the city council member who appointed them.

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 use of traditional and innovative library services;
4. Promote and encourage 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 serve without compensation.

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 the 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 regular meetings shall commence at 5:00 pm, at the Fernando "Nene" Torres Council Chambers in City Hall, located at 608 Heber Ave. 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 not 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 notified 24 hours prior to the meeting.
5. The Library Administrator 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.

Abril Ayala, Chairperson

ATTEST:

Veronica Luna, City Clerk

APPROVED AS TO FORM:

Carlos Campos, City Attorney

CAMARENA MEMORIAL LIBRARY

850 Encinas Ave.

Calexico, CA 92231

Acceptable Use Policy:

We are pleased to announce that the NETWORK electronic information services are available to library users, at the Camarena Memorial Library, through an agreement with the Calexico Unified School District. The Camarena Memorial Library strongly believes in the educational value of such electronic services and recognizes the potential of such to support the education and life-long learning of all members of our community. **Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication consistent with the goals and policies of the Camarena Memorial Library (CML) and the Calexico Unified School District (CUSD). The CUSD and the CML will make every effort to protect users from any misuses or abuses as a result of their experiences with this service.** All users must be continuously on guard to avoid inappropriate and illegal interaction with such services. x_____

Please read this document carefully. When signed by you and, if appropriate, your guardian/parent, **it becomes a legally binding contract.** We must have your signature, that of your parent/guardian, and that of a sponsoring library staff member before we can provide you with an access card. x_____

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to legal action.

Terms and Conditions of this Contract

1. *Personal Responsibility.*

The NETWORK users will accept personal responsibility for reporting any misuse of the network to the library staff. **Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.** Based on the agreement between the two agencies all the rules of conduct described in the Board Policies of the Calexico Unified School District will apply when you are on the network. x_____

2. *Acceptable Use.*

The use of the Internet through the NETWORK must be in support of education and research and within the educational goals and objectives of the Calexico Unified School District. NETWORK users are personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States law or other state organization is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material protected by trade secret.
- c. **Use of commercial activities by for-profit institutions is not acceptable.** x_____
- d. **Use of product advertisement or political lobbying is also prohibited.** x_____
- e. **Use of the network for financial gain or for any commercial or illegal activity is also prohibited.** x_____
- f. Users must be aware of the finite capacity of the network and must cooperate with Network Administrator to conserve resources and assure equitable access for all. The NETWORK has a limited number of dial-in phone lines to serve a growing number of users. Users are expected to:

1. **Observe the imposed limit of one hour online per day.** x_____
2. **E-mail is permitted at the library.** x_____

Inappropriate use of electronic information resources can be a violation of local, state and federal laws. Users of the NETWORK can be prosecuted for violating those laws. E-mail can be accessed, but it is the sole responsibility of the user and/or parent/guardian to monitor the appropriate use of the information system. For safety purposes, no personal information should be divulged to anyone on the Internet. Safety on the Internet is to be observed at all times (see handout provided).

3. **Printing from the Internet will cost 15 cents per page.** All printing must be finished within each person's time allowance. This is necessary so that there will not be interference with the user who follows. x_____

3. *Privileges.*

The use of the NETWORK is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The library staff (operating under the agreement with the School Board and the District Office) **will decide what appropriate use is. The library staff may revoke a user card at any time deemed necessary.** (The administration staff or faculty of Calexico Unified School District may request that the system administrator deny, evoke, or suspend specific user accounts.) x_____

4. *Network Etiquette and Privacy.*

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. BE POLITE.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. PRIVACY. **Do not reveal your home address or personal phone number or the address and phone numbers of students or colleagues. Students are strongly cautioned about arranging to meet someone privately as a result of communication on any electronic communication service.** x_____
- d. ELECTRONIC MAIL. **Electronic mail (e-mail) is allowed at the library.** Please use it judiciously. x_____
- e. DISRUPTIONS. Do not use the NETWORK in any way that would disrupt use of the network by others.
- f. REPOSTING. Do not repost personal communications without the author's prior consent.
- g. OBSERVE COPYRIGHT LAW. Any information retrieved from this system is to be used within the constraints of the United States copyright law.

5. *Services*

The **Camarena Memorial Library makes no warranties of any kind,** whether expressed or implied for the service it is providing. **Neither the Camarena Memorial Library, nor the Calexico Unified School District, will be responsible for any damages, miss-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of the information obtained via the information system is at your own risk.** The Camarena Memorial Library and Calexico Unified School District specifically disclaim any responsibility for the accuracy of information obtained through this service.

x_____

6. *Security*

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the library staff at once. Never demonstrate the problem to the users. Never use another's individual's account. All users of the system must be under your own user card. DO NOT allow anyone else to use your card; this could be grounds

for revoking your privileges at the library. Users should change their passwords frequently. **Any user identified as a security risk will be denied access to the NETWORK.** x_____

7. *Vandalism*

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but it is not limited to, the uploading or creation of computer viruses. **Any vandalism will result in the lost of computer services, disciplinary action, and legal referral.** x_____

8. *Updating*

The NETWORK may occasionally require new registration and account information from users to continue their service. Please notify the library of any changes in your account information. x_____

Camarena Memorial Library
850 Encinas Ave.
Calexico, CA 92231
(760) 768-2170

Acceptable Use Policy Required Signatures

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. x_____

I also agree to report any misuse of the information system to the Camarena Memorial Library staff. **Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language, and other issues described above.** Because access to the library is provided through the Calexico Unified School District, all the rules of conduct described in the Board Policies of the Calexico Unified School District and Camarena Memorial Library apply when I am on the network. x_____

Signature_____ Date_____/_____/_____

Address_____

Check one: Staff_____ Student_____ Library Patron_____

Site: _____ Camarena Memorial Library

(Minors must have their parent/guardian AND a sponsoring Library Staff Member sign this form)

PARENT OR GUARDIAN

As the parent or guardian of this minor, I have read this contract and understand that the Library's Internet access is designed for educational purposes. **I understand that it is impossible for Camarena Memorial Library (or the Calexico Unified School District) to restrict access to all controversial materials, and I will not hold the District, or the Library, responsible for materials acquired on the network.** x_____

I also agree to report any misuse of the information system to the Library Staff. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. **I accept fully responsibility for supervision when my child uses this service at the public library. I hereby give my permission to issue an account to my child and certify that the information contained on this form is correct. I acknowledge that I received a copy of the Safety on the Internet brochure.** x_____

Parent or Guardian name (please print)

Signature_____Date____/____/____

Address_____

SPONSORING LIBRARY STAFF MEMBER

(Must be a current user of the NETWORK)

I have read this contract and agree to promote this agreement with the user. As the sponsoring Library Staff Member, I agree to instruct the user on acceptable use of the network and proper network etiquette. **I also agree to report any misuse of the information system to the Calexico Unified School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.** Also, I certify that I have reviewed key points of this contract with the user. x_____

Library Staff Member's Name (please print)

E-mail Address_____@calexico.ca.gov

Site_____Camarena Memorial Library_____

Signature_____Date____/____/____Brochure_____

Note: Patron Must Initial at ALL "x____"

Updated October 2024

Contact: library@calexico.ca.gov for more information about Camarena Memorial Library

CARNEGIE TECHNOLOGY CENTER
420 Heber Ave.
Calexico, CA 92231

Acceptable Use Policy

We are pleased to announce that the NETWORK electronic information services are available to Carnegie Technology Center users, through an agreement with the Calexico Unified School District. The Carnegie Technology Center Branch strongly believes in the educational value of such electronic services and recognizes the potential of such to support the education and life-long learning of all members of our community. **Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication consistent with the goals and policies of the Carnegie Technology Center (CTC) and the Calexico Unified School District (CUSD). The CUSD and the CTC will make every effort to protect users from any misuses or abuses as a result of their experiences with this service.** All users must be continuously on guard to avoid inappropriate and illegal interaction with such service.

Please read this document carefully. When signed by you and, if appropriate, your guardian/parent **it becomes a legally binding contract.** We must have your signature, that of your parent/guardian, and that of a sponsoring library staff member before we can provide you with an access card.

x_____

x_____

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to legal action.

Terms and Conditions of this Contract

1. *Personal Responsibility.*

The NETWORK users will accept personal responsibility for reporting any misuse of the network to the library staff. **Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.** Based on the agreement between the two agencies all the rules of conduct described in the Board Policies of the Calexico Unified School District will apply when you are on the network.

2. *Acceptable Use.*

The use of the Internet through the NETWORK must be in support of education and research and within the educational goals and objectives of the Calexico Unified School District. NETWORK users are personally responsible for this provision at all times when using the electronic information service.

x_____

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States law or other state organization is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material protected by trade secret.
- c. **Use of commercial activities by for-profit institutions is not acceptable.** x_____
- d. **Use of product advertisement or political lobbying is also prohibited.** x_____
- e. **Use of the network for financial gain or for any commercial or illegal activity is also prohibited.** x_____
- f. Users must be aware of the finite capacity of the network and must cooperate with Network Administrator to conserve resources and assure equitable access for all. The NETWORK has a limited number of dial-in phone lines to serve a growing number of users. Users are expected to:
 1. **Observe the imposed limit of one hour online per day.** x_____
 2. **E-mail is permitted at the CTC.** x_____Inappropriate use of electronic information resources can be a violation of local, state and federal laws. Users of the NETWORK can be prosecuted for violating those laws. E-mail can be accessed, but it is the sole responsibility of the user and/or parent/guardian to monitor the appropriate use of the information system. For safety purposes, no personal information should be divulged to anyone on the Internet. Safety on the Internet is to be observed at all times (see handout provided).
3. **Printing from the Internet will cost 15 cents per page.** All printing must be finished within each person's time allowance. This is necessary so that there will not be interference with the user who follows. x_____

3. *Privileges.*

The use of the NETWORK is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The library staff (operating under the agreement with the School Board and the District Office) will decide what appropriate use is. The technology center staff may revoke a user card at any

time deemed necessary. (The administration staff or faculty of Calexico Unified School District may request that the system administrator deny, evoke, or suspend specific user accounts.) x_____

4. *Network Etiquette and Privacy.*

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. BE POLITE.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. PRIVACY. **Do not reveal your home address or personal phone number of the address and phone numbers of students or colleagues. Students are strongly cautioned about arranging to meet some privately as a result of communication on any electronic communication service.** x_____
- d. ELECTRONIC MAIL. **Electronic mail (e-mail) is allowed at the library and service branches.** Please use it judiciously. x_____
- e. DISRUPTIONS. Do not use the NETWORK in any way that would disrupt use of the network by others.
- f. REPOSTING. Do not repost personal communications without the author's prior consent.
- g. OBSERVE COPYRIGHT LAW. Any information retrieved from this system is to be used within the constraints of the United States copyright law.

5. *Services*

The **Carnegie Technology Center makes no warranties of any kind,** whether expressed or implied for the service it is providing. **Neither the Carnegie Technology Center, nor the Calexico Unified School District, will be responsible for any damages, mis-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of the information obtained via the information system is at your own risk.** The Camarena Memorial Library and Calexico Unified School District specifically disclaim any responsibility for the accuracy of information obtained through this service. x_____

6. *Security*

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the library staff at once. Never demonstrate the problem to the users. Never use another's individual's account. All users of the system must be under your own user card. DO NOT allow anyone else to use your card; this could be grounds for revoking your privileges at the library. Users should change their passwords frequently. **Any user identified as a security risk will be denied access to the NETWORK.** x_____

7. *Vandalism*

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but it is not limited to, the uploading or creation of computer viruses. **Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.** x_____

8. *Updating*

The NETWORK may occasionally require new registration and account information from users to continue their service. Please notify the library of any changes in your account information.

Carnegie Technology Center
420 Heber Ave.
Calexico, CA
(760) 357-5525

Acceptable Use Policy Required Signatures

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Carnegie Technology Center staff. **Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or**

suggest pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language, and other issues described above. Because access to the center is provided through the Calexico Unified School District, all the rules of conduct described in the Board Policies of the Calexico Unified School District and the Carnegie Technology Center apply when I am on the network.

x

Signature_____

Date____/____/____Address_____

Check one: Staff_____Student_____

Library Patron_____

Site: _____Carnegie Technology Center

Minors must have their parent/guardian AND a sponsoring Staff Member sign this form)

PARENT OR GUARDIAN

As the parent or guardian of this minor, I have read this contract and understand that the Center's Internet access is designed for educational purposes. **I understand that it is impossible for Carnegie Technology Center to restrict access to all controversial materials, and I will not hold the District, or the Center, responsible for materials acquired on the network.** I also agree to report any misuse of the information system to the Center Staff. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. **I accept full responsibility for supervision when my child uses this service at the public library. I hereby give my permission to issue an account to my child and certify that the information contained on this form is correct. I acknowledge that I received a copy of the Safety on the Internet brochure.**

Parent or Guardian name (please print)_____

Signature_____

Date____/____/____

Address_____

SPONSORING CARNEGIE TECHNOLOGY CENTER

STAFF MEMBER

**(Must be a current user of
the NETWORK)**

I have read this contract and agree to promote this agreement with the user. As the sponsoring Carnegie Technology Center Staff Member, I agree to instruct the user on acceptable use of the network and proper network etiquette. **I also agree to report any misuse of the information system to the Calexico Unified School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.** Also, I certify that I have reviewed key points of this contract with the user.x_____

Carnegie Technology Center Staff Member's Name (please print)

E-mail Address _____@calexico.ca.gov

Site _____Carnegie Technology Center_____

Signature_____Date____/____/____

Policy updated on September 2019

Contact: library@calexico.ca.gov for more information about Carnegie Technology Center

MEMORANDUM OF UNDERSTANDING BETWEEN FRIENDS OF THE CAMARENA MEMORIAL LIBRARY AND CAMARENA MEMORIAL LIBRARY

The following will constitute an operating agreement between the Friends of the Camarena Memorial Library (Friends) and the Camarena Memorial Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Camarena Memorial Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the library. As a non-profit, however, it is a distinct entity and is not a part of the library.

The library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

The library agrees to supply the Friends with a “Wishlist” each year that indicates the anticipated needs for Friends support.

The library agrees to provide public space for Friends membership brochures and promotional materials.

The library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailing, meeting coordination, and Friends promotional materials.

The library agrees to provide the Friends with space in the library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the library and its policies.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the library under the guidance of the Library and the Library’s Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the library, they will disband allowing for a new Friends group to be established in the future.

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Source: <https://www.ala.org/advocacy/intfreedom/librarybill>

American Library Association Code of Ethics

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations. Ethical dilemmas occur when values are in conflict.

ALA's Code of Ethics is the responsibility of the [Committee on Professional Ethics](#) (COPE). The Code of Ethics is the document that translates the values of intellectual freedom that define the profession of librarianship into broad principles that may be used by individual members of that profession as well as by others employed in a library as a framework for dealing with situations involving ethical conflicts.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
2. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
3. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
4. **We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
5. **We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
6. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
7. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**

8. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**
9. **We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.**

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Source: <https://www.ala.org/tools/ethics>

American Library Association Core Values of Librarianship

The American Library Association's Core Values articulate the profession's principles and highest aspirations. They guide and unite library workers, including staff, volunteers, trustees, advocates, and others who contribute their talents, expertise, and dedication to furthering the library mission.

The Core Values uplift and support other foundational documents, the [Library Bill of Rights](#), the [Code of Ethics](#), and [Libraries: An American Value](#). These foundational documents represent the common ground upon which we can build policies, make decisions, set goals, and prioritize actions to bring equitable library access to all users. The Core Values describe the rights we seek to protect and the ethical guidelines we look to for direction.

Our Core Values are for the people who make libraries work, not the buildings they reside in or the American Library Association itself. They declare a shared set of ideals and professionalism that unites and motivates library workers, volunteers, trustees, and advocates throughout the nation.

Access

Access provides opportunities for everyone in the community to obtain library resources and services with minimal disruption. Library workers create systems that ensure members of their community can freely access the information they need for learning, growth, and empowerment regardless of technology, format, or delivery methods.

Equity

Library workers play a crucial role in fostering equity by actively working to dismantle barriers and create spaces that are accessible, welcoming, and beneficial for all. This is accomplished by recognizing and addressing systemic barriers, biases, and inequalities to create inclusive library environments where everyone can benefit from the library's offerings and services.

Intellectual Freedom and Privacy

Intellectual freedom empowers people to think for themselves and to make informed decisions while respecting each individual's dignity and independence. Library workers encourage people to cultivate curiosity and form ideas by questioning the world and accessing information from diverse viewpoints and formats without restrictions or censorship. The right to privacy is a crucial safeguard to this freedom, ensuring everyone has the right to develop their thoughts and opinions free of surveillance.

Public Good

Public good is working to improve society and protect the rights to education, literacy, and intellectual freedom. Libraries are an essential public good and are fundamental institutions in democratic societies. Library workers provide the highest service levels to create informed, connected, educated, and empowered communities.

Sustainability

Sustainability means making choices that are good for the environment, make sense economically, and treat everyone equitably. Sustainable choices preserve physical and digital resources and keep services

useful now and into the future. By supporting climate resiliency, library workers create thriving communities and care for our common good for a better tomorrow.¹

1 "ALA Task Force on United Nations 2030 Sustainable Development Goals," ALA, accessed November 28, 2023, <https://www.ala.org/aboutala/ala-task-force-united-nations-2030-sustainable-development-goals>.

ADOPTED JANUARY 2024 BY THE ALA COUNCIL

Source: <https://www.ala.org/advocacy/advocacy/intfreedom/corevalues>

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Source: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

UNATTENDED CHILDREN IN THE LIBRARY

NOTICE TO PARENTS

The Camarena Memorial Library welcomes children to use its facilities and services. However, responsibility for the behavior and safety of children in the library rests with the responsible parent or guardian.

- The library is not responsible for children left unattended at closing time
- Disruptive behavior by children jeopardizes the safety and comfort of all patrons and staff

Child left unattended at Closing

Children under 14 should not be left unattended in the library. If the responsible parent or guardian is not found in the building at closing, the Calexico Police Department will be called. This is for the safety of the child.

Disruptive Behavior

After an initial warning about being disruptive, a child may be barred from using the library for an amount of time determined by the library staff member.

If disruptive behavior endangers the child or other library users then the police will be called.

REMEMBER.....

Your children are your most valuable possessions...

They are irreplaceable!

Camarena Memorial Library

Children's Services

2008

*Adopted by Library Board of Trustees
November 2003*

Code of Conduct

Camarena Memorial Library

Calexico, CA

The Board of Library Trustees is responsible for determining the rules for public behavior in the library necessary:

1. to protect the rights of individuals to use library materials and services.
2. to protect the rights of library employees and volunteers to conduct library business without interference.
3. to ensure the use of the buildings, materials, and services by the greatest number of individuals.
4. to preserve those materials and facilities from harm.
5. to ensure the safety of library patrons, employees, and volunteers.

The Board authorizes the director or his designee to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the director to file charges against individuals who continually transgress these rules.

The rules for public behavior are listed below. Security guards and other employees are authorized to bring to an individual's attention any act of omission, which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change his behavior to conform to the rules. If such change is not evident or forthcoming that individual will be asked to leave the library building and library property. If the individual does not leave on his onward, police may be called for assistance. Depending on the severity of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library. Individuals who have been barred may be asked to talk to the director or his designee before being readmitted. Juveniles may be asked to bring a parent or guardian to such a conference.

Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct might include but it is not limited to:

1. Loud or boisterous behavior.
2. Conversation that is disturbing to other individuals or employees.
3. Profanity or other abusive language toward other individuals or toward employees.
4. Loud use of cell phones that disrupt others in the library.
5. Abusing library furniture, equipment, or materials.

6. Running in a library building.
7. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding access to the building, etc.
8. Fighting on library property.
9. Using tobacco in any form while inside a library building. (No smoking).
10. Possession, sale, or use of alcoholic beverages or illegal substances on library property.
11. Eating or drinking in a library building except for groups, which are using meeting rooms and have properly requested the available kitchen facilities.
12. Sleeping in a library building.
13. Buying or selling of any kind, or soliciting for personal gain or charitable purposes. (No soliciting of donations or money inside the library).
14. Using radios, tape players, or other personal listening equipment at a level that can be heard by other individuals.
15. Skateboarding anywhere on library property.
16. Bicycles in the library.
17. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities.
18. Bringing animals other than guide dogs and the like into a library building.
19. Not wearing a shirt or shoes.
20. Using the emergency exits at times other than during an emergency.
21. Offensive bodily odor that does not allow others to use library in a comfortable manner.

The Calexico Police Department will be called immediately when there is criminal activity, destructing of property, or injury or threat of injury to a staff member or another person. Staff will use their good judgment to call the C.P.D. for any other situation they deem warrants their help and/or assistance. The Library may take other legal action if staff recommends it.

The library reserves the right to limit the number of individuals who may sit together.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, etc. for library materials.

Boom boxes, skateboards, bicycles, basketballs, or other athletic equipment may no be brought into library buildings.

The above rules are based on powers granted to a library board of trustees under California Statutory and Case Law to operate a public building. They will be posted prominently in each location.

An Incident Report must be completed by any staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave the building.

Adopted 04-23-03 by the Library Board of Trustees

Incident Report

Date: _____

Time: _____

Subject: _____

Place: _____

Persons involved: _____

Details: _____

Person completing form

Phone number

Tutoring in the Library

Camarena Memorial Library

Calexico, CA

Guidelines

Tutors and/or mentors using the Library agree to the following guidelines:

1. Tutors and students will abide by library rules of behavior (See Code of Conduct).
2. The library is a public meeting place; therefore it should not be used for profit purposes, such as running a private tutoring service.
3. A tutor/mentor will be allowed to meet with one or two students (maximum) at one time.
4. The tutor and student(s) must help maintain a quiet atmosphere in the library. If library staff determines that there is a noise problem with that tutoring session they will ask both tutor and student(s) to leave for the day. Continued problems may result in being banned for the library.
5. Tutors must sit in the area that corresponds with the age of the child being tutored. Children in 7th grade and younger will be tutored in the Children's Room. Children in 8th grade and older will be tutored in the Adult Area.
6. To accommodate the most number of library users, tutors/mentors must share existing sitting space with other library users (up to the capacity at each table).
7. Any questions about these guidelines may be directed to the City Librarian.

Library Board of Trustees
Adopted August 25, 2004

Permission to Videotape and/or Photograph

I _____ am 18 years or older.
(Name, please print)

I _____ am the parent or legal guardian of _____
(Name, please print) (Name, age)

I understand the City of Calexico may photograph or videotape the events or activity in which I am (or my child is) participating. I give my permission for the City to use photographs or videotape of me (or my child) for the purpose of promoting the City of Calexico and its services/programs. I give my permission with the following understanding: No compensation of any kind will be paid to me (or my child) at this time or in the future for the use of my (or my child's) likeness.

Permission is not required to take part in city events.

Signature _____ Date _____

Address _____

City, Zip _____

Phone _____

CAMARENA MEMORIAL LIBRARY

850 Encinas Ave. Calexico, CA (760) 768-2170

<https://calexicolibrary.org>

CLASS RESERVATION SHEET

DATE _____	SCHOOL _____
TEACHER _____	# OF STUDENTS _____
GRADE _____	LENGTH OF TIME _____
PREFERRED DATE _____	TIME _____
TEACHER'S EMAIL _____	

Preferred day for the presentation:

Monday Tuesday Wednesday Thursday Friday

Class is

English speakers Spanish speakers Bilingual

Topic of instruction (*i.e., library orientation, how to use the online catalog or a database, Storytime*)

Comments:

Please submit this class reservation sheet to library@calexico.ca.gov



CAMARENA MEMORIAL LIBRARY
850 Encinas Ave. | Calexico, CA | (760) 768-2170
<https://calexicolibrary.org>

SCHOOL LOAN FORM

NAME OF SCHOOL _____ DATE _____

NAME OF TEACHER/SCHOOL REP _____

LIBRARY CARD # _____

BRIEF DESCRIPTION OF ITEMS CIRCULATED (ex. Call #, subject, grade level)

DUE DATE _____

Teacher note: By signing below, you are indicating your acceptance of Camarena's School Loan policy **THAT THE MATERIALS LOANED TO YOU FOR YOUR CLASS ARE TO REMAIN IN THE CLASSROOM**. Please be aware that Camarena Memorial Library reserves the right to bill your school for any materials missing at the end of the school year.

Teacher/Representative Signature

.....

CAMARENA MEMORIAL STAFF USE ONLY

Staff member accepting the form _____

Renewal (by phone) to _____ Staff member initials _____
(new due date)



TEACHER'S BOOK REQUEST

Date _____	Date books are needed _____
Teacher _____	Phone # _____ Ext. _____
School _____	Grade _____
Language _____	Quantity needed _____
Teacher's Email _____	

What type of books do you need?

Comments

Please submit this book request to library@calexico.ca.gov

CAMARENA MEMORIAL STAFF USE ONLY

Staff member accepting the form

Date _____

Form: Donation Receipt

DONATION RECEIPT

DATE _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

The Camarena Memorial Library gratefully acknowledges your donation of:

- ☐ Check # _____
- ☐ Cash
- ☐ Money Order
- ☐ In-Kind*: (please circle)
 - Food
 - Clothing
 - Other _____

*Please include description:

Value of donation: _____

Amount

Given to: _____

Program

Received by:

Form: Buzz Books Request Form



LAST NAME _____ FIRST NAME _____

LIBRARY CARD # _____ DATE _____

ADDRESS _____

PHONE # _____ EMAIL _____

TITLE	AUTHOR	BOOK	AUDIO

STAFF MEMBER _____

STAFF USE ONLY

ITEM	PRICE	RETURN DATE	ADDED TO COLLECTION	NOT FULFILLED
1				
2				
3				
4				
5				

DATE ORDERED _____

NOTES _____

Library Card Registration

(Please bring a current utility bill and picture identification/Favor de traer un recibo de utilidad reciente e identificación con foto)

Name _____
 (Please print) Last (Apellido) First (Nombre de Pila) Middle Name (Segundo nombre)

Home Address _____
 Domicilio Address Apt. #

City (Ciudad) State (Estado) Zip Code (Código Postal)
 Telephone (____) _____ Cell Phone (____) _____
 Teléfono Day (Número de día) Celular

Birthdate ____/____/____ Male ____ Female ____
 Mo. Day Year

CA Driver's License/ID No. _____ (if applicant is minor, please provide parent's ID)

E-mail address _____ Add me to e-mail list Yes ____ No ____

I agree to follow all library rules, to pay promptly all charges for lost and damaged materials, and to give immediate notice of any change of address or loss of library card. Replacement fee for lost or damaged library card is \$2 for adults and \$1 for juveniles. **I understand that I am responsible for all materials checked out on this card and that I am the only authorized user of this card/Estoy de acuerdo en obedecer las reglas de esta biblioteca, acepto la responsabilidad de pagar daños justamente cargados y de notificar a la biblioteca de mi cambio de domicilio.** Overdue fine: 7th grade and up .15 per day, per book, up to the cost of the book / Multas: 7mo. grado en adelante .15 por día, por libro, hasta el costo del libro.

Signature of Applicant _____
 Firma del aplicante

As a parent/legal guardian, I agree to be responsible for my child's materials and any fees or charges. Any restriction of a child's library materials is my responsibility as the parent/legal guardian / Autorizo que a mi hijo(a) se le faciliten materiales de esta biblioteca y acepto responsabilidad de pagar los daños y perjuicios justamente cargados. Overdue fine: 6th grade and under, .05 per day, per book up to \$1 / Multas: 6to. grado y menores, .05 por día, por libro hasta un máximo de \$1.

Parent/Legal Guardian's Signature (For ages 0-17) _____

Parent/Legal Guardian's Name (Please print) _____

School _____ Grade _____ Age _____

FOR OFFICE USE ONLY:

Barcode _____

Library Card _____

Staff Initials _____

Date _____



LIBRARY BOARD OF TRUSTEES

Item 8

DATE: November 2, 2026
TO: Library Board of Trustees
FROM: Lizeth Legaspi, Library Manager
SUBJECT: **Friends of the Library Report**

Recommendation:

It is recommended that a representative of the Friends of the Library bring information to the Library Board of Trustees regarding how they have been assisting the library.

Background:

The Friends of the Library is a volunteer service non-profit group which acts as a liaison between the community and the library. They promote the services of the library to the community.

The Friends of the Library promote public support and use of the library. They also inform members and the public of issues affecting the library.

The Friends of the Library engage in fundraising activities to provide financial assistance to the library's collection and programs. They raise funds for library materials and equipment to augment normal budget resources.

Fiscal Impact:

None.

Attachment(s):

None.

Library Board of Trustees Attendance Roster 2026

Trustee	1/5/2026	2/2/2026	3/2/2026	4/13/2026	5/4/2026	6/8/2026	7/7/2026	8/3/2026	9/8/2026	10/5/2026	11/2/2026	12/7/2026	Appointed by:
	Regular meeting	Regular Meeting	Regular Meeting	Special Meeting	Regular meeting	Special Meeting	Special Meeting	Regular Meeting	Special Meeting	Regular Meeting	Regular Meeting	Regular Meeting	
Abril Ayala	X	X	X	X	X	X	Dark	X	N.Q.	N.Q.			Diana Nuricumbo
Stacy Olguin	X	X	X	A	X	X	Dark	X	N.Q.	N.Q.			Victor Legaspi
Erika D. Castro	X	X	X										Lisa Tylanda
Roxsanna Pacheco	X	X	X	X	X	X	Dark	X	N.Q.	N.Q.			Adriana Marquez
Lila Velarde				X	X	X	Dark	A	N.Q.	N.Q.			Lisa Tylanda
Karen Yopez	A	X	X	X	X								Lorenzo Calderon

Please use the following:
X = Attended
N.Q. = No Quorum
M.C. = Meeting Cancelled
N.M. = No Meeting Scheduled
Absent
Dark

June 2026

					Library	YTD		Carnegie	YTD
CIRCULATION									
ADULT									
	Books				153	2182			
	Videos, DVDs & CD				0	13			
	Non-book materials (printed matters)				6	88			
	AV (audiobooks & language courses)				0	4			
	Total Adult Circulation				159	2287			
JUVENILE									
	Books				610	5017			
	Videos, DVDs & CD				2	5			
	Non-book materials (printed matters)				102	1017			
	AV (books w/cassette)				0	0			
	Total Juvenile Circulation				714	6039			
ADULT									
	Non-English materials				27	624			
JUVENILE									
	Non-English materials				131	1603			
	Total Non-English Materials				158	2227			
ZIP BOOKS									
	Total Zip Book requests				0	321			
DIGITAL MATERIALS									
	BookFLIX				401	1218			
	Flipster				0	4			
	Hoopla				336	3547			
	Libby				13	465			
	Other								
	Total Digital Materials				750	5234			
	TOTAL CIRCULATION				1781	16108			
DIGITAL RESOURCES									
	Brainfuse HelpNow				9	185			
	Brainfuse VetNow				10	115			
	Mango				15	4694			
	Parent TV				103	2549			
SERRA/ILL									
	ILL requested				0	0			
	ILL loaned				0	0			
QUESTIONS									
	Reference				64	678		19	182
	Information				672	8008		138	2193
	Technology				49	534		50	585
	TOTAL QUESTIONS				785	9220		207	2960
	Homework Help (In house)								
	In-house use of materials				694	8075			
	In-house use of equipment				71	302		3	35
	Internet access (CML)				100	1028		32	308
COLLECTION									
ADULT	New books				13	423			
	Non-cataloged materials added (PB)				0	0			
	Withdrawals				0	91			
	Non-cataloged materials withdrawn (PB)				0	0			
	Videos, Audiobooks & DVD's				0	0			
	Videos, Audiobooks & DVD's withdrawn				0	0			
JUVENILE	New books				28	689			
	Non-cataloged materials added(PB)				18	79			
	Withdrawals				1	99			
	Non-cataloged materials withdrawn (PB)				0	1			
	Videos, Audiobooks & DVD's				0	0			
	Videos, Audiobooks & DVD's withdrawn				0	0			
REGISTERED INTERNET USERS					30	184		0	46
LIBRARY CARDS ISSUED (new & renewal)									
	Adult				31	402		3	108
	Juvenile				33	2538		1	3
	Total hours library open to the public per month				150	1599		72	832
	Entry count				5077	58644			
	Lunch provided at the library				378	4299			
	Snacks provided at the Library				256	1697			
CARNEGIE TECHNOLOGY CENTER									
	Class attendance at CTC							100	1667
	Days CTC is open							18	190
	Entry count							190	1905
	Events/Programs at CTC							26	279
	Wi-Fi users at CTC							115	990

CAMARENA MEMORIAL LIBRARY
MONTHLY REPORT

July 2026

					Library	YTD		Carnegie	YTD
CIRCULATION									
ADULT	Books				139	139			
	Videos, DVDs & CD				0	0			
	Non-book materials (printed matters)				2	2			
	AV (audiobooks & language courses)				0	0			
	Total Adult Circulation				141	141			
JUVENILE	Books				640	640			
	Videos, DVDs & CD				0	0			
	Non-book materials (printed matters)				119	119			
	AV (books w/cassette)				0	0			
	Total Juvenile Circulation				759	759			
ADULT	Non-English materials				45	45			
JUVENILE	Non-English materials				234	234			
	Total Non-English Materials				279	279			
BUZZ BOOKS					12	12			
DIGITAL MATERIALS	BookFLIX				500	500			
	Hoopla				348	348			
	Libby				15	15			
	Other				0	0			
	Total Digital Materials				863	863			
	TOTAL CIRCULATION				2054	2054			
DIGITAL RESOURCES	Brainfuse HelpNow				18	18			
	Brainfuse VetNow				12	12			
	Mango				77	77			
	Parent TV				0	0			
SERRA/ILL	ILL requested				0	0			
	ILL loaned				0	0			
QUESTIONS	Reference				64	64		29	29
	Information				649	649		202	202
	Technology				47	47		49	49
	TOTAL QUESTIONS				760	760			
	Homework Help (In House)				0	0			
	In-house use of materials				853	853			
	In-house use of equipment				45	45		11	11
	Internet access (CML)				92	92		33	33
COLLECTION									
ADULT	New books				7	7			
	Non-cataloged materials added (PB)				0	0			
	Withdrawals				0	0			
	Non-cataloged materials withdrawn (PB)				0	0			
	Videos, Audiobooks & DVD's				0	0			
	Videos, Audiobooks & DVD's withdrawn				0	0			
JUVENILE	New books				24	24			
	Non-cataloged materials added(PB)				5	5			
	Withdrawals				2	2			
	Non-cataloged materials withdrawn (PB)				0	0			
	Videos, Audiobooks & DVD's				0	0			
	Videos, Audiobooks & DVD's withdrawn				0	0			
REGISTERED INTERNET USERS					22	22		1	1
LIBRARY CARDS ISSUED (new & renewal)	Adult				50	50		6	6
	Juvenile				26	26		0	0
	Total hours library open to the public per month				158	158		72	72
	Entry count				4912	4912			
	Lunch provided at the library				336	336			
	Snacks provided at the Library				236	236			
CARNEGIE TECHNOLOGY CENTER									
	Class attendance at CTC				0	0		0	0
	Days CTC is open				0	0		18	18
	Entry count				0	0		171	171
	Events/Programs at CTC				0	0		20	20
	Wi-Fi users at CTC				0	0		105	105

August 2026

CIRCULATION					Library	YTD	Carnegie	YTD
ADULT	Books				151	290		
	Videos, DVDs & CD				0	0		
	Non-book materials (printed matters)				19	21		
	AV (audiobooks & language courses)				0	0		
	Total Adult Circulation				170	311		
JUVENILE								
	Books				339	979		
	Videos, DVDs & CD				0	0		
	Non-book materials (printed matters)				48	167		
	AV (books w/cassette)				0	0		
	Total Juvenile Circulation				387	1146		
ADULT								
	Non-English materials				49	94		
JUVENILE								
	Non-English materials				122	356		
	Total Non-English Materials				171	450		
BUZZ BOOKS					26	38		
DIGITAL MATERIALS								
	BookFLIX				371	871		
	Hoopla				329	677		
	Libby				13	28		
	Other				0	0		
	Total Digital Materials				713	1576		
	TOTAL CIRCULATION				1467	3521		
DIGITAL RESOURCES								
	Brainfuse HelpNow				266	284		
	Brainfuse VetNow				4	16		
	Mango				48	125		
	Parent TV				315	315		
SERRA/ILL								
	ILL requested				0	0		
	ILL loaned				0	0		
QUESTIONS								
	Reference				53	117	23	52
	Information				531	1180	179	381
	Technology				45	92	51	100
	TOTAL QUESTIONS				629	1389		
	Homework Help (In House)				18	18		
	In-house use of materials				540	1993		
	In-house use of equipment				39	84	5	16
	Internet access (CML)				66	158	19	52
COLLECTION								
ADULT	New books				12	19		
	Non-cataloged materials added (PB)				0	0		
	Withdrawals				1	1		
	Non-cataloged materials withdrawn (PB)				0	0		
	Videos, Audiobooks & DVD's				0	0		
	Videos, Audiobooks & DVD's withdrawn				0	0		
JUVENILE	New books				51	75		
	Non-cataloged materials added(PB)				10	15		
	Withdrawals				4	6		
	Non-cataloged materials withdrawn (PB)				0	0		
	Videos, Audiobooks & DVD's				0	0		
	Videos, Audiobooks & DVD's withdrawn				0	0		
REGISTERED INTERNET USERS					11	33	1	2
LIBRARY CARDS ISSUED (new & renewal)								
	Adult				34	84	15	21
	Juvenile				16	42	0	0
	Total hours library open to the public per month				151	309	68	140
	Entry count				4580	9492		
	Lunch provided at the library				366	702		
	Snacks provided at the Library				55	291		
CARNEGIE TECHNOLOGY CENTER								
	Class attendance at CTC						0	0
	Days CTC is open						17	35
	Entry count						126	297
	Events/Programs at CTC						18	38
	Wi-Fi users at CTC						262	367
	ALS Sessions						6	6
	IVC Class Attendance						287	287

September 2026

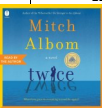
CIRCULATION					Library	YTD		Carnegie	YTD
ADULT	Books				131	421			
	Videos, DVDs & CD				0	0			
	Non-book materials (printed matters)				13	34			
	AV (audiobooks & language courses)				0	0			
	Total Adult Circulation				144	455			
JUVENILE									
	Books				461	1440			
	Videos, DVDs & CD				0	0			
	Non-book materials (printed matters)				70	237			
	AV (books w/cassette)				0	0			
	Total Juvenile Circulation				531	1677			
ADULT									
	Non-English materials				44	138			
JUVENILE									
	Non-English materials				128	484			
	Total Non-English Materials				172	622			
BUZZ BOOKS									
	Total Buzz Book requests				35	73			
DIGITAL MATERIALS									
	BookFLIX				266	1137			
	Hoopla				293	970			
	Libby				34	62			
	Other				0	0			
	Total Digital Materials				593	2169			
	TOTAL CIRCULATION				1475	4996			
DIGITAL RESOURCES									
	Brainfuse HelpNow				59	343			
	Brainfuse VetNow				12	28			
	Mango				80	205			
	Parent TV				308	623			
SERRA/ILL									
	ILL requested				0	0			
	ILL loaned				0	0			
QUESTIONS									
	Reference				74	191		17	69
	Information				705	1885		199	580
	Technology				66	158		64	164
	TOTAL QUESTIONS				845	2234			
	Homework Help (In House)				90	108			
	In-house use of materials				705	2698			
	In-house use of equipment				49	133		1	17
	Internet access (CML)				104	262		28	80
COLLECTION									
ADULT	New books				22	41			
	Non-cataloged materials added (PB)				0	0			
	Withdrawals				0	1			
	Non-cataloged materials withdrawn (PB)				0	0			
	Videos, Audiobooks & DVD's				0	0			
	Videos, Audiobooks & DVD's withdrawn				0	0			
JUVENILE	New books				16	91			
	Non-cataloged materials added(PB)				31	46			
	Withdrawals				1	7			
	Non-cataloged materials withdrawn (PB)				0	0			
	Videos, Audiobooks & DVD's				0	0			
	Videos, Audiobooks & DVD's withdrawn				0	0			
REGISTERED INTERNET USERS					17	50		2	4
LIBRARY CARDS ISSUED (new & renewal)									
	Adult				63	147		20	41
	Juvenile				54	96		0	0
	Total hours library open to the public per month				160	469		64	204
	Entry count				5967	15459			
	Lunch provided at the library				509	1211			
	Snacks provided at the Library				94	385			
CARNEGIE TECHNOLOGY CENTER									
	Class attendance at CTC							92	92
	Days CTC is open							16	51
	Entry count							195	492
	Events/Programs at CTC							29	67
	Wi-Fi users at CTC							251	618
	ALS Sessions							10	16
	IVC Class Attendance							368	656

CAMARENA MEMORIAL LIBRARY — CALENDAR OF ACTIVITIES



NOVEMBER 2026
https://calexicolibrary.org



Monday	Tuesday	Wednesday	Thursday	Friday
<div>2</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES K-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>LIBRARY BOARD OF TRUSTEES MEETING 5:00 PM, FERNANDO "NENE" TORRES COUNCIL CHAMBERS—608 Heber Ave</div>	<div>3</div> <div></div> <div>SNACK 1:00 PM, AGES 1-18</div> <div>ARTsy TUESDAY 1:15 PM, GRADES K-6TH</div> <div>HOMEWORK HELP 1:15 PM, GRADES 1ST-6TH</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div>	<div>4</div> <div></div> <div>10:30 AM, AGES 3-5</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES 1ST-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div>	<div>5</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>BOARD GAMES PLAY 3:00 PM, AGES 3+</div> <div>HOMEWORK HELP 3:00 PM, GRADES 1ST-6TH</div> <div>CHESS CLUB 3:30 PM, ALL AGES</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div>	<div>6</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>KIDS BOOK CLUB 3:30 PM, GRADES 4TH-6TH</div> <div></div>
<div>9</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES K-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>COOKING WITH <i>lyzeth</i> KIDS EDITION 4:00 PM, AGES 6+</div> <div></div>	<div>10</div> <div>SNACK 1:00 PM, AGES 1-18</div> <div>ARTsy TUESDAY 1:15 PM, GRADES K-6TH</div> <div>HOMEWORK HELP 1:15 PM, GRADES 1ST-6TH</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>BABY TIME 5:30 PM, AGES 0-2</div> <div></div>	<div>11</div> <div></div> <div>LIBRARY CLOSED</div>	<div>12</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES 1ST-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>CHESS CLUB 3:30 PM, ALL AGES</div>	<div>13</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>CINEMA DAY — MINIONS & MONSTERS 3:00 PM, ALL AGES</div> <div></div>
<div>16</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES K-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>LET'S READ BOOK CLUB <i>Twice</i> by Mitch Alborn 5:30 PM, AGES 18+</div> <div></div>	<div>17</div> <div>SNACK 1:00 PM, AGES 1-18</div> <div>ARTsy TUESDAY 1:15 PM, GRADES K-6TH</div> <div>HOMEWORK HELP 1:15 PM, GRADES K-6TH</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div>	<div>18</div> <div></div> <div>10:30 AM, AGES 3-5</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES K-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>COOKING WITH <i>lyzeth</i> 5:00 PM, ADULTS 18+</div> <div></div>	<div>19</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES K-6TH</div> <div>TUTORING @ THE LIBRARY 3:00-6:00 PM, GRADES K-6TH</div> <div>CHESS CLUB 3:30 PM, ALL AGES</div> <div>ADULT LITERACY NIGHT 5:30 PM, Families of Adult Literacy Services Participants</div>	<div>20</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>KIDS BOOK CLUB 3:30 PM, GRADES 4TH-6TH</div> <div></div>
<div>23</div> <div>LIBRARY CLOSED FOR INVENTORY</div>	<div>24</div> <div>LIBRARY CLOSED FOR INVENTORY</div>	<div>25</div> <div>RINCON LITERARIO BOOK CLUB <i>Martes con mi Viejo Profesor</i> by Mitch Alborn 5:30 PM, AGES 18+</div> <div></div>	<div>26</div> <div></div> <div>LIBRARY CLOSED</div>	<div>27</div> <div>LIBRARY CLOSED</div>
<div>30</div> <div>LUNCH @ THE LIBRARY 2:30 PM, AGES 1-18</div> <div>HOMEWORK HELP 3:00 PM, GRADES K-6TH</div> <div>LEGO PLAY DAY 3:00 PM, AGES 3+</div> <div>TUTORING @ THE LIBRARY 3:00-4:00 PM, GRADES K-6TH</div> <div></div>	<div></div> <div>Scan me!</div>			

LOCATIONS

CAMARENA MEMORIAL LIBRARY
850 Encinas Ave. | Calexico, CA | (760) 768-2170
library@calexico.ca.gov

Monday thru Thursday 11:00 am -7:00 pm
Friday 10:00 am – 6:00 pm



CARNEGIE TECHNOLOGY CENTER
420 Heber Ave. | Calexico, CA | (760) 357-5525
carnegielibrary@calexico.ca.gov

Monday-Thursday 3:00-7:00 pm



 Follow us on Instagram
@camarenalibrary

 Find us on facebook.
@camarena.memorial

CARNEGIE TECHNOLOGY CENTER

November 2026

420 Heber Ave. Calexico, CA | 760-357-5525 | carnegielibrary@calexico.ca.gov

<https://calexicolibrary.org/carnegie>

Monday	Tuesday	Wednesday	Thursday
2 U.S. Citizenship Classes 5:30 pm, Adults 18+	3 Computer Class 4:30 pm English as a Second Language Class 5:30 pm, Ages 18+	4 English as a Second Language Class 5:30 pm, Ages 18+	5 Let's Talk Conversation Group 5:30 pm, Ages 18+ English as a Second Language Class 5:30 pm, Ages 18+
9 U.S. Citizenship Classes 5:30 pm, Adults 18+	10 Computer Class 4:30 pm English as a Second Language Class 5:30 pm, Ages 18+	11  CLOSED	12 Vocabulary Bingo 5:30 pm, Ages 18+ English as a Second Language Class 5:30 pm, Ages 18+
16 U.S. Citizenship Classes 5:30 pm, Adults 18+	17 Computer Class 4:30 pm English as a Second Language Class 5:30 pm, Ages 18+ Library Learners Book Club <i>Crenshaw</i> by Katherine Applegate 5:30 pm, Ages 16+	18 English as a Second Language Class 5:30 pm, Ages 18+	19 ARTsy Adults 5:30 pm, Ages 18+ English as a Second Language Class 5:30 pm, Ages 18+
23	24	25	26
<p>CENTER CLOSED ALL WEEK</p> 			
30 U.S. Citizenship Classes 5:30 pm, Adults 18+	<p>Find us on social media!</p> <div>  Find us on Facebook camarena.memorial </div> <div>  camarenalibrary </div> <div> CENTER HOURS: Monday-Thursday 3:00-7:00 pm </div>		

The Carnegie Technology Center is a branch of the Camarena Memorial Library and is available for computer use access, book club, conversation group & more. English as a Second Language and Citizenship classes are offered as well.



Vintage Club

Get Together

You're cordially invited
to a delightful Vintage Club get together with sweet
treats and lovely company. It's a potluck! Bring a dish
to share with the group.

Monday, December 14, 2026
at 12 o'clock

Camarena Memorial Library
850 Encinas Ave.
Calexico, CA

Kindly RSVP by December 7, 2026
Call the Library @ (760) 768-2170



CAMARENA MEMORIAL LIBRARY

