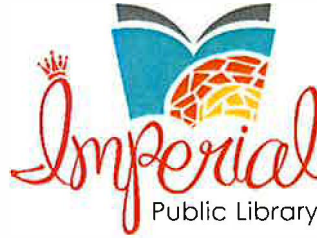


**Imperial City Library Board of Trustees**

Mia Hernandez – President  
Valentina Estes – Vice President  
Magdalena Altamirano – Trustee  
Alejandra Banda – Trustee  
Ivonne Sotomavor – Trustee



**STAFF REPORT**  
**Agenda Item No. C-1**

**To:** Imperial Public Library Board of Trustees  
**From:** Library Administrator, Ember Haller  
**Date:** February 11, 2025  
**Subject:** California Freedom to Read Act (AB 1825)

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**Summary/Background:**

The California Freedom to Read Act (AB 1825) requires every public library jurisdiction directly receiving state funding to establish, adopt, and maintain a written and publicly accessible collection development policy by January 1, 2026. The State Library has created a webpage to help libraries comply with the law.

The State Library would like to see the language in the bill in collection development policies as is. They cannot provide any legal interpretation or advice on the language submitted.

The State Library will use this checklist to approve the policies.

Assembly Bill No. 1825 and the California State Library checklist are attached.

**Recommendation:**

The California Freedom to Read Act (AB 1825) is on the agenda to provide the Library Board of Trustees an opportunity for discussion with the City Attorney. Staff will continue to work with the California State Library and City Attorney to ensure compliance. The revised collection development policy will be presented to the Library Board of Trustees upon completion for a recommendation for adoption by the City Council.



## Assembly Bill No. 1825

### CHAPTER 941

An act to add Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the Education Code, relating to libraries.

[Approved by Governor September 29, 2024. Filed with Secretary of State September 29, 2024.]

#### LEGISLATIVE COUNSEL'S DIGEST

##### AB 1825, Muratsuchi. California Freedom to Read Act.

Existing law establishes a public library system, including school libraries, unified school district and union high school district public libraries, municipal libraries, county free libraries, the California State Library, and library districts. Under existing law, the Legislature declares that the public library is, among other things, a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses.

This bill would require every public library jurisdiction, as defined, that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026, as specified. The bill would require the collection development policy to, among other things, (1) guide the selection and deselection of library materials, as defined, and (2) establish a process for community members to share their concerns regarding library materials and request materials be reconsidered for inclusion in the library's collection.

The bill would require the adopted policy to be sent to the State Librarian, and would authorize the State Librarian or their designee to provide technical assistance to public libraries in developing their collection development policy.

The bill would prohibit the governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, from (1) proscribing the circulation or procurement of, or access to, library materials in a public library because of the topic addressed by the library materials or because of the views, ideas, or opinions contained in materials or (2) creating policies or procedures that limit or restrict access to library materials offered by the public library, except as provided. The bill would also prohibit library materials in a public library from being excluded, and access to library materials from being limited, solely on the bases of (1) specified protected characteristics of a subject of the library materials, an author of the materials, the sources of the library materials, or the perceived or intended audience for the library materials, (2) that the materials contain inclusive and diverse perspectives, or (3) that the materials may include sexual content, except as provided. The bill would provide that a person's right to use a public

library and its resources shall not be denied or abridged solely because of personal characteristics, age, background, or views.

The bill would prohibit a librarian, library media specialist, other employee, or contractor at a public library from being subject to termination, demotion, discipline, or retaliation for (1) refusing to remove a library material before it has been reviewed in accordance with the public library's process for reconsideration of library materials or (2) making displays, acquisitions, or programming decisions that the employee believes, in good faith, are in accordance with the bill's provisions.

The bill would provide that these provisions apply to a public library, as defined, including any public library operated on a contractual basis, or operated by a city, including a general law or charter city, county, special district, or joint powers authority, except that these provisions do not apply to any school library, as defined, or any library operated by the governing board of a school district, a county board of education, or the governing body of a charter school. To the extent these provisions impose additional duties on public libraries, the bill would create a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

*The people of the State of California do enact as follows:*

SECTION 1. Chapter 10 (commencing with Section 19800) is added to Part 11 of Division 1 of Title 1 of the Education Code, to read:

#### CHAPTER 10. CALIFORNIA FREEDOM TO READ ACT

19800. This chapter shall be known, and may be cited, as the California Freedom to Read Act.

19801. The Legislature finds and declares all of the following:

- (a) Libraries are essential for information, education, and enlightenment of all people of the community the library serves.
- (b) Libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs.
- (c) A person's right to use a library should not be denied or abridged solely because of personal characteristics, age, background, or views.

(d) Removing and banning books from public libraries are dangerous acts of government censorship and erode our country's commitment to freedom of expression and the right to receive information.

(e) Librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read.

(f) Librarians and library staff receive extensive professional training to develop and curate collections to meet the broad and diverse interests of their communities, which include, but are not limited to, literary value and developmental appropriateness of material.

19802. (a) (1) Every public library jurisdiction that directly receives any state funding, including, but not limited to, state funding pursuant to this part, shall establish, adopt, and maintain a written and publicly accessible collection development policy for its public libraries by January 1, 2026, and shall submit that collection development policy to the State Librarian. The State Librarian or their designee may provide technical assistance to public libraries in developing their collection development policy. The collection development policy, at a minimum, shall do all of the following:

(A) Establish a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.

(B) Guide the selection and deselection of library materials.

(C) Acknowledge that the public library's collection meets the broad and diverse interests of the community and respect both the library's autonomy and their specific community needs.

(D) Establish that the public library serves as a center for voluntary inquiry and the dissemination of information and ideas.

(E) Acknowledge that 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.

(F) Acknowledge the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

(2) A librarian, library media specialist, other employee, or contractor at a public library shall not be subject to termination, demotion, discipline, or retaliation for either of the following:

(A) Refusing to remove a library material before it has been reviewed in accordance with the public library's process for the reconsideration of library materials established pursuant to subparagraph (A) of paragraph (1).

(B) Making displays, acquisitions, or programming decisions that the employee or contractor believes, in good faith, are in accordance with the requirements of this section.

(b) (1) The governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, shall not proscribe or prohibit the circulation or procurement of, or access to, any library materials in a public library because of the topic addressed by the materials or because of the views, ideas, or opinions contained in those materials.

(2) (A) Library materials in public libraries shall not be excluded, and access to library materials shall not be limited, solely on the bases of any of the following:

(i) The race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or any other characteristic listed in subdivision (a) of Section 12940 of the Government Code, or the socioeconomic status of a subject of the library materials, an author of the library materials, the source of the library materials, or the perceived or intended audience for the library materials.

(ii) The library materials contain inclusive and diverse perspectives.

(iii) The library materials may include sexual content, unless that content qualifies as obscene under United States Supreme Court precedent.

(B) This paragraph does not apply to library materials excluded, or for which access is limited, pursuant to a library maintenance and deaccession policy.

(3) The governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, shall not create policies or procedures that limit or restrict access to library materials offered by the public library unless the policies or procedures are adopted to preserve the safety or security of the library materials, are time, place, and manner restrictions not based on the content of materials, or are programs that provide for the effective management of the library and its resources to preserve access for all library users.

(c) A person's right to use a public library and its resources shall not be denied or abridged solely because of personal characteristics, age, background, or views.

(d) All people, regardless of personal characteristics, age, background, or views, possess a right to privacy and confidentiality in the materials they borrow from libraries.

(e) This section applies to a public library, as defined in Section 18015, including any public library operated on a contractual basis, or by a city, including a general law or charter city, county, special district, or joint powers authority, except that it does not apply to any school library, as defined in Section 18710, or any library operated by the governing board of a school district, a county board of education, or the governing body of a charter school.

(f) For purposes of this section, the following definitions apply:

(1) "Library materials" includes, but is not limited to, books, periodicals and serials, audio materials, audiovisual materials, instructional materials, maps, databases, government documents, records, photographs, and all other similar materials, whether in tangible or electronic form. "Library materials" does not include hardware, tools, instruments, computers, appliances, or other items that are not for the primary purpose of conveying ideas or information.

(2) "Public library jurisdiction" means a county, city and county, city, or any district that is authorized by law to provide public library services and that operates a public library described in subdivision (e).

SEC. 2. The Legislature finds and declares that ensuring public libraries are free of censorship is a matter of statewide concern and is not a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Section 1 of this act adding Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the Education Code applies to all cities, including charter cities.

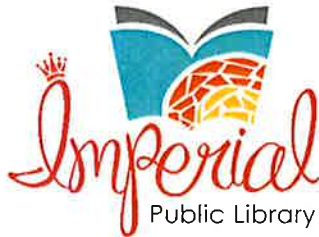
SEC. 3. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

# California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
  - The library posted their collection development policy on their public website.
  - The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
  - The policy guides the selection and deselection of materials.
  - The policy contains the following statements:
    - The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
    - The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
    - "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."
    - The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
  - a. Update the tracking spreadsheet to show that the library is fully compliant.
  - b. Notify the library that their policy is compliant.
3. If the policy does not meet the requirements on the checklist:
  - a. Return the policy to the library,
  - b. Indicate to the library what is missing,
  - c. Provide additional technical assistance as needed.

**Imperial City Library Board of Trustees**  
Mia Hernandez – President  
Valentina Estes – Vice President  
Magdalena Altamirano – Trustee  
Alejandra Banda – Trustee  
Ivonne Sotomavor – Trustee



## **STAFF REPORT**

### **Agenda Item No. C-2**

**To:** Imperial Public Library Board of Trustees  
**From:** Library Administrator, Ember Haller  
**Date:** February 11, 2025  
**Subject:** Surplus Furniture and Equipment

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#### **Summary/Background:**

New furnishings creating a more welcoming and functional space for our learners were procured for the Literacy Room to replace the worn and broken task chairs and computer tables acquired approximately fifteen years ago.

The small literacy room currently houses a bulky reception desk and matching filing cabinet, old, no longer in use metal filing cabinets, and storage cabinets.

In addition, the library is storing plexiglass barriers that were removed after the COVID-19 pandemic.

All city departments have been notified of the surplus items; no departments need or have space for them.

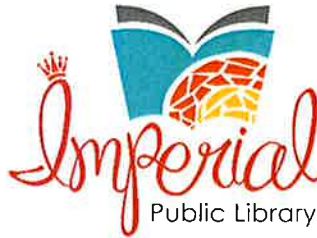
#### **Recommendation:**

Staff requests the Imperial Public Library Board of Trustees' recommendation to the Imperial City Council to consider declaring the department's current inventory of outdated, worn, or no longer in use items surplus. If items are declared surplus, salvaged items will be removed according to city policies, and items in disrepair will be discarded. Eliminating these items from the library, literacy room, and storage will address storage space issues and create a more functional and welcoming library and literacy service center.



**Imperial City Library Board of Trustees**

Mia Hernandez – President  
Valentina Estes – Vice President  
Magdalena Altamirano – Trustee  
Alejandra Banda – Trustee  
Ivonne Sotomavor – Trustee



**STAFF REPORT**  
**Agenda Item No. C-3**

**To:** Imperial Public Library Board of Trustees  
**From:** Library Administrator, Ember Haller  
**Date:** February 11, 2025  
**Subject:** Fiscal Year Planning Overview

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**Summary/Background:**

The By-Laws of the Board of Trustees identify areas of focus that include the following:

- Recommend long-range plans regarding facilities, staff, and programs
- Evaluate community desires and needs for library services

As we approach the new fiscal year 2025-2026, this agenda item will open the discussion with the Library Board of Trustees for budget recommendations and identify if the board would like to hold a budget workshop.

The goal is to outline key priorities, goals, planning efforts, maintenance for the library, and securing funding to ensure long-term sustainability. A budget workshop will provide an opportunity to set strategic priorities for the new fiscal year to enhance programs and services while identifying challenges of staffing and capacity. The following are the primary components of the City of Imperial Public Library Budget:

1. Salaries and Benefits:
  - a. Part-Time Library Page
  - b. Library Assistant (2)
  - c. Library Technician
  - d. Literacy Coordinator
  - e. Literacy Coordinator – Limited Term
  - f. Librarian
  - g. Library Administrator
2. Collection Development
  - a. Provide a high-quality collection that is responsive to the needs and interests of our community.
3. Electronic Resources
  - a. E-books
  - b. Online Databases
  - c. Licensing Fees
4. Publications
5. Dues

6. Literacy Services Match for CLLS Grant
7. Contract Services
8. Facilities Management
  - a. Building Maintenance
  - b. Grounds
  - c. Custodial Supplies
9. Office Supplies
10. Safety/Equipment/Clothing
11. Special Department Supplies
  - a. Programs & Services
    - i. Events & Activities
    - ii. Early Learners
    - iii. Youth
    - iv. Teen
    - v. Adult
    - vi. Older Adult
    - vii. Inclusive
  - b. Outreach Services
    - i. Partnerships
  - c. Promotional Activities
    - i. Marketing Campaigns
    - ii. Materials
  - d. Processing, Circulation & Book Repair Supplies
  - e. Patron Library Cards
12. Cell Phone Service
13. Training & Education
14. Travel & Meetings
15. Maintenance of the 2010 Highlander
16. Vehicle Fuel
17. Utilities - Electricity

Some items for consideration include:

1. Mobile Book Display
2. Replacements and refresh the Early Learning Room
3. Shelving Units and Signage for Adult Section
4. Furnishings for Adult Section

\*The deadline to submit a Departmental Position Request and Justification form and draft job descriptions for the new positions is February 14<sup>th</sup>.

\*\* Library Hours of Operation are Monday through Thursday from 10:00 a.m. to 7:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m.

**Recommendation:**

As we move towards the new fiscal year, we aim to strengthen library services, expand partnerships, and ensure equitable access for all patrons. We appreciate the continued support and guidance of the Library Board in shaping the future of our library. A budget workshop is recommended to align the library board of trustees' plans for the new fiscal year or identify an ad-hoc committee to streamline the budget planning process.



City of Imperial (CA)  
**LIBRARY PAGE (Part-Time)**

<b>CLASS CODE</b>	5001	<b>SALARY</b>	\$18.02 - \$24.15 Hourly \$693.08 - \$928.85 Biweekly \$1,501.67 - \$2,012.50 Monthly \$18,020.00 - \$24,150.00 Annually
<b>ESTABLISHED DATE</b>	July 13, 2023	<b>REVISION DATE</b>	July 13, 2023

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**Classification Description**

**DEFINITION:**

Under the direction of the Library Administrator, performs a variety of maintenance tasks both technical and pertaining to the physical usage of Library facilities.

**SUPERVISION RECEIVED AND EXERCISED:**

Under supervision of the Library Administrator, receives general direction related to daily tasks from the Librarian and Library Technician. Exercises no direct supervision over staff.

**Duties**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accurately sorts and re-shelves books and other library materials.
- Checks shelves for proper arrangement of materials.
- Retrieves materials from storage areas.
- Receives and inspects deliveries of library materials and inventories deliveries as they are received.
- Lift, move, carry and unpack library and program materials.
- Checks out library materials to the public.
- Assists patrons at public service desks.
- Clears reading areas of books, magazines and other materials.
- Helps to mend books and other materials, glues pockets and bar-codes into books and installs strips in book spines, laminates and covers library books.
- Assists with set up for special programs and functions as needed.
- Sets up tables and chairs for special functions.
- Moves minor pieces of furniture and equipment as needed.
- Drives to deliver and pick up books and materials.
- Photocopies materials and maintains files.
- Replenishes supplies and paper throughout the library service desk and service areas.

- Performs basic housekeeping tasks, regularly sanitizing of high touch surfaces in public access areas, including counters, tables, computers, vinyl surfaces and shelves, and emptying trash receptacles as needed.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

**OTHER DUTIES:**

- Perform related duties as assigned.

**Qualifications**

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**High School Diploma or equivalent **License:**

- Valid California class C driver's license with satisfactory driving record.

**Knowledge of:**

- Basic library practices, policies, procedures, and terminology, including the Dewey Decimal System.
- Methods and equipment used commonly in libraries including computers and software.
- Customer service techniques, including telephone etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Methods of conducting reading, storytelling, and other programs.

**Ability to:**

- Read and comprehend a variety of library materials.
- Place, classify, and shelve materials.
- Operate a variety of equipment including computers.
- Read, interpret, and apply rules, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with others.

**Additional Information**

**Work Environment:**

- Indoor/office environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard and shelve books.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to shelve and retrieve books and materials.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work.
- Ability to bend, stoop, kneel, squat, reach, twist push and pull drawers open and closed to retrieve books and materials.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information

- Ability to frequently lift, carry, push, and pull materials and objects up to 50 pounds to perform job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.



City of Imperial (CA)  
**LIBRARY ASSISTANT**

<b>CLASS CODE</b>	5001 - Full Time	<b>SALARY</b>	\$20.39 - \$27.32 Hourly \$1,631.20 - \$2,185.60 Biweekly \$3,534.27 - \$4,735.47 Monthly \$42,411.20 - \$56,825.60 Annually
<b>ESTABLISHED DATE</b>	December 07, 2022	<b>REVISION DATE</b>	December 07, 2022

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**Classification Description**

**DEFINITION:**

Under the direction of the Library Administrator, assist in performing library activities such as circulation, cataloging of library materials and locating library materials; perform a variety of clerical duties involved in the maintenance and distribution of library materials at an assigned library; assist patrons in the selection, location and use of library materials and equipment.

**Duties**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; perform minor repairs to damaged books and library materials; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.
- Assist patrons in library book/materials selection, location and use of library books and materials; respond to and confer with patrons concerning library needs and concerns.
- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.
- Calculate, record and collect fines, billings and late fees as required; reconcile monies; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; respond to and confer with patrons concerning library needs and concerns; communicate patron issues and concerns to library administrators; provide recommendations concerning the selection of library materials.

- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Explain and guide various individuals and groups during summer library reading and crafts programs.
- Communicate with patrons, personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of equipment including a computer, library equipment and assigned integrated library software.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **Qualifications**

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and one (1) year clerical, customer service or library experience.

##### Licenses and other Requirements:

- N/A

##### Knowledge of:

- Library practices, procedures and terminology.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Basic record-keeping and filing techniques.
- Types and uses of library materials and the literature and current publications available for use.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic research methods.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.

##### Ability to:

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials.
- Perform a variety of general clerical duties in support of library operations.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.

- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations quickly and accurately.

### **Additional Information**

#### **WORKING CONDITIONS:**

##### Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evening or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.





City of Imperial (CA)  
**LIBRARY TECHNICIAN**

<b>CLASS CODE</b>	2440	<b>SALARY</b>	\$21.96 - \$29.42 Hourly \$1,756.80 - \$2,353.60 Biweekly \$3,806.40 - \$5,099.47 Monthly \$45,676.80 - \$61,193.60 Annually
<b>REVISION DATE</b>	November 25, 2019		

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**Classification Description**

**DEFINITION:**

Under the direction of the assigned Administrator or Director, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and library materials; process and classify books and library materials according to library standard systems; create barcodes and spine labels; maintain library database and add new materials to assigned database; assist patrons in the selection, location and use of library materials and equipment.

**Duties**

**Essential Duties and Responsibilities:**

- Perform a variety of technical library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; process books; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Process and classify books and library materials according to library standard systems; create barcodes and spine labels with call numbers; verify necessary information and assign proper codes; edit information according to proper formats for required labels or files.
- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; discard damaged books, magazines and library materials; perform minor repairs to damaged books and library materials; stamp and tag books; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.

- Assist patrons in library book/materials selection, location and use of library books and materials; assist patrons with library equipment and accessing public catalogs; respond to and confer with patrons concerning library needs and concerns.
- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers; provide training to assigned personnel in appropriate cataloging procedures.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.
- Calculate, record and collect fines, billings and late fees as required; count, balance and reconcile monies; monitor cash box; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; provide recommendations concerning the selection of library materials.
- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays; process a variety of forms and application.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, collections, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files; prepare reports of overdue materials and fines to be sent to patrons.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Communicate with patrons, personnel and outside agencies to exchange information, coordinate library activities and resolve issues or concerns.
- Operate standard office equipment including a computer, library equipment and assigned integrated library software.
- Input a variety of data into an assigned computer system including updating customer records; initiate queries and manipulate data; maintain library database and add new materials to assigned database; ensure accuracy and completeness of input and output data.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment; replenish supplies.

**Other Duties:**

- Perform related duties as assigned.

**Qualifications**

**Education and Experience:**

- Any combination equivalent to: Graduation from high school or equivalent GED and two (2) years library experience.

**Licenses and other Requirements:**

- Valid Library Certificate.

**Additional Information**

### Knowledge of:

- Library practices, procedures, reference materials, resources and terminology.
- Data entry and retrieval techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable research methods.
- Interpersonal skills using tact, patience and courtesy.

### Ability to:

- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations.

### **Other Requirements**

#### **WORKING CONDITIONS:**

##### Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve library materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.



City of Imperial (CA)  
**LITERACY COORDINATOR-LIMITED TERM.**

<b>SALARY</b>	\$29.53 - \$39.57 Hourly \$2,362.40 - \$3,165.60 Biweekly \$5,118.53 - \$6,858.80 Monthly \$61,422.40 - \$82,305.60 Annually	<b>LOCATION</b>	Imperial CA, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2024-029
<b>PUBLIC SERVICE</b>	Library Services	<b>OPENING DATE</b>	12/18/2024
<b>CLOSING DATE</b>	1/6/2025 5:00 PM Pacific		

**Career Description**

**DEFINITION:**

Under the direction of the Library Administrator, plan, organize, coordinate and implement the Library's literacy program; train, supervise and evaluate the performance of volunteer tutors; assist in obtaining and maintaining grants; prepare and maintain a variety of narrative and statistical reports, records and files.

**Duties**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement the Library's literacy program; assess literacy levels for incoming learners; conduct literacy intake sessions; select and maintain literacy collections for assigned program.
- Assist in obtaining and maintaining grants; complete required paperwork; ensure programs comply with grant requirements.
- Provide technical information and assistance to the Library Administrator regarding assigned functions and literacy program; assist in formulating and developing policies, procedures and literacy programs.
- Train, supervise and evaluate the performance of volunteer tutors; match volunteer tutors with learners and select materials for volunteer trainings and tutoring sessions; conduct classes and tutoring in the absence of volunteer tutors.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities; track and analyze data.
- Develop and update forms for literacy program and worksheets for learners and volunteer tutors.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Develop and maintain website for assigned literacy program.
- Input a variety of data into an assigned computer system; initiate queries and manipulate data.
- Operate standard office equipment including a computer and assigned software program.
- Attend and conduct a variety of meetings as assigned; coordinate community outreach events to promote literacy program.

**OTHER DUTIES:**

- Perform related duties as assigned.

## Qualifications

### REQUIRED QUALIFICATIONS:

#### Education and Experience:

- Any combination equivalent to: Bachelor's degree in English or related field and one (1) year experience working with literacy or related instructional programs.

#### Licenses and other Requirements:

- N/A

#### Knowledge of:

- Planning, organization, coordination and implementation of literacy programs.
- Principles and practices of supervision and training.
- Grant writing principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

#### Ability to:

- Plan, organize, coordinate and implement the Library's literacy program.
- Train and supervise volunteer tutors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist in obtaining and maintaining grants.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Assess learner reading and literacy levels.
- Collect and analyze data.

## Additional Information

### WORKING CONDITIONS:

#### Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

#### **Agency**

City of Imperial (CA)

#### **Address**

420 South Imperial Avenue

Imperial, California, 92251

12/17/24, 4:06 PM

Job Bulletin

**Phone**

(760) 355-3807

**Website**

<http://www.cityofimperial.org>



City of Imperial (CA)  
**LITERACY COORDINATOR**

<b>CLASS CODE</b>	2340	<b>SALARY</b>	\$29.53 - \$39.57 Hourly \$2,362.40 - \$3,165.60 Biweekly \$5,118.53 - \$6,858.80 Monthly \$61,422.40 - \$82,305.60 Annually
<b>ESTABLISHED DATE</b>	December 07, 2022	<b>REVISION DATE</b>	January 30, 2023

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**Classification Description**

**DEFINITION:**

Under the direction of the Library Administrator, plan, organize, coordinate and implement the Library's literacy program; train, supervise and evaluate the performance of volunteer tutors; assist in obtaining and maintaining grants; prepare and maintain a variety of narrative and statistical reports, records and files.

**Duties**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement the Library's literacy program; assess literacy levels for incoming learners; conduct literacy intake sessions; select and maintain literacy collections for assigned program.
- Assist in obtaining and maintaining grants; complete required paperwork; ensure programs comply with grant requirements.
- Provide technical information and assistance to the Library Administrator regarding assigned functions and literacy program; assist in formulating and developing policies, procedures and literacy programs.
- Train, supervise and evaluate the performance of volunteer tutors; match volunteer tutors with learners and select materials for volunteer trainings and tutoring sessions; conduct classes and tutoring in the absence of volunteer tutors.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities; track and analyze data.
- Develop and update forms for literacy program and worksheets for learners and volunteer tutors.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Develop and maintain website for assigned literacy program.
- Input a variety of data into an assigned computer system; initiate queries and manipulate data.
- Operate standard office equipment including a computer and assigned software program.
- Attend and conduct a variety of meetings as assigned; coordinate community outreach events to promote literacy program.

**OTHER DUTIES:**



- Perform related duties as assigned.

## **Qualifications**

### **REQUIRED QUALIFICATIONS:**

#### Education and Experience:

- Any combination equivalent to: Bachelor's degree in English or related field and one (1) year experience working with literacy or related instructional programs.

#### Licenses and other Requirements:

- N/A

#### Knowledge of:

- Planning, organization, coordination and implementation of literacy programs.
- Principles and practices of supervision and training.
- Grant writing principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

#### Ability to:

- Plan, organize, coordinate and implement the Library's literacy program.
- Train and supervise volunteer tutors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist in obtaining and maintaining grants.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Assess learner reading and literacy levels.
- Collect and analyze data.

## **Additional Information**

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.

- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.



City of Imperial (CA)  
**LIBRARIAN**

<b>CLASS CODE</b>	5001	<b>SALARY</b>	\$31.80 - \$42.61 Hourly \$2,544.00 - \$3,408.80 Biweekly \$5,512.00 - \$7,385.73 Monthly \$66,144.00 - \$88,628.80 Annually
<b>ESTABLISHED DATE</b>	July 13, 2023	<b>REVISION DATE</b>	July 13, 2023

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**Classification Description**

**DEFINITION:**

Under the direction of the Library Administrator, plan, organize, coordinate and control the activities, services and operations of the City's Library system. Duties include: preparing the annual budget, supervising subordinate employees, selecting materials for the library and general coordination of library functions.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

**Duties**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and implements long range plans, goals and objectives for the City's Library system.
- Assists with administrative services of the Library system including facilities planning and expansion of services, budget preparation and control, purchasing, grant writing and other services which assure that resources area available to deliver strategic service goals.
- Formulates departmental policy, evaluates work accomplished and assists with training of Library employees in innovative, customer-oriented services.
- Directs the planning, implementation and evaluation of a computerized library information system.
- Assists the public in library use, showing patrons how to find materials in the library; gives instructions on how to use the library tools, card catalog, reference books and facilities to patrons who want to learn to use the library.
- Processes catalogs, identifies and orders library materials and supplies to provide comprehensive library services to the residents of the City.
- Confers with other departments and organizations regarding library operations; makes library presentations to community concerning library services.
- Promotes and maintains effective collaborative programs with community-based organizations (CBO), and schools; plans and coordinates library programs such as service to adult and children's programs.

- Promotes strong, effective relationships with the Literacy Volunteers of America (LVA) to enhance public awareness efforts of the City Library.
- Attends meetings, including monthly Library Board and Local Librarians.

**OTHER DUTIES:**

- Perform related duties as assigned.

**Qualifications**

**REQUIRED QUALIFICATIONS:**

**Education and Experience:** Master's degree in Library Science from a college or university accredited by the American Library Association (ALA) AND two years of professional library experience. **License:**

- Valid California class C driver's license with satisfactory driving record.

**Knowledge of:**

- Principles of Library Science.
- Library policies, operations, functions, procedures and services.
- Reference, acquisition and cataloging practices.
- City ordinances, rules and regulations.
- Oral communication skills utilizing proper grammar for giving instructions and making presentations before the Library Board and City Council.
- Math skills to add, subtract, multiply and divide whole numbers and compute percentages.
- Writing skills that are clear and concise for preparing reports, evaluations and making recommendations.
- Reading skills to analyze, interpret, evaluate and comprehend complex tests.
- Training skills to plan and organize training sessions, prepare materials and conduct training.
- Administrative skills to implement and monitor programs and budgets.
- Decision making skills to identify problems, identify solutions and alternatives.
- Record keeping skills to maintain records by date and time which are accurate and complete.

**Ability to:**

- Maintain statistics concerning library use which are easily interpreted, consistent and timely.
- Analytical skills to evaluate programs and materials.
- Operate office machines such as a computer, typewriter, calculator, photocopier and projector.

**Additional Information**

**Work Environment:**

- Indoor/office environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials and inspect work in progress.

- Reaching to obtain files.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work.
- Ability to bend, stoop, kneel, squat, reach, twist push and pull drawers open and closed to retrieve and file information.
- Ability to frequently lift, carry, push, and pull materials and objects weighing 10-25 pounds to perform job functions.
- Ability to occasionally lift, carry, push, and pull materials and objects weighing more than 25 pounds to perform job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed



City of Imperial (CA)  
**LIBRARY ADMINISTRATOR**

<b>CLASS CODE</b>	5010	<b>SALARY</b>	\$34.24 - \$45.89 Hourly \$2,739.20 - \$3,671.20 Biweekly \$71,219.20 - \$95,451.20 Annually
<b>ESTABLISHED DATE</b>	May 02, 2013	<b>REVISION DATE</b>	February 06, 2019

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**Classification Description**

**DEFINITION:**

Under the direction of the Director of Community Services, plan, organize and direct the day-to-day operations and activities of the Library; coordinate and direct personnel, resources and communications to meet local Library needs and ensure smooth and efficient library operations; manage financial operations and provide accurate reports; attend City staff and department head meetings; serve as Administrative Liaison for the Library Board of Trustees and the Library Improvement Committee; maintain a positive public image for the Library; train, supervise and evaluate the performance of assigned Library personnel.

**Duties**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize and direct the day-to-day operations and activities of an assigned Library; establish and maintain Library timelines and priorities; monitor and evaluate staffing, equipment and material needs; ensure optimal allocation of library resources; participate in the development and implementation of long- and short-term plans for the Library; oversee the safety, security and maintenance of the Library; enforce Library policies.
- Coordinate and direct personnel, resources and communications to meet local Library needs and ensure smooth and efficient library operations; collaborate with administrators, personnel and outside agencies in the development and implementation of library programs, projects, functions, goals, systems, objectives and activities.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; review, sign and submit employee timesheets.
- Direct activities to ensure proper maintenance of the Library collection; review, evaluate, select and order new Library materials to enhance the Library collection; direct the processing and cataloging of new materials; coordinate and ensure proper distribution of new materials and purging of obsolete materials.
- Ensure adequate personnel, resources and equipment levels to meet Library needs; coordinate personnel transactions as appropriate; coordinate the acquisition, purchase and receipt of supplies, equipment and

services as necessary; ensure proper maintenance and repair of Library equipment; direct Library inventory functions; oversee the implementation of new systems and technologies.

- Provide consultation to administrators, personnel, outside agencies and the public concerning Library operations and activities; respond to inquiries and provide technical information concerning related programs, projects, systems, materials, standards, requirements, policies and procedures.
- Coordinate and direct operations and activities involved the development and implementation of collection activities related to overdue, lost or damaged library materials; establish and maintain funding and partnerships to assist in the acquisition of needed equipment and services as directed.
- Direct the preparation and maintenance of a variety of narrative and statistical records, reports and files related to Library materials, inventory, systems, patrons, personnel, financial activity and assigned duties.
- Provide technical information and assistance to various administrators concerning Library activities, needs and issues; assist in formulating and developing policies, procedures and programs.
- Participate in developing and preparing the annual preliminary budget for the library; analyze and review budgetary and financial data; monitor and control expenditures in accordance with established limitations; deposit incoming funds; submit invoices and purchase requisitions for payment; assist in obtaining and maintaining grants.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Operate standard office equipment including a computer and assigned software; oversee the operation of the Library's automated systems.
- Attend and conduct a variety of meetings; attend conferences, trainings, and workshops; serve on various committees as required by the Library Board of Trustees.
- Maintain a positive image through planning and supervising all activities sponsored and promoted by the Library; ensure the patrons are treated with courtesy and respect.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **Qualifications**

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in library science or related field and three (3) years professional library experience including two (2) years in a supervisory capacity. Master's degree in library science or related field is desired.

##### Licenses and other Requirements:

- Valid Library Certification.

##### Knowledge of:

- Management of operations and activities of assigned library.
- Library organization, operations, policies and objectives.
- Philosophies and trends of library and information technology fields.
- Books, sources, bibliographies and reference materials.
- Library practices, procedures and terminology.
- Customer service techniques and best practices.
- Modern library services, materials and equipment.

- Library cataloging and classification.
- Applicable laws, codes, regulations, policies and procedures.
- Record retrieval and storage systems.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Interpersonal skills using tact, patience and courtesy.
- Basic public relations techniques.
- Short- and long-term planning.
- Public relations techniques.

Ability to:

- Plan, organize and direct operations and activities of an assigned library.
- Coordinate and direct personnel, resources and communications to meet local Library needs and ensure smooth and efficient Library operations.
- Supervise and evaluate the performance of assigned personnel.
- Collaborate with administrators, personnel and outside agencies in the development and implementation of Library programs, projects, functions, goals, systems, objectives and activities.
- Ensure adequate personnel, resources and equipment levels to meet Library needs.
- Participate in the development and implementation of long- and short-term Library plans.
- Direct the development and implementation of collection activities.
- Communicate effectively both orally and in writing.
- Direct activities to ensure proper maintenance of the Library collection.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**Additional Information**

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evening or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.



- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.