

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings



AGENDA
LIBRARY BOARD
Regular Meeting
Oxnard Public Library Meeting Room A, 251 South A St
April 15, 2026
4:30 pm

To join remotely, click on the link below:

<https://us06web.zoom.us/j/89456567437?pwd=EEQzRbRjs539KFn3PoB3kL8v55n556.1>

Or telephone (toll-free): 888-475-4499

Meeting ID: 894 5656 7437

Passcode: 093717

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 12:00 p.m. on the day of the meeting by contacting the Commission Secretary Lisa Horan at lisa.horan@oxnard.org. Please indicate the agenda item number in the subject line.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial 888-475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.

A. SWEARING IN OF OFFICERS

B. ROLL CALL/PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

At a regular meeting, a person may address the Library Board only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact 805-385-7524. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

D. COMMISSION BUSINESS

1. SUBJECT: Board Member Orientation & Annual Report Presentation
RECOMMENDATION: That the Library Manager provides a new member orientation, annual report, and handouts to the Library Board Members.

Click here to view the required Measure M presentation:

2. SUBJECT: Brown Act Training
RECOMMENDATION: That the Library Board members receive and file a Brown Act Training from the City Attorney's Office.
3. SUBJECT: Adoption of 2026 Library Board Calendar
RECOMMENDATION: That the Library Board adopt the 2026 calendar of meeting dates, times, and locations.
4. SUBJECT: Library Tour
RECOMMENDATION: That the Library Manager provide an introductory tour of the Main Library.

E. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

F. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

G. ITEMS FOR FUTURE CONSIDERATION

Commissioners may request that items be placed on future agendas for extended discussion.

H. ADJOURNMENT



TO: Library Board

FROM: Kathleen Ashmore, Library Manager,
kathleen.ashmore@oxnard.org, 805-385-7522

DATE: April 15, 2026

SUBJECT: Adoption of 2026 Library Board calendar

RECOMMENDATION

That the Library Board adopt the 2026 calendar of meeting dates, times, and locations.

DISCUSSION

Per Article V, Section A of the Library Board Bylaws, “The Board shall conduct regular meetings once a month. The exact dates, time and location of the meetings shall be approved by a vote of the Board at the regularly scheduled meeting in January.”

In alignment with this section, members of this Board are asked to review the attached proposed 2026 meeting calendar and approve the annual meeting calendar. Members of the Library Board were first appointed on March 17, 2026, therefore the annual calendar is being adopted at the first meeting of the Board in April 2026. In future years, the calendar will be adopted in January.

The annual calendar establishes the meeting schedule for the Library Board. In the event that there is no business to consider at a scheduled meeting, or there are other special circumstances resulting in the need to cancel or postpone a meeting, the staff liaison has the authority to cancel a meeting with concurrence from the chair person.

Attachment #1 outlines the proposed 2026 meeting calendar for the Library Board, including the location and time of each meeting.

Attachments:

- A. Proposed 2026 meeting calendar for the Library Board.



Proposed 2026 meeting calendar for the Library Board

<u>Date</u>	<u>Time</u>	<u>Location</u>
April 15, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
May 20, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
June 17, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
July 15, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
August 19, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
September 16, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
October 21, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
November 18, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A
December 16, 2026	4:30 p.m.	Oxnard Public Library Meeting Room A



OXNARD PUBLIC LIBRARY

2026 ANNUAL REPORT TO CITY COUNCIL

Presented by: Kathleen Ashmore, Library Manager

April 7, 2026



Annual Report of the Oxnard Public Library

California state law requires public libraries to have a governing or advisory library board that submits an annual report on the condition and progress of the library. This requirement appears in the California Education Code, which outlines the responsibilities of library boards, including providing an annual report to the legislative body that oversees the library. The 2026 Annual Report covers the following:

- Re-establishing the Library Board & Next Steps
- Nonprofit Partner
- Units
- Services
- Community Partners
- Space Design
- Safety & Security

Re-establishing the Library Board

On February 21, 2025, the California Attorney General issued an opinion clarifying that the Oxnard Library Board must be a separate five-member body and cannot be comprised of the City Council. The following actions were taken to ensure compliance with the California Education Code (CEC).

1. Establish five-member Library Board of Trustees
 - **Complete:** Ordinance 3059 took effect on May 25, 2025, formally reestablishing a five-member Library Board to be appointed by the Mayor and approved by the City Council.
2. Recruit and appoint members to re-establish the library board.
 - **Pending:** Final appointments establishing a quorum are scheduled for review by the City Council on 3/17/2026.

Next Steps

1. Establish monthly meetings with the library board.
 - **Pending:** Tentatively set to begin April 2026
2. Approve library policies as they are updated to have current policies that are relevant to current library practices.
3. Once board is established, additional goals will be created by the board for 2026-2027.
4. Focuses on recommending policies and programs related to public libraries to the city council, and representing the needs and views of the community to the library staff and city council.

Nonprofit Partner

The Friends of the Oxnard Public Library are a long-standing nonprofit partner that raises money, builds community support, and enhances programs and services across all three Oxnard library branches. They operate independently from the City but exist solely to strengthen the library's impact.

- Host book sales and fundraising events.
- Operate the Friends Books & Things Gift Shop.
- Promote community awareness of the library.
- Fundraisers go toward library programs and materials.

Toppers Fundraiser! @ 111 E Gonzales Rd

April 24th from 3:30 - 9:00

20% goes to the Library

CIRCULATION

Circulation provides check-in and check-out services for library materials, manages shelving and maintenance of the collection, and serves as the primary point of contact for patrons entering the library.

INFORMATION/REFERENCE & PROGRAMMING

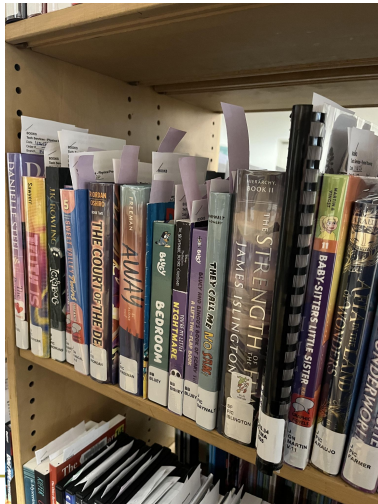
Information/Reference (I/R) staff provide assistance and guidance with reference and research inquiries, reader's advisory services, and digital literacy support to help patrons access and navigate information resources.

Programming provides a variety of opportunities for community members to engage with one another and the library through educational, social-emotional, literary, artistic, and entertaining events, clubs, and classes.



TECHNICAL SERVICES

Technical Services is responsible for processing all new materials entering the library system, repairing damaged items, and maintaining metadata, the online catalog, and other catalog records. Located at the Main Library, Technical Services supports operations and collections management for all three library locations.



BRANCHES

Branch locations allow the library to reach residents across different parts of Oxnard. Each branch serves as a community hub that provides books, digital resources, educational programs, technology access, and safe public spaces for learning and gathering. By distributing these services geographically, the library system reduces barriers such as transportation, time, and cost.



SNAPSHOT

- 81,884 registered library card holders
- Circulation of 218,000 items
- Average of 800 people / day
- Average of 15 programs / week
- Average of 33 attendance / program*
 - average attendance per program type varies widely
- Average of 100 patrons use the seed library / day
- 5,065 volunteers hours in 2025
- Study rooms had 6,214 uses
- Collection stats



OXNARD SPECIAL POPULATIONS

- Chill, Color, & Craft
- Puzzles and Play

EARLY CHILDHOOD

- Storytimes
- Bilingual Storytime
- Art and Craft Programs

TEENS

- Art and Craft Programs
- Gardening
- STEM Programs
- Teen Advisory Council



ADULTS

- Art and Craft Programs
- Senior Socials
- Tiny Art Club
- Gardening
- Guest Speakers

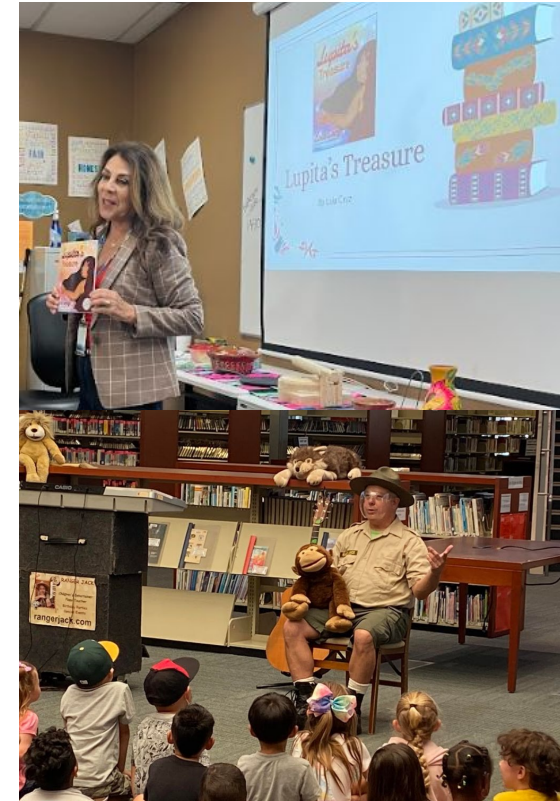
ALL AGES

Literacy

- Let's Talk Tech
- Cyber Seniors
- English Conversation Group
- ESL Tutoring Program
- Reading Literacy Tutoring
- Financial Literacy

Books & Authors

- Open Mic Night
- Writer's Group
- 4 Book Clubs
- Author Talks



2025 EVENTS

- **March:** 1st Annual Garden Fest
 - Kick off for the Native Learning Garden
- **April:** Annual Local Author Showcase
 - 20 local authors
 - Author panel session
 - Local author networking opportunities
- **June:** Minicon
 - 1000 participants
 - Cosplay panel sessions
 - Vendors, booths, and tables
 - Costume contest
- **Summer:** Annual Summer Reading Program
 - Participations increased by 54% from previous year
 - 4,116 reading prizes given out
 - 85 programs / 5812 attended
- **October:** 3rd Annual Haunted Library
 - 1300 participants
 - SOC Block party and Halloween float



PARTNERSHIPS

- 3C-REN
- Audubon Society
- Autism Learning Centers
- California State Library
- Congresswoman Brownley
- Cyber Seniors
- Family Place
- First 5
- Fish and Wildlife
- Friends of Fieldworkers
- Friends of the Library
- Laubach Literacy
- Managed Career Solutions
- Many Mansions
- Mercy House
- Mini Nature Reserve
- Oxnard Adult Schools
- Southern California Library Consortium
- UC Master Gardeners of Ventura County
- Ventura County Library
- Ventura County Office of Education
- Ventura County Workforce Development Board

SPACE DESIGN

Space design is where the public will begin to experience the updates that are being made. This will be seen through a strong well-maintained collection, having spaces set up for different types of use throughout the library, accessibility to ensure easy of use for all, and a design set up with safety in mind.

- Removing old, out of date, or uncirculated items.
- Remove excess shelving to open up space.
- Conversation areas throughout building.
- Accessibility projects.
- Creating a makerspace.
- Removing shelving sections that limit sight lines.

SAFETY MEASURES

- Installed bubble mirrors to sightlines.
- Narcan Dispensers added at Main.
- Introduced Walkie Talkies and codes to staff.
- Redesigned help desk for better security and customer service.
- Removing shelving that impede sightlines.

SECURITY

- City Council previously approved FTE security monitor at SOBL and additional hours of guard coverage at Main Library
- Established monthly in-person meetings with PSC (City's Contracted Security Service) to review incidents.
- Established weekly meetings between PSC, SOBL's Security Monitor, and the Library Services Supervisor to review incidents.
- New security contract will be providing de-escalation and other training to library guards.

MEETINGS WITH

- Beat Coordinators for Colonia, South Oxnard, and Main areas individually
- Community Actions, Many Mansions Housing
- Mercy House
- OPD
- Rick Jenkins (Safer Libraries Consultant)
- Southern California Library Cooperative

STAFF DEVELOPMENT/SUPPORT

- Assigned Library Services Supervisor job duties of overseeing building and security to ensure closer attention and collaboration is made with library staff, patrons, and PSC.
- Staff attended Safe and Compassionate Libraries Training, which was followed by additional safety-sessions that included:
 - Hosted De-escalation Training by Rick Jenkins (Safer Libraries Consultant) at Main Library and SOBL Facility Assessment .
 - Delivered Safe and Compassionate Libraries to the OPL Team.
 - Hosted consultant Rick Jenkins Q & A and Main Facility Assessment.
- Presentation by Ventura County Behavioral Health - Logrando Bienestar Program .
- *Staff session at All Hands Meeting discussing and training over library security for staff and de-escalation techniques.*

NETWORK REFRESH








- Launched including security cameras

TECHNOLOGY REFRESH UPDATE



- Carson Block Consulting - Design
 - Assessment of current system
 - Recommendation on project prioritization
 - So Far:
 - New Firewalls
 - New Wireless Access Points
 - New filtering
 - Assessment phase complete
 - Recommendation phase and final reports in Q2
- Next Steps – Build Phase
 - Replace hardware
 - Replace integrated library software and patron management software
 - Apply for eRate for IT projects
 - Replace library hardware such as security gates and RFID

OXNARD PUBLIC LIBRARY - QUESTIONS?

THIS WEEK AT THE OXNARD PUBLIC LIBRARY

MONDAY 3/9	TUESDAY 3/10	WEDNESDAY 3/11	THURSDAY 3/12	SATURDAY 3/14
<p>For Children</p> <p>Tummytime Stories for babies @ 11 a.m. at South Oxnard</p> <p>Bilingual Family Storytime @ 4 p.m. at South Oxnard</p> 	<p>For Children</p> <p>Pre-school Storytime @ 11 a.m. at Main</p> <p>Pre-school Storytime @ 3:30 p.m. at Colonia</p> <p>Drummin! @ 4:30 p.m. at Colonia</p>  <p>For Teens</p> <p>Stained Glass Bookmarks @ 4:30 p.m. at South Oxnard</p>  <p>For Adults</p> <p>Fiber Arts Friends @ 4 p.m. at Main</p> <p>English Conversation Group for Intermediate Level & Beyond @ 6 p.m. at Main</p>	<p>For Children</p> <p>Babies & Toddlers Storytime @ 11 a.m. at Main</p> <p>Special Storytime with the Heelers @ 4 p.m. at Main</p> 	<p>For Children</p> <p>Toddlers Storytime & Dance Party @ 11 a.m. at South Oxnard</p>  <p>For Teens</p> <p>Crochet Club @ 4:30 p.m. at Colonia</p> <p>For Adults</p> <p>Silent Book Club @ 2 p.m. at South Oxnard. Read your book silently, then discuss.</p> 	<p>For Children</p> <p>Women's History Month Celebration @ 2 p.m. at Main</p> 

TINY ART SHOW
Sign up from March 2nd to the 21st
Limited quantities / Adults and teens 12+
Sign up online:
Oxnard.gov/library
or call us at
805-385-7532



@oxnardlibrary



@Oxnard Public Library



THANK YOU