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AMENDED AGENDA
(Amended 9/10/26 to correct mistakes)

Library Board
Regular Meeting
Oxnard Public Library, 251 South A Street
Wednesday, September 16, 2026
4:30 p.m.

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 3:00 p.m. on the day of the meeting by contacting the Library Board 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. ROLL CALL/PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of Wednesday, July 15, 2026.
RECOMMENDATION: Approve.

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 Board Members 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 Board Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless

otherwise approved by the Board, persons wishing to speak on items not on the agenda should do so during public comments.

D. REPORTS

1. SUBJECT: FY 2026/27 Oxnard Public Library Budget
RECOMMENDATION: That the Library Board receive and file the FY2026/27 Library budget approved by city council.

E. COMMISSION BUSINESS

1. SUBJECT: Oxnard Public Library Computer and Internet Use Policy and Code of Conduct.
RECOMMENDATION: That the Library Board approve and adopt the Computer and Internet Use Policy and Code of Conduct.

F. REPORT OF THE COMMISSION SECRETARY

The Board Secretary shall report on items of interest to the Board occurring since the last meeting. The Board 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.

G. COMMISSIONER COMMENTS

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

H. ITEMS FOR FUTURE CONSIDERATION

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

I. ADJOURNMENT

Oxnard Public Library Internet & Computer Use Policy and Code of Conduct

Purpose

The Oxnard Public Library provides free and easy access to computers, the internet, and related technology to support education, information access, and recreational purposes. This access is offered in a manner consistent with the Library's mission and in compliance with applicable laws.

User Responsibilities

All library patrons using computers, internet access, Wi-Fi, or related technology at any branch of the Library are expected to follow the rules and codes of conduct below:

- **Respectful Use:** Use library computers and internet resources responsibly and with respect for others. Refrain from disruptive, harassing, or inappropriate behavior. Users are responsible for the sites they visit and need to be aware that others may see what is being displayed.
- **Lawful Use Only:** Library computers, the Library network, and internet access are provided for lawful purposes only, and users must comply with all applicable federal, state, and local laws and with this Policy.
In particular, **users must not:**
 - Access, view, display, send, or store material that is obscene, that constitutes child pornography, or material that is harmful to minors, as those terms are defined under the Children's Internet Protection Act and applicable law;
 - Engage in unauthorized access, including so-called "hacking," or other unlawful online activity, including but not limited to any attempt to gain unauthorized access to, damage, or interfere with any computer, network, account, data, or system, or to circumvent or disable the Library's security or technology protection measures; and
 - Engage in the unauthorized disclosure, use, or dissemination of personal identification information, including personal identification information regarding minors.
- **Time Limits:** Use of library computers may be limited by time or session rules to ensure equitable access. Time extension can be granted depending on computer use capacity. Sessions can be terminated by Library staff at any time for any purpose to enforce library policy or maintain a safe environment.
- **Personal Devices:** Users accessing library Wi-Fi must follow all policy guidelines. Wireless connections are not encrypted, and privacy is not guaranteed.
- **Computing fees:** Printing, copying, faxing, and scanning fees are posted at each Library branch, and found under the Oxnard Public Library fee schedule.
- **Parental Responsibility:** Parents or legal guardians are solely responsible for monitoring their children's use of the internet and electronic resources in the library, and must be present at all times for children under the age of 12.

Adopted on:

- **Copyright Laws:** Under Title 17 US Code, Federal law prohibits the unauthorized reproduction and distribution of copyrighted materials, including electronic resources except as permitted by the principles of fair use. The Library is not liable or responsible for patrons' violation of copyright laws.

Internet Filtering

The Library uses filtering software in compliance with the [Children's Internet Protection Act \(CIPA\)](#) to block content that is obscene, harmful to minors, or is pornographic in nature.

No filtering software is totally accurate. Filters may block material that is appropriate in a public library setting, or they may fail to block access to illegal or objectionable material. Patrons who are 18 or older and possess a valid ID to confirm their age may request to Library staff that filters be disabled for lawful use.

However, Wi-Fi filtering is mandatory for all library users. Additionally, children's computers include additional filtering layers that cannot be bypassed.

Privacy & Security

- The Library does not retain browsing history or personal data, including passwords, entered during sessions.
- Users should not expect privacy when using library computers or networks. Use of library internet services is at the user's own risk.
- The library may release information stored in the Library's patron database only in circumstances where disclosure is legally compelled.
- The Library is not responsible for any information or personal data that was accessed due to a user neither logging off their account nor leaving software open on a library device.
- The Library user is not allowed to alter, install, remove, or otherwise tamper with the hardware or software of the computers in any way.
- The library does not guarantee the security of personal information transmitted over the network.
- Personal hardware, including but not limited to USB flash drives and external hard drives, may not be connected to library computers. The library is not responsible for any data lost or damaged when using such devices, nor for any security issues arising from their use.

Violation and Enforcement

- The rules and user responsibilities contained in this policy establish the Library's Code of Conduct guidelines for computer use, internet access, Wi-Fi and related technology.
- Patrons using personal devices in the Library, or on the Library Wi-Fi must abide by the Library Internet & Computer Use Policy and the Library Code of Conduct
- Violations of the this policy or the [Library Code of Conduct](#) may result in:
 - Suspension or loss of computer/internet privileges.
 - Removal from the library.

Adopted on:

- Referral to law enforcement if illegal activity is suspected.
- Users must agree to abide by this policy before using library computers or internet access.
- Staff have the right to limit the number of patrons at one computer.
- Staff have the right to end a user session at any time.

Disclaimer

The Library does not monitor or control the content of the internet and is **not responsible** for the accuracy, legality, or quality of information accessed. Use of library technology is at your own risk.

You agree to indemnify and hold harmless the City of Oxnard, its hosts, and its suppliers and licensors, officers, directors, employees, agents, and affiliates from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney's fees) arising out of or related to your use of the Service, any materials downloaded or uploaded through the Service, any actions taken by you in connection with your use of the Service, any violation of any third party's rights or a violation of law or regulation, or any breach of this agreement. This Section will not be construed to limit or exclude any other claims or remedies that the City of Oxnard may assert under this Agreement or by law.

MINUTES
OXNARD PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, July 15, 2026, 4:30 p.m.

A. ROLL CALL

At 4:30 pm the regular meeting of the OPL Library Board was called to order. Chairpersons Esthela Cazares, Tom Nielson, Sahara Pena, Emily Ramsey, Michelle Robledo-Canchola were present. Quorum confirmed.

Staff members Kathleen Ashmore, Library Manager and Leah Corella, interim Recording Secretary were present.

B. APPROVAL OF MINUTES

SUBJECT: Minutes of the meeting of June 17, 2026.

RECOMMENDATION: Minutes from the previous meeting were reviewed with no corrections noted.

ACTION: Board Member Robledo-Canchola motioned to approve. Board Member Cazares seconded. The motion was carried unanimously.

C. APPROVAL OF MINUTES

None.

D. BOARD BUSINESS

1. Subject: Advertising with Schools and Community Marketing

Recommendations: To form an Ad-Hoc Committee (2 members or fewer to comply with the Brown Act) to collaborate with the Friends of the Library marketing team.

Discussion: Goal is to establish standard operating procedures (SOPs) for sharing event flyers/PDFs, coordinating social media/Peachjar accounts, and streamlining newsletter communications across entities

Action: Proposed to form an Ad-Hoc committee to work alongside the Friends of the Library. Chairperson Tom Nielsen motioned to approve and Chairperson Emily Ramsey seconded. The motion carried unanimously.

2. Subject: Library Board members as Library Volunteers

Recommendations: Separation of Roles: Board members volunteering on the floor must keep volunteer activities distinct from board governance. They should refrain from board-level discussions (such as policy, budget decisions, personnel issues, or contracting) while acting as a general volunteer.

Discussion: The evaluation of potential conflicts of interest and legal implications regarding board members volunteering directly for library operations.

Action: Received and filed.

3. Subject: Public Comment Placement

Recommendations: Placed near the beginning of the meeting to accommodate attendees who wish to address the board on non-agenda items.

Discussion: Legal provided clarification on the policy requiring public comment be made available for each agenda item, and that public comment must be made available for non-agenda items at the beginning of each meeting. If public comment for non-agenda items exceed 30 minutes, the overage can be moved to the end of the agenda if the board so chooses.

Action: Received and filed.

4. Subject: Outreach update

Recommendations: Monthly outreach updates will now be included directly in the regular monthly report to keep the board informed.

Discussion: Library Manager, Kathleen Ashmore gave an introduction on Workforce on Wheels, Stories to Stay, and Block party upcoming events that would be beneficial for board members to attend.

Action: Received and Filed.

E. REPORT OF THE BOARD STAFF LIAISON

Library Manager, Kathleen Ashmore gave an overview on the Admin staff. She elaborated on the past work history and on current job duties.

F. BOARD COMMENTS

Topics discussed included: exterior facilities maintenance for Main Library such as pressure washing, lending libraries, Friends of the Library book sale, how to improve the play place at the Main Library Children's area, and little free libraries. Staff encourages the 311 app where citizens can report hazards like busted curbs, potholes, or raised sidewalks. Also discussed was the annual Friends of the Library book sale, which has been scheduled and flyers will be distributed soon, and how volunteers assist with weeding of the collection.

G. ITEMS FOR FUTURE CONSIDERATION

No requests were made.

H. ADJOURNMENT:

Motion to adjourn Chairperson Emily Ramsy and seconded by Sahara Pena. The meeting adjourned at 5.34 pm.

