

**CITY OF OXNARD
OXNARD LIBRARY BOARD
AGENDA**

REGULAR MEETING

Colonia Branch Library, 1500 Camino Del Sol, Room 21
Oxnard, CA 93030
June 12, 2017
5:00 p.m.

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. PUBLIC COMMENTS**

A person may address the Library Board (Board) only on matters within the subject matter jurisdiction of the Board. The presiding officer shall limit public comments to three minutes. The Board cannot enter into detailed discussion or take action on any item presented during public comments that is 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 on the agenda should do so during public comments.

D. APPROVAL OF MINUTES

SUBJECT: The minutes of the Oxnard Library Board meeting from May 8, 2017 are submitted for approval

RECOMMENDATION: That the Oxnard Library Board approve the minutes of the May 8, 2017 regular meeting.

E. REPORT OF THE CITY LIBRARIAN

The City Librarian 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 item 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. OLD BUSINESS

1. SUBJECT: Library Statistical Report for May 2017
RECOMMENDATION: That the Board Receive the Report.

2. SUBJECT: Library Budget Reports for April 2017
RECOMMENDATION: That the Board Receive the Report.
3. SUBJECT: Friends of the Library Report
RECOMMENDATION: That the Board receive the Report.

G. NEW BUSINESS

1. SUBJECT: Update on CalTrac Training for Board Members
RECOMMENDATION: That the Board receive an update on the training in August 2017.
2. SUBJECT: Summer Reading Programs Presentation
RECOMMENDATION: That the Board receive the Report.

H. BOARD COMMENTS

Board members may individually report on items of interest or concern outside of sub-committee reports. The Board cannot enter into detailed discussion or take action on any item presented during these reports.

I. ITEMS OF FUTURE CONSIDERATION

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

J. ADJOURNMENT

The next regular meeting is scheduled for Monday, July 10, 2017, at 5:00 p.m. at the Oxnard Main Library, 251 South A Street, Madeleine Miedema Meeting Room, Oxnard, California, 93030.

There will be a tour of the Colonia Branch Library immediately following the adjournment of the Board meeting, anyone interested may participate.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact Library Administration at (805) 385-7528. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

City of Oxnard Website: The Library Board agenda is available on the City of Oxnard website at www.oxnard.org 72 hours prior to a regular meeting and 24 hours prior to a special meeting.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the **Oxnard Public Library at (805) 385-7528**. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

**CITY OF OXNARD
OXNARD PUBLIC LIBRARY
MINUTES
REGULAR MEETING**

**South Oxnard Branch Library, 4300 Saviers Road, Oxnard, CA 93030
Monday, May 8, 5:00 p.m.**

Chairperson Ruby Durias called the Oxnard Public Library Board Meeting to order at 5:02 p.m.

A. ROLL CALL

Board Members Present: R. Durias, I. Milstead, I. Rauschenberger

Board Members Absent: F. Harper and P. Chavez

Staff Present: S. Kimsey, City Librarian and M. Herrera, Recording Secretary

B. PLEDGE OF ALLGIANCE

C. PUBLIC COMMENTS

None

D. OATH OF OFFICE

None

E. STAFF INTRODUCTIONS

None. Chairperson Durias gave an update on Board Member Harper indicating that she has resigned. There is now a vacancy on the Board.

F. APPROVAL OF MINUTES

Vice-Chairperson Milstead moved and Board Member Rauschenberger seconded to approve the April 10, 2016 regular meeting minutes.

AYES: Durias, Milstead, Rauschenberger

NOS: None

ABSENT: Harper, Chavez

ABSTEIN: None

G. REPORT OF CITY LIBRARIAN

- Sofia Kimsey passed out programs for the month of May. There are fewer events in May due to the Library Celebration.
- Reminder to RSVP to Maria Herrera when meeting packets are emailed to ensure a quorum.
- Sofia has posted an advertisement about Board vacancy on the monitors at the Library.

- Sofia gave an update on the Library Celebration stating it was a huge success.
- The Friends of the Library donated \$20,000 to us this year. Last year it was \$30,000. Funds will be used for programming.
- Currently, there is a vacancy for a Library Aide. Interviews are scheduled for next week.
- Sofia did a radio interview with KDAR called "Community Connection" on happenings in the community; they will repeat the program throughout the next few months; they will notify us when it will air. We also did another radio SPA, they charge for a brief interview.
- The Library now has a Twitter account; we are looking for an app for Blasts Outs.
- The Integrated Library System was upgraded successfully.
- Vice-Chairperson Milstead mentioned that she did not see the Literacy Coordinator at the Celebration, Sofia indicated that the Coordinator was at the front promoting the Literacy Program.
- Sofia completed a certificate program through the City at CalLu as part of the Graduate School of Management in Public Policy Administration.
- An Events calendar will be included in Library Board packet listing department programming.

H. OLD BUSINESS

1. SUBJECT: Statistical Reports for April 2017. No comment.
2. SUBJECT: Library Budget Reports for April 2017. No comment.
3. SUBJECT: Friends of the Library Report. No one was present at the meeting. Sofia will ask how report will be given at future meetings.

I. NEW BUSINESS

1. SUBJECT: Update on CalTrac Training for Board Members
Sofa reported she has been trying to contact the organization without success; maybe a webinar would be an alternative; the Board discussed available dates for the training. Sofia also attempted to contact the Tool Kit organization as it is part of the training. The Board discussed having the June meeting at the Colonia Branch Library, we will check to make sure there is space to hold it and if there is anything to do to change the location.

J. BOARD COMMENTS

Board Member Rauschenberger attended the John Muir impersonation event. She shared information of Mr. Muir and the Sierra Club.

K. ITEMS OF FUTURE CONSIDERATION

1. CalTrac Training – tentatively set for August 2017.
2. June meeting at Colonia Branch Library.

L. ADJOURNMENT

With no objection Chairman Durias adjourned the meeting at 5:42 p.m.

RESPECTFULLY SUBMITTED

MARIA G. HERRERA
Recording Secretary

Ruby Durias
Chairperson

City of Oxnard Website: Library Board agenda is available on the city Oxnard website at www.oxnard.org/library 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 South Oxnard Baby/Todd Gamer's Lounge 5:00 pm 3D Printing Workshop for Bilingual Family Storytime South Oxnard Bilingual F; Adulting 101-Job Interview	6	7 Colonias Preschool Storytelling 3D Printing Workshop for Bilingual Family Storytime			
11	12 Adult Summer Reading Program "Reading By Design" Summer Reading Program - Reading by Design! Summer Reading Program South Oxnard Baby/Todd Library Board Meeting 5:00 South Oxnard Bilingual F; Summer Reading Kickoff	13 Main Library Preschool Storytelling Bilingual Family Storytime	14 Colonias Preschool Storytelling Bilingual Family Storytime	15 Color Science: Children's	16 Movie Madness 2:00 pm Science Saturday 3:30 pm	17
18	19 Adult Summer Reading Program "Reading By Design" Summer Reading Program - Reading by Design! South Oxnard Baby/Todd Build a Story with Annie B Summer Tuesday Craftern Children's Movie - Kuba Needle Craft Designs 4:00 Movie Mania: Paper Town Teen Advisory Council 4:30 South Oxnard Bilingual F;	20 Main Library Preschool Storytelling Colonias Preschool Storytelling Kick Off Party with Henna Paper Globes: Teen Summer Advisory Council 4:30 Bilingual Family Storytime Teen Advisory Council 5:00	21 Colonias Preschool Storytelling Kick Off Party with Henna Paper Globes: Teen Summer Advisory Council 4:30 Bilingual Family Storytime Teen Advisory Council 5:00	22	23	24
25	26 Adult Summer Reading Program "Reading By Design" Summer Reading Program - Reading by Design! South Oxnard Baby/Todd Main Library Preschool Storytelling Colonias Preschool Storytelling Design a Balloon-Powered Teen Council Meeting 3:30	27	28	29	30	

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Adult Summer Reading Program "Reading By Design" Summer Reading Program – Reading by Design! Lego Contest (For Children Grades K-8) South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F
2 Adult Summer Reading Program "Reading By Design" Summer Reading Program – Reading by Design! Lego Contest (For Children Grades K-8) South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	3 Independence Day: All Day South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	4 Colonia Preschool Storytime Bilingual Family Storytime	5 Make a Rain Cloud: Child Bilingual Family Storytime	6 Singer Vivien Mason 1:00 Paper Globes 3:00 pm Henna Caravan: Teen Su	7 Movie Madness 2:00 pm	8 Movie Madness 2:00 pm
9 Adult Summer Reading Program "Reading By Design" Summer Reading Program – Reading by Design! Lego Contest (For Children Grades K-8) South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	10 Independence Day: All Day South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	11 Colonia Preschool Storytime Bilingual Family Storytime	12 Make a Rain Cloud: Child Bilingual Family Storytime	13 Singer Vivien Mason 1:00 Paper Globes 3:00 pm Henna Caravan: Teen Su	14 Movie Madness 2:00 pm	15 Movie Madness 2:00 pm
16 Adult Summer Reading Program "Reading By Design" Summer Reading Program – Reading by Design! Lego Contest (For Children Grades K-8) South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	17 Independence Day: All Day South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	18 Colonia Preschool Storytime Bilingual Family Storytime	19 Make a Rain Cloud: Child Bilingual Family Storytime	20 Singer Vivien Mason 1:00 Paper Globes 3:00 pm Henna Caravan: Teen Su	21 Movie Madness 2:00 pm	22 Movie Madness 2:00 pm
23 Adult Summer Reading Program "Reading By Design" Summer Reading Program – Reading by Design! Lego Contest (For Children Grades K-8) South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	24 Independence Day: All Day South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	25 Colonia Preschool Storytime Bilingual Family Storytime	26 Make a Rain Cloud: Child Bilingual Family Storytime	27 Singer Vivien Mason 1:00 Paper Globes 3:00 pm Henna Caravan: Teen Su	28 Movie Madness 2:00 pm	29 Movie Madness 2:00 pm
30 Adult Summer Reading Program "Reading By Design" Summer Reading Program – Reading by Design! Lego Contest (For Children Grades K-8) South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F	31 Independence Day: All Day South Oxnard Baby/Todd Amazing Wooden Toy Make South Oxnard Bilingual F					

Library Board Meeting Monthly Statistical Report FY 2016-17

Month of May 2017

Total Number in Collection

as of: May 2017

Books*	359,696
Periodicals	2,660
Non-book materials**	93,411
TOTAL	455,767

* "Books" include adult/young adult fiction & nonfiction, children's fiction & nonfiction, foreign & English books, paperbacks.

** "Non-book materials" include audio books, compact discs, audio cassettes, recordings, videos, maps, sheet music, CD-ROMs, DVDs, books on CDs, etc.

Summary for All Three Branches - Main, Colonia, and South Oxnard Branch

Registration for: <u>May 2017</u>	<u>Main</u>	<u>Colonia</u>	<u>SOBL</u>	<u>Total</u>	<u>YTD</u>
Children	112	2	44	158	3,379
Adult	206	4	68	278	4,473
TOTAL	318	6	112	436	7,852

Circulation for: <u>May 2017</u>	<u>Main</u>	<u>Colonia</u>	<u>SOBL</u>	<u>Total</u>	<u>YTD</u>
Adult/YA books, English & foreign	5,801	150	1,259	7,210	113,185
Children's books, English & foreign	9,392	207	3,505	13,104	234,145
Pamphlets, periodicals, non-book	5,176	108	977	6,261	113,725
TOTAL	20,369	465	5,741	26,575	461,055

Number of reference questions	4,111	397	738	5,246	88,793
Patron attendance	26,400	1,095	Unknown	27,495	460,282
In-house use of materials	2,188	Unknown	1,656	3,844	73,143
Technical assistance	838	70	472	1,380	15,939

<u>Main Library</u>	<u>May</u>	<u>YTD FY: 2017</u>
Passports executed	264	2,311
Execution fees	\$6,600.00	\$57,775.00
Postage	\$372.40	\$2,911.80

	No. of users this month	No. of users YTD	# items returned this month	# of items returned YTD
Automated Book Return System				
South Oxnard Branch Library	1,222	15,489	4,778	65,899

MAIN LIBRARY

<u>Registration</u>	<u>May 2017</u>
Children	112
Adult	197
TOTAL	309

<u>Circulation</u>	<u>May 2017</u>
Adult/YA books, English & foreign	5,801
Children's books, English & foreign	9,392
Pamphlets, periodicals, non-book	5,176
TOTAL	20,369

Number of periodical requests	271
Number of ILL loans from other libs.	16
Number of ILL loans to other libs.	54

<u>Number of library-sponsored programs</u>	<u>Number</u>	<u>Number YTD</u>	<u>Attendance</u>	<u>Attendance YTD</u>
Pre-school (up to K)	5	130	187	1,235
Shool age (K to 14 years)	15	157	300	2,230
Young Adult (12-18 years)	5	43	57	174
Adult (19 years and older)	18	153	70	1,358
Homework Center (Opened 9-1-2010)	18	169	289	4,437
TOTAL	61	566	903	7,173

COLONIA LIBRARY

<u>Registration</u>	<u>May 2017</u>
Children	1
Adult	3
TOTAL	4

<u>Circulation</u>	<u>May 2017</u>
Adult/YA books, English & foreign	150
Children's books, English & foreign	207
Pamphlets, periodicals, non-book	108
TOTAL	465

<u>Number of library-sponsored programs</u>	<u>Number</u>	<u>Number YTD</u>	<u>Attendance</u>	<u>Attendance YTD</u>
Pre-school (up to K)	15	123	316	2,391
Shool age (K to 14 years)	1	12	82	641
Young Adult (12-18 years)	1	12	3	135
TOTAL	17	147	401	3,167

Statistical report for: May 2017

Page 3

SOUTH OXNARD BRANCH LIBRARY

<u>Registration</u>	<u>May 2017</u>
Children	44
Adult	68
TOTAL	112

<u>Circulation</u>	<u>May 2017</u>
Adult/YA books, English & foreign	1,259
Children's books, English & foreign	3,505
Pamphlets, periodicals, non-book	977
TOTAL	5,741

<u>Number of library-sponsored programs</u>	<u>Number</u>	<u>Number YTD</u>	<u>Attendance</u>	<u>Attendance YTD</u>
Pre-school (up to K)	14	279	153	1,371
Shool age (K to 14 years)	4	87	65	730
Young Adult (12-18 years)	9	126	45	597
Adult (19 years and older)	14	74	65	226
Technical assistance	472	3,386	-	0
Homework Center (Opened 9-1-2010)	17	119	418	2,505
TOTAL	530	2,740	746	5,429

F.2. Library Budget Reports – April 2017

Will be available at the meeting.