

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 at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
COMMUNITY SERVICES COMMITTEE
Council Chambers, 305 West Third Street
October 22, 2019
Regular Meeting - 6:00 to 7:15 PM

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of fifteen minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker cards will not be accepted after the beginning of the general public comment period. Based on the number of speaker cards submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to two minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the fifteen minutes expires may do so just prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager for administrative action or scheduled on a subsequent agenda for discussion.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services Committee approve the minutes of the September 24, 2019 regular meeting as presented.

Contact: Michelle Ascencion, (805) 385-7805

D. REPORTS

1. Cultural & Community Services Department

SUBJECT: Oxnard Public Library Donation Guidelines Report. (5/5/5)

RECOMMENDATION: That the Community Services Committee receive a report regarding the Oxnard Public Library Material Donation Guidelines.

Contact: Terrel Harrison, (805) 385-7994

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item time estimates: (Staff Presentation / Committee Discussion / Public Comment)

2. Cultural & Community Services Department

SUBJECT: Colonia Branch Library Fundraising. (10/10/10)

RECOMMENDATION: That the Community Services Committee receive a report regarding the Colonia Branch Library Fundraising.

Contact: Terrel Harrison, (805) 385-7994

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

MINUTES
OXNARD CITY COUNCIL
COMMUNITY SERVICES COMMITTEE
Regular Meeting
September 24, 2019

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 6:01 p.m., Chair Ramirez called to order the regular meeting of the Oxnard City Council Community Services Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Gabriela Basua, Oscar Madrigal, and Chair Carmen Ramirez were present.

Staff members present were Ashley Golden, Assistant City Manager; Jason Zaragoza, Deputy City Attorney; Terrel Harrison, Cultural and Community Services Director; Julie Estrada, Recreation Coordinator; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services Committee approve the minutes of the September 10, 2019 regular meeting as presented.

It was moved by Member Madrigal, seconded by Member Basua, to approve the minutes as presented. VOTE: Basua, Madrigal, and Ramirez voted in favor; the motion carried 3-0.

D. REPORTS

Cultural and Community Services Department

1. SUBJECT: Update on the Downtown Mural Project.

RECOMMENDATION: That the Community Services Committee receive an update on the Downtown Mural Project.

The Recreation Coordinator gave a report. Public comments were received from Margaret Cortese and Barbara Macri-Ortiz. Discussion ensued among the Committee and staff. No action was required.

E. ITEMS FOR FUTURE AGENDAS

The Assistant City Manager announced that upcoming agenda items in October include a report on library donation procedures and an update on fundraising efforts for the La Colonia Library.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Ramirez adjourned the meeting at 6:25 p.m.

MICHELLE ASCENCION, CMC
City Clerk

CARMEN RAMIREZ
Chair



**COMMUNITY SERVICES COMMITTEE
AGENDA REPORT
REPORTS
AGENDA ITEM NO. D.1.**

DATE: October 22, 2019

TO: Community Services Committee

FROM: Terrel Harrison, Cultural & Community Services Director, (805) 385-7994,
terrel.harrison@oxnard.org

SUBJECT: Oxnard Public Library Donation Guidelines Report. (5/5/5)

RECOMMENDATION

That the Community Services Committee receive a report regarding the Oxnard Public Library Material Donation Guidelines.

BACKGROUND

On July 9, 2019, the City Council Community Services Committee held its regular meeting and requested a report from the Oxnard Public Library the concerning Material Donations Guidelines.

The Oxnard Public Library receives over 50,000 pieces of donated material annually. These donations are a valuable asset to the residents who visit any of the Oxnard Libraries. Donations assist the Library by growing the collection and replacing worn copies of materials.

Donation Guidelines are in place to help the public understand the types of items that may be donated towards the Library collection, as well as assist staff in managing the volume of material received. Donation Guidelines are also in place to avoid both damage to the current collection and the unintentional spread of health hazards such as mold, dust, mites, silverfish, spiders, and other pests that may be brought into the facility after items have been in personal storage for extended periods of time.

For the health and safety of patrons, employees, and volunteers, the Oxnard Public Library accepts donations of:

- Books with a publication date within three years in excellent condition
- Magazines with a publication date within three months in excellent condition
- DVDs and books on CD up to ten years old in excellent condition

Donations may be used either to grow the current collection or are allocated to the Oxnard Friends of the Library Foundation used book sales. Donations are accepted only at the Main Branch of the Oxnard Public Library. The public is encouraged to call ahead to make an appointment for large donation drop offs. In the event a member of the public brings in a donation item to the Library which cannot be accepted, other options will be made available to community members such as other businesses that receive donations or guidance on

proper disposal, if necessary. Book sales benefit our community by supporting children, teen, and adult programs.

In order to provide the public with information regarding Library needs, a Donation Guideline Pamphlet is available to the public both on the Library website (www.oxnard.org/library) and at the Main Library.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods, and overall community.

Objective 3c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).

FINANCIAL IMPACT

Donations impact the Library in a positive way as well as impacting in-kind resources. Donations may augment the materials budget when items are added to the collection. Each donation costs the Library a minimum of \$35 to accept and process for public use. Some items that are not used in the collection augment programming costs through the Oxnard Friends of the Library's Book Sale Revenues for such public programming as performers, speakers, Summer Reading Program, and crafts. Materials that are not integrated in the Collection or sold by the Friends of the Library benefit the City's recycling program.

Prepared by: Sofia Kimsey, City Librarian

ATTACHMENTS

1. Library Donation Guidelines
2. OPL Donation Guidelines Presentation



Oxnard Public Libraries

Please stop by any of our three branches or visit our website at www.oxnard.org/library



MAIN LIBRARY

251 SOUTH A STREET | 805.385.7500

MON.-THURS: 9:00 A.M. - 8:00 P.M.

FRIDAY: CLOSED

SATURDAY: 9:00 A.M. - 5:30 P.M.

SUNDAY: 1:00 P.M. - 5:00 P.M.

SOUTH OXNARD LIBRARY

4300 SAVIERS ROAD | 805.385.8129

MON.-THURS: 9:00 A.M. - 8:00 P.M.

FRIDAY: CLOSED

SATURDAY: 9:00 A.M. - 5:30 P.M.

SUNDAY: CLOSED

COLONIA LIBRARY

1500 CAMINO DEL SOL #26 | 805.385.8108

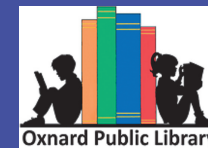
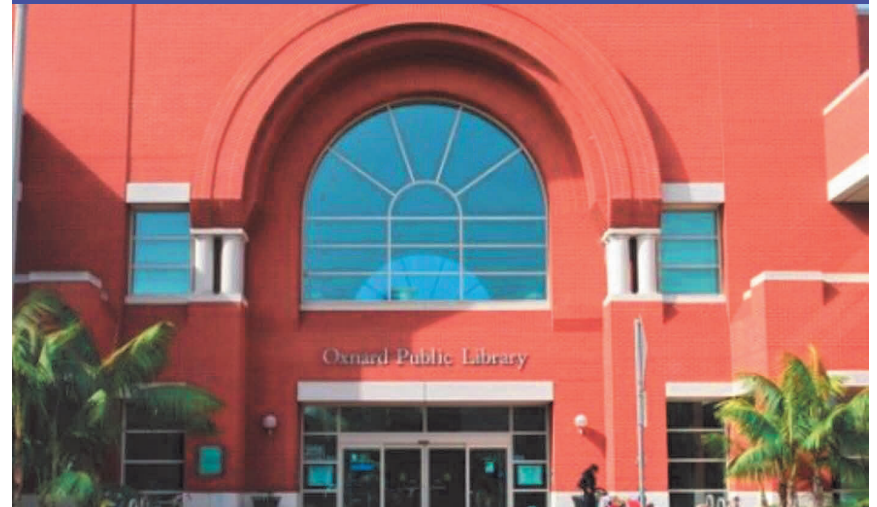
MON. - THURS: 12:00 P.M. - 6:00 P.M.

FRI. - SUN. CLOSED

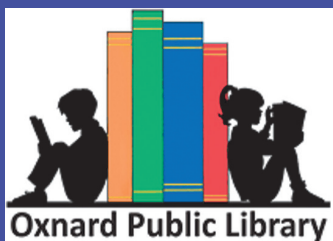


OXNARD PUBLIC LIBRARY

Donation Guidelines



251 SOUTH A STREET | 805.385.7500



Thank You

for your interest in donating to the Oxnard Public Library. The Main Library gladly accepts your material donations; however, the South Oxnard and Colonia branches are unable to accept material contributions at this time.

Your donation is tax deductible as a charitable gift. Please ask a staff member for a dated receipt for income tax purposes.



GUIDELINES FOR MATERIAL DONATIONS

The library appreciates your thoughtfulness in donating books, DVDs, and books on CD. We are pleased to accept the following:

- Books with a publication date within the last three years in excellent condition.
- DVDs and books on CD up to 10 years old if in excellent condition.
- Magazines with a publication date within the last three months in excellent condition.

Donated items that are not added to the collection are given to the Oxnard Friends of the Library for their book sales. All proceeds from these sales are reinvested in library services.

For the health and safety of library employees and volunteers, and for the integrity of the library's collection, the following will items NOT be accepted:

- Books or magazines that have yellowed or torn pages, are dirty, moldy, or have an offensive odor
- Books or magazines with any sign of insect infestation
- Reader's Digest condensed books
- Encyclopedias
- Videocassettes
- Books on cassette

Please do not leave donated materials in the book returns or unattended at library entrances.

Guidelines for Other Donations

Monetary Donations

The library welcomes monetary donations in any amount. Your donation may be designated for specific purchases, such as a specific title, titles in a specific subject area, or titles for a particular library branch. We will be happy to work with you in an effort to accommodate your request.

If your donation is not designated, it will be used to support the collection and mission of the library.

Donate by Shopping

Profits from purchases made in the Library's Friends Books & Things Gift Shop are given to the library.

The library receives a small percentage from purchases made through Goodsearch on our web page, www.oxnardlibrary.net.



Entrance of the South Oxnard Library

Donating to Charitable Organizations

For those items which do not meet our acceptance criteria, the following charitable organizations may accept your donations. Please check with them before arriving with your donations.

Goodwill Retail Store
3075 Saviers Road, Oxnard
(805-486-8259)

Salvation Army Family Store
1258 Saviers Road, Oxnard
(805-247-1215)

Goodwill Warehouse
1000 Del Norte Blvd., Oxnard
(805-981-7986)

Ventura Co. Rescue Mission
234 E. 6th St., Oxnard
(805-487-1234)

Recycling Option
Items may be recycled at:

Del Norte Regional Recycling & Transfer Station
111 S. Del Norte Blvd., Oxnard
(805-385-8060).

Please note: Some fees may apply

OXNARD PUBLIC LIBRARY

DONATION GUIDELINES REPORT

City Council Community Services Committee
By: Sofia Kimsey
October 22, 2019



BACKGROUND

- Donations are a valuable part of the Library's collection strategy.
- Donations support the Library year round by replacing worn copies or by providing additional copies
- Donations are either added to the collection or given to the Friends of the Library for book sales
- Over 50,000 pieces of material are donated to the Oxnard Public Library every year
- Each donated item is handled at least eight times before reaching the public shelves



BACKGROUND (CONT.)

- Donation Guidelines are in place to:
 - help the public understand the types of items needed in the Library collection
 - avoid damage to the public collection
 - avoid health hazards such as mold, extreme dust, mites, silverfish, spiders, and other pests brought into the facility after items have been in personal storage for extended periods of time



City Council Committee October 08, 2019

3

BACKGROUND (CONT.)

- A Donation Guidelines pamphlet is available at the library:
- The Guidelines for materials acceptance are as follows:
 - Books with a publication date within the last three years in excellent condition.
 - DVDs and books on CD up to 10 years old if in excellent condition.
 - Magazines with a publication date within the last three months in excellent condition.
- Items not accepted include:
 - Books or magazines that have yellowed or torn pages, are dirty, moldy, or have an offensive odor
 - Books or magazines with any sign of insect infestation
 - Reader's Digest condensed books
 - Encyclopedias
 - Videocassettes
 - Books on cassette

City Council Committee October 08, 2019

4

FINANCIAL IMPACT

- Donations may augment the materials budget
- Whether purchased or donated, each piece of Library material requires processing; however, a donated item saves the Library the cost of the material
- Some items that are not used in the collection are sold via book sales by the Friends of the Library in order to provide a Library Program budget for performers, speakers, and Summer Reading Program for all ages
- A large percentage of donations are recycled

RECOMMENDATION

- That the Community Services Committee receive a report regarding the Oxnard Public Library Materials Donation Guidelines





**COMMUNITY SERVICES COMMITTEE
AGENDA REPORT
REPORTS
AGENDA ITEM NO. D.2.**

DATE: October 22, 2019

TO: Community Services Committee

FROM: Terrel Harrison, Cultural & Community Services Director, (805) 385-7994,
terrel.harrison@oxnard.org

SUBJECT: Colonia Branch Library Fundraising. (10/10/10)

RECOMMENDATION

That the Community Services Committee receive a report regarding the Colonia Branch Library Fundraising.

BACKGROUND

On September 10, 2019, the Community Services Committee held its regular meeting and requested a report from the Oxnard Public Library ("OPL") concerning the Colonia Branch Library ("CBL") fundraising efforts.

Established in 1978, the CBL is a valued resource not only by the Colonia community but the City of Oxnard at large with a vibrant collection, high-speed internet, WiFi access, year round programs, storytimes and events for all ages. CBL is open Monday-Thursday 12:00 p.m. - 6:00 p.m. During the Fiscal Year 19-20 budget cycle, the CBL was slated to be closed due to proposed reductions in Extra Help/temporary staffing for the library division. Following the proposed cuts, a grass-roots movement began to raise the projected \$27,000 annual funding needs. To date, the fundraising efforts total \$14,711.31, which combined with funding from The Ventura County Probation Agency and the Oxnard Housing Authority has allowed the CBL to stay open with no interruptions in service.

Stay Classy Oxnard - grass roots GoFundme.
Total raised \$1,621.31

The Friends of the Oxnard Public Library Foundation did a fundraiser in collaboration with a Downtown business, Fresh & Fabulous Café, and promoted Paypal donations through the Library website and the Friends of the Library Gift Shop at the Main Library.
Total raised thus far approximately \$6,050.

The Oxnard Police Department promoted fundraising by creating lapel pins for \$20 donations and Coffee with a Cop at two local coffee shops.
Total raised approximately \$7,100

The Ventura County Probation Department to provide funding through a grant for \$10,000. The city has not received this money. The County asked that the City provide library usage data and a youth program open

to probation participants as well as youth at-risk in consideration for the \$10,000. The City sent an agreement to the County the first week of October, which has not yet been executed, so we can receive this money.

In addition to the fundraising effort, the City will receive \$6,000 from the Oxnard Housing Authority, Resident Services Division. This money will support providing library services to housing authority residents.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 1. Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Objective 1b. Explore alternatives for youth through recreation programs and intervention services.

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

FINANCIAL IMPACT

In the Adopted Budget of FY2019-20, donations in the amount of \$27,000 were recognized as General Fund Library Miscellaneous Donation Revenue (Account 101-5411-581-7508) and appropriated to General Fund Library temporary labor to staff the Colonia Branch Library.

The fundraising efforts combined with the funding from Ventura County Probation Agency and the Oxnard Housing Authority totaled \$30,711.31 to date of which \$27,000 will be deposited in General Fund Library Misc. Donation Revenue Account. Any remaining balance of the donations will remain with the Friends of the Library and earmarked for the Colonia Library.

Prepared by: Sofia Kimsey, City Librarian

ATTACHMENTS

1. Colonia Branch Library Fundraising Presentation

COLONIA BRANCH LIBRARY FUNDRAISING



City Council Community Services Committee
By: Sofia Kimsey, City Librarian
October 22, 2019



BACKGROUND

- The Colonial Branch Library (“CBL”) was established in 1978
 - Open Monday-Thursday 12:00 p.m. - 6:00 p.m.
 - Offers a vibrant collection, high-speed internet, WiFi access, year round programs, storytimes and events for all ages.
- During the Fiscal Year 19-20 budget cycle, the CBL was slated to be closed due to proposed reductions in Extra Help/temporary staffing for the library division.
- On September 10, 2019, the City Council Community Services Committee requested a report concerning the Colonia Branch Library Fundraising

FUNDRAISING FOR CBL

Organization	Amount
Stay Classy GoFundMe	\$1,621.31
The Friends of the Oxnard Public Library Foundation	\$6,050
The Oxnard Police Department	\$7,100
The Ventura County Probation Department	\$10,000
Total Raised:	\$24,771.31

Community Services Committee October 22, 2019

3

FINANCIAL IMPACT

- Goal for Fundraising was \$27,000
- Funding Received:
 - \$14,771.31 received in community fundraising
 - \$10,000 grant from Ventura County Probation (pending)
 - \$24,771.31 in fundraising
- There was a shortfall of approximately \$3,000, City staff requested Housing Authority funding
 - Housing Authority Provided \$6,000;
- The \$3,771.31 “excess” funding/donations will remain with the Friends of the Library and earmarked for the Colonia Library.

Community Services Committee October 22, 2019

4

RECOMMENDATION

- That the Community Services Committee receive a report regarding the Colonia Branch Library Fundraising.



Community Services Committee October 22, 2019

5

Questions



CITY OF
OXNARD
CALIFORNIA