

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



CITY COUNCIL CHAMBERS
303 E. B STREET • ONTARIO, CA 91764
October 12, 2021 • 6 PM

CALL TO ORDER

6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Bumstead Lanthripe Lawliss Mena Ricci

INTRODUCTIONS

MINUTES

MOTION TO APPROVE MINUTES FOR September 14, 2021 /

Bumstead Lanthripe Lawliss Mena Ricci

PUBLIC COMMENTS

6:30 PM

The Public Comment portion of the Library Board meeting is limited to 15 minutes total, with each speaker allowed a maximum of 3 minutes. Additional speakers are allowed 3 minutes each at the end of the meeting. Prior to consideration of each old or new business agenda item, a speaker will be allowed a maximum of 3 minutes to comment on that specific item. Under provisions of the Brown Act, the Library Board is prohibited from taking action on oral requests.

CITY COUNCIL REPRESENTATIVE

CONSENT CALENDAR

MOTION TO APPROVE CONSENT CALENDAR FOR September 14, 2021 /

Bumstead Lanthripe Lawliss Mena Ricci

DIRECTOR'S REPORT

STAFF REPORT

1. Little Learners, Big Futures (Sophia Araya)
2. Ontario On the Go (Briana Ochoa)

OLD BUSINESS

NEW BUSINESS

BOARD COMMENTS

As a reminder, please make sure board comments pertain to the library and library business.

Bumstead Lanthripe Lawliss Mena Ricci

FUTURE AGENDA ITEMS

1. Naming Policy
2. Code of Conduct Policy review & update
3. Library Expulsion review and update
4. Display Policy

ADJOURNMENT

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
CITY COUNCIL CHAMBERS, CITY HALL
303 E B STREET
September 14, 2021
(Subject to Board approval)

CALL TO ORDER This meeting was called to order by Board Member Nancy Bumstead at 6:00 p.m.

PLEDGE OF ALLEGIANCE Led by Crisol Mena, Board Member

MEMBERS PRESENT Board Members Nancy Bumstead, Lanthripe, Mena and Ricci were present.

MEMBERS ABSENT Library Board Member Lawliss was absent.

ALSO PRESENT Library Director Shawn Thrasher and Library Services Manager Kelly Zackmann

INTRODUCTIONS

Library Director, Shawn Thrasher introduced the City of Ontario's I.T staff to the Library Board.

MINUTES

Motion: Moved by Mena, seconded by Ricci and unanimously carried to approve the August 10, 2021 minutes.

PUBLIC COMMENTS

There were no public comments.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada was present

Council Member Dorst-Porada commented that she would like the Pledge of Allegiance words available up on the screen for people to follow along.

CONSENT CALENDAR

Monthly Statistical Report for August 2021

Motion: Moved by Lanthripe, seconded by Ricci, and unanimously carried to approve the Consent Calendar for August 2021.

DIRECTOR'S REPORT

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Library Director Shawn Thrasher talked about the Adult Literacy Program and how the library is still looking for adult learners. The adult learners can be those who don't know how to read at all, those who are trying to increase their reading skills and/or even adults who need to take a test for a job or promotion and need one on one assistance. Thrasher requested the board to please refer interested adult learners to the library. Thrasher then reported that in person programming (story time included) returned to the library in September and there has been steady attendance. In story times, staff are encouraging adults to practice mask modeling behavior and it has worked really well. Thrasher then reminded everyone that the Library Board meeting in October will be live.

STAFF REPORT

Model Colony Local History Room Overview (Kelly Zackmann and Patricia Edwards)

Kelly Zackmann, Library Services Manager, and Patricia Edwards, Senior Library Assistant narrated a PowerPoint presentation on the Robert E. Ellingwood Model Colony History Room.

A copy of this presentation is available upon request from the Library Director.

Ricci mentioned that Edwards gave her a tour of the Model Colony room and she did so in an easy-to-understand way and thanked her for all that she does. Mena asked how staff gather information and historical pieces. Zackmann responded that they solicit for and rely on them. Mena asked if they purchase yearbooks and Zackmann responded that Ontario yearbooks come from the library's book budget and others are donated. Mena then asked if an appointment is needed to visit the Model Colony Room and Zackmann mentioned the hours and that they can make special appointments if assistance is needed outside of open hours. They are also able to assist patrons remotely or via phone. Bumstead asked what a "subscription library" is. Zackmann said it was when you have to pay a fee to be a member of the library. Bumstead then asked who the architect was for the 1961 library building and Zackmann responded, Jay Dewey Harnish. Bumstead asked what yearbooks are missing from Chaffey High School and Zackmann mentioned that we have them all. Bumstead had a question about the pictures people have access to on Ontario Treasures and what the rules are to using them on social media. Zackmann responded that the library doesn't have copyrights to any of the photos as the copyright is held by the creator and their heirs and we don't police it at all. Bumstead asked if we "suggest" to those who use them a lot to give credit to the creator and Zackmann responded that if they ask her to publish or license them, we tell them we don't have the authority to do so and to contact the creator or their heirs and it is up to them to follow through. Bumstead then thanked Zackmann for the amazing job that she has done with the Model Colony Room. Lanthripe asked what the name of the Ontario book was, and Zackmann responded *Early Ontario* and where to

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get it. Lanthripe also thanked Edwards for a tour she took with her 9-year-old son and how excited he was about doing a report on Andrew Carnegie and how he was able to see history come alive. Dorst-Porada reiterated how wonderful and amazing Zackmann is and how special the Model Colony Room is. Dorst-Porada mentioned the research assistance that Zackmann did to assist with the Ontario Cemetery Tour and asked everyone to donate their historical items if they have them. She also mentioned that the Model Colony Room is a great resource if you need historical home research. Dorst-Porada then mentioned that employees don't know about the Ontario Museum or Model Colony Room and that Human Resources need to mandate employees to watch videos about specific areas of our City since employees are our best advertisers. Bumstead mentioned that she has old Ontario Airport pamphlets that she wants to donate.

Patron Services Overview and Update (Steven Arechiga)

Patron Services Supervisor, Steven Arechiga narrated a PowerPoint presentation on Patron Services Overview and Update.

A copy of this presentation is available upon request from the Library Director.

Bumstead mentioned how amazing Arechiga is and how staff recreated the library during the pandemic. She asked if we follow what LA County Library system does in terms of collectible library cards. Arechiga mentioned that it is something we have thought of especially during the Summer similar to what San Diego Library System does. Lanthripe said that she used several of the services during the pandemic and it was all very smooth. Lanthripe asked for more detail about the money we have saved after ending our contract with a third-party Collections Agency. Arechiga mentioned that our average revenue for the year is \$70,000-\$80,000 in revenue and we have so far recovered \$46,000 in material since not using a third-party Collections Agency a year and a half ago. This means that is \$46,000 less on what we would have had to spend on purchasing these books again. Also, in the 23 years that we were using the third-party Collections Agency, they had only collected about \$300,000. We have made about a third of that in just a year and a half and at no cost for the City. Lanthripe also mentioned that Summer Concerts would be a great opportunity to outreach. Thrasher agreed and mentioned that we were able to create library cards at a few of the Summer Concert events.

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OLD BUSINESS

Election of Officers

Bumstead asked for discussion and Ricci nominated Lawliss for Vice President but since she was not present, she was unable to accept the nomination. Lanthripe moved for Mena as Vice President and Bumstead as President. Ricci seconded the motion. The slate was unanimously approved.

NEW BUSINESS

No new business.

BOARD COMMENTS

Dorst-Porada would like some basic financial literacy classes and Thrasher mentioned that we are going to offer financial literacy classes in the Spring. She also suggested classes on emergency preparedness and Thrasher mentioned that she gave him the idea to offer classes on insurance and other "Ontario Learns" classes. Dorst-Porada mentioned to the board that if they don't understand something on the agenda to ask her. Bumstead agreed that Dorst-Porada is always available to help. Dorst-Porada encouraged members to attend the car show and 3rd annual Arts Festival and to celebrate the Chaffey Museum's 80th birthday celebration. Ricci agreed with the importance of these types of classes because she mentioned ROP that would teach high schoolers how to do things like balance a checkbook and asked if we were partnering with the local high schoolers. Thrasher mentioned that we offer learning programs for adults and "adulting" programs for teens. In January he will probably bring to the board what Ontario Learns will entail as it is still in the planning stage. Ricci also thanked Dorst-Porada for her suggestion on offering programs on understanding insurance because she had insurance but learned so much after she had a home fire. Lanthripe mentioned helping teens with job searching and financial literacy as there is a need for teens to learn about banking as well as those who attend local colleges. Mena and Bumstead agreed. Mena asked about the Holiday Parade and asked if the library will be participating in it and Thrasher mentioned that the library will be having a booth. Dorst-Porada shared details about the parade and how funding is determined and distributed. Thrasher mentioned the Library's Reindeer Run team and

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encouraged the board to join. Bumstead requested new chairs and Thrasher said he will say something. Bumstead mentioned that her neighbor really wants the children's room at Ovitt to be named after Beverly Clearly and we really need to make this happen. Thrasher said that this is coming to the board as a report soon. Bumstead requested a board meeting be held in the old chambers at the Museum. Thrasher said he would look into this. Lanthripe really encouraged the library to offer job training classes for teens and Shawn will look into this because due to the parameters of the Ontario Learns grant (adult literacy) we may have to look into working with our Workforce Development as another option. Dorst-Porada mentioned that the Arts Festival need commissioners to staff 4 hours shifts at the information booth and to tell Helen if you can help. Dorst-Porada mentioned that Robert Lyn Nelson, a Chaffey High School grad, will be doing a series of six Ontario watercolor paintings that will be displayed at the Chaffey Museum in January.

FUTURE AGENDA ITEMS

ADJOURNMENT

Board member Bumstead adjourned the meeting at 7:15 p.m.

Respectively Submitted

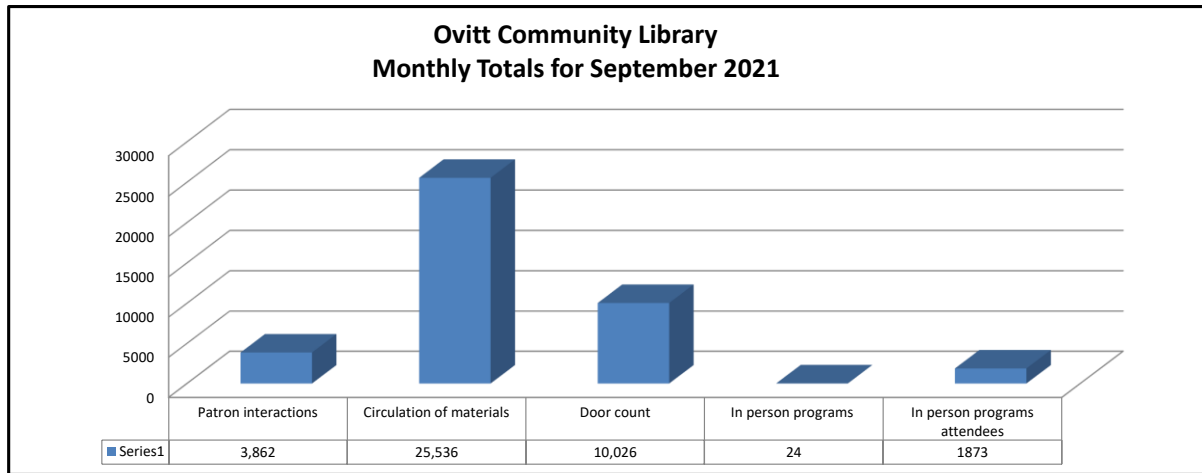
Rachelle Lopez, Librarian and Circulation Supervisor

APPROVED:

Nancy Bumstead, Board Member

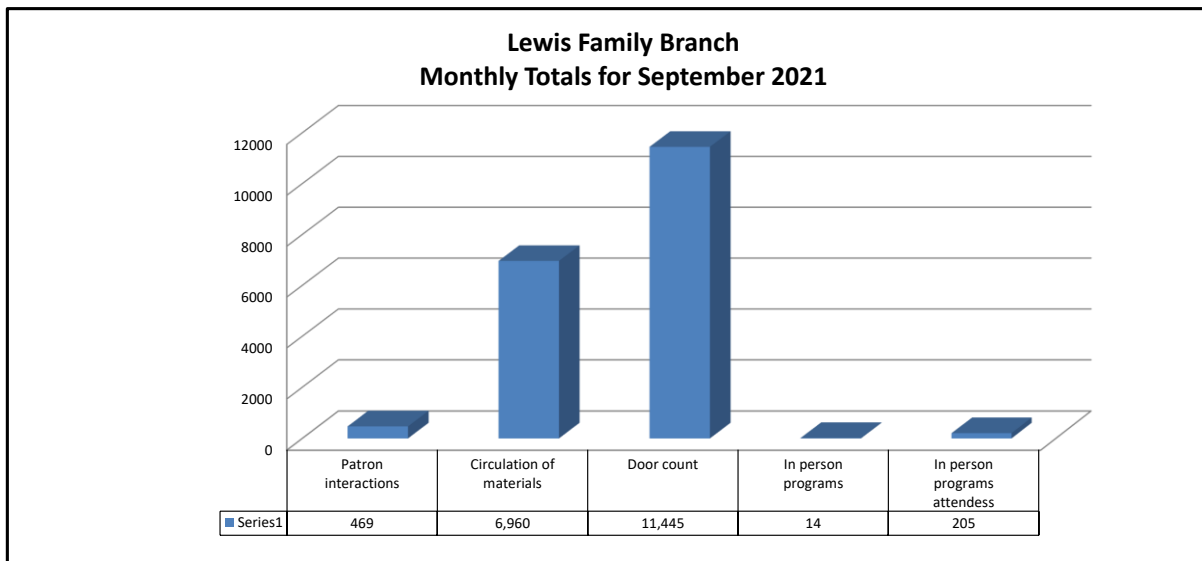
**City of Ontario Ovitt Community Library
Total Statistics for the Month of September 2021 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Ovitt	3,862	25,536	10,026	24	1873



**City of Ontario Lewis Family Branch
Total Statistics for the Month of September 2021 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Lewis	469	6,960	11,445	14	205





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
October 12, 2021

SECTION: STAFF REPORT

Department: Youth Services
Prepared By: Sofia Araya
Staff Member Presenting:
Sofia Araya
Approved By:

Action: Choose an item.

SUBJECT

Overview of Little Learners, Big Futures

AGENDA REPORT SUMMARY

Little Learners, Big Futures (LLBF) encompasses all early learning programming for children ages 0-5 and their parents or caregivers. The goal of Little Learners, Big Futures is to promote and incorporate school readiness skills in our early learning programs, and to give parents or caregivers the tools and resources to become successful as their children's first teachers.

The library began discussing the implementation of early literacy initiatives at an administrative level in 2018. Ontario City Library received a federal Library Services and Technology Act (LSTA) Grant administered by the State Library of California in 2019. \$71,000 was allotted to support early learning. These funds were used to create programs that are now integrated into library services.

The original plans of the Little Learners, Big Futures program had to be reassessed during the pandemic quarantine in early 2020. Ontario City Library is now using the online platform, Beanstack, for the Little Learners, Big Futures online program. This online program, specifically for parents and caregivers with children ages 0-5, had a soft launch in March of 2021. The number of participants registered in this online program as of now is 270. The online program has:

- Three Beanstack challenges for age groups: 0-12 months, 12 months - 2 years old, and 3-5 year-olds.
- 50 early learning activities to complete based on the themes of taking, reading, singing, writing, and playing.
- Registration starter kits with a bag, an activity card and materials, a song card, and an age-specific book.
- New activity and song cards, and an age-appropriate book, that a child can receive each year as they age.
- Quarterly Drawings with early learning educational prizes for each age level.

Other LLBF programming includes *Little Learner Academy: Toddlers*, a story time for ages 18-36 months, and *Little Learner Academy: Preschool*, for ages 3-5. The library also has a weekly *Baby Stay N' Play* program for caregivers and their babies. By the end of October, Ontario City Library will host several Community Conversations at three different City of Ontario Recreation Centers. Youth Services staff hope to gain further knowledge on how the library can improve services for Ontario's community of Little Learners and their caregivers. With the information that library staff members gather, Youth Services staff will plan and host a parenting program called *Nurturing Little Learners* in the Spring of 2022. The library will also continue with outreach at early learning events and hosting off-site programs at community partner locations in the future.

Little Learners, Big Futures

Presented By:
Sofia Araya, Librarian
October 2021





Little Learner
Academy
Story Times

Little Learners, Big Futures
Beanstack Program

Parent Workshops

1000 Books Before
Kindergarten

Early Learning
Outreach

All Early Literacy
Programs

Community
Conversations

Family Place
in the Children's Area





little learners

**BIG
FUTURES**





Little Learners, Big Futures



Guided early learning activities

Collectable activity cards

Books to build your home library

Opportunities for early learning tools

Community with other grownups

Little Learners, Big Futures Online Program





Write: 4 Years Old

4 Write

0/8 Activities Completed



Play: 4 Years Old

4 Play

0/8 Activities Completed



I Turned Five!

I Turned Five!

Completed on 3/28/2021



Talk: 5 Years Old

5 Talk

4/8 Activities Completed



Read: 5 Years Old

5 Read

Completed on 9/30/2021



Sing: 5 Years Old

5 Sing

0/8 Activities Completed

Badges and Activities

Little Learners, Big Futures Beanstack Challenges



little learners
**BIG
FUTURES**

ONTARIO
CITY LIBRARY

**Little Learners, Big
Futures: 0 - 12 Months**

Mar 1, 2021 - Jul 30, 2050



little learners
**BIG
FUTURES**

ONTARIO
CITY LIBRARY

**Little Learners, Big
Futures: 12 months - 2
years**

Mar 1, 2021 - Jul 30, 2050



little learners
**BIG
FUTURES**

ONTARIO
CITY LIBRARY

Little Learners, Big Futures: 3 - 5 years

Mar 1, 2021 - Jul 30, 2050

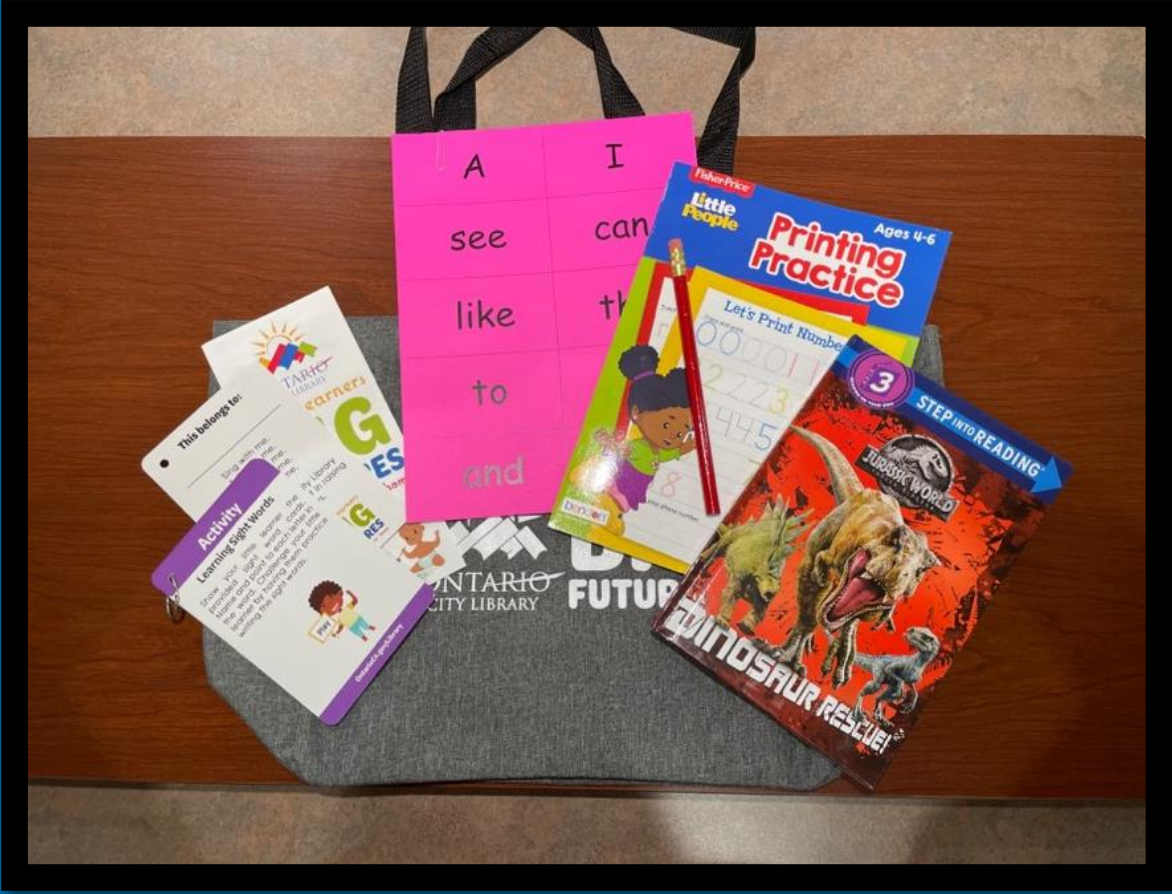


READING, PLAYING, WRITING, LEARNING & SINGING



little learners
**BIG
FUTURES**





Little Learners, Big Futures: 3 - 5 years

Mar 1, 2021 - Jul 30, 2050

Overview Badges Rewards Ticket Drawings Challenge Log

Ticket Drawings

3 tickets to spend in this challenge



3 Years: Quarterly Prize

Ends on 11/29

0 Tickets Entered



4 Years: Quarterly Prize

Ends on 11/29

0 Tickets Entered



5 Years: Quarterly Prize

Ends on 11/29

2 Tickets Entered

Quarterly Prize Drawings



LLBF Programs





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
October 12, 2021

SECTION: STAFF REPORT

Department: Library
Prepared By: Briana Ochoa
Staff Member Presenting:
Briana Ochoa
Approved By:

Action: Choose an item.

SUBJECT

Overview of the Ontario on the Go program.

AGENDA REPORT SUMMARY

Ontario on the Go is a joint-use mobile vehicle between Ontario City Library and the City's Recreation and Community Services department. The city of Ontario has two libraries and seven community centers that serve over 170,000 residents. As the city continues to grow, both departments recognize the need to expand services. The goal of Ontario on the Go is to target residential neighborhoods that have limited access to city facilities or resources. This service provides outreach to these neighborhoods that consist of educational and recreational activities and to expose and connect residents to City and other resources.

In 2019, staff worked with the Housing and Community Improvement departments to identify neighborhoods that do not have immediate access to community resources.

After careful consideration, four parks were selected. Each location is visited once a week, Monday through Thursday by Recreation staff and visited once a month by Library staff. Library staff visit each park once a month to conduct library programming, library card registration and circulate library materials. When Library staff are not present, books are still available for residents to check out.

A soft launch of the program began on August 2.

Recreation and Library staff visit parks after school. Ontario on the Go's schedule is:

- Vineyard Park every Monday from 3 PM – 6 PM
- Sam Alba Memorial Park every Tuesday from 1:30 PM – 4:30 PM
- James R. Bryant Park every Wednesday from 3 PM – 6 PM
- John Galvin Park every Thursday from 3 PM – 6 PM

Ontario on the Go is partially grant funded and has received \$77,430 for this project. We were awarded \$62,430 from the California State Library Shared Vision grant to purchase the vehicle, supplies, materials and equipment. The Housing and Community Improvement department applied for a Community Development Block Grant (CDBG). Through this grant, we received \$15,000 to hire a library intern that will assist with Ontario on the Go's daily operations and library programming.

Ontario on the Go

Presented By:

Briana Ochoa, Supervising Librarian

October 2021



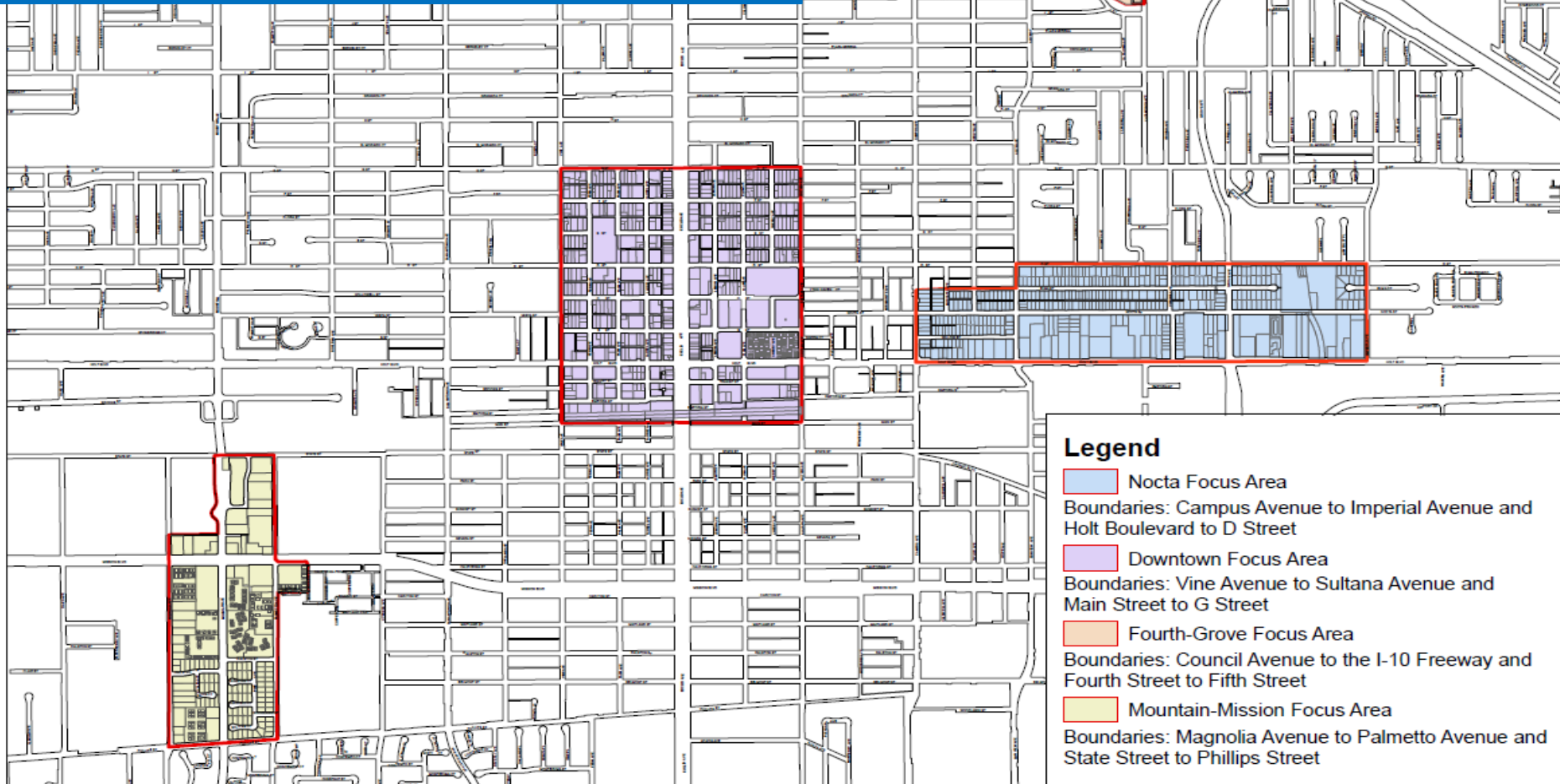
The Project



Daily Operations



Selected Neighborhoods



Service Locations



Mondays
3 PM – 6 PM



Tuesdays
1:30 PM – 4:30 PM



Wednesdays
3 PM – 6 PM



Thursdays
3 PM – 6 PM

Funding



ONTARIO ON THE GO

Play

Read

CITY OF
ONTARIO
COMMUNITY LIFE & CULTURE

8914

On the Road

