

# ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



CITY COUNCIL CHAMBERS  
303 E. B STREET • ONTARIO, CA 91764  
September 14, 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 August 10, 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 August 2021**  /

Bumstead

Lanthripe

Lawliss

Mena

Ricci

## DIRECTOR'S REPORT

## STAFF REPORT

1. Model Colony Local History Room overview (Kelly Zackmann)
2. Patron Services overview and update (Steven Arechiga)

## OLD BUSINESS

1. Election of Officers

## 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. Code of Conduct Policy review & update – Fall 2021
2. Library Expulsion review and update – Fall 2021
3. Display Policy – Winter 2021

## **ADJOURNMENT**

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
CITY COUNCIL CHAMBERS, CITY HALL  
303 E B St  
Ontario, CA 91764  
August 10, 2021  
(Subject to Board approval)

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

PLEDGE OF ALLEGIANCE Led by Board Member Elizabeth Ricci.

MEMBERS PRESENT Board members Crisol Mena, Anne Lawliss and Elizabeth Ricci were present.

MEMBERS ABSENT Vice President Nancy Bumstead and Secretary Gina Lanthripe were absent.

ALSO PRESENT Executive Community Life & Culture Agency Director Helen McAlary

#### INTRODUCTIONS

Library Director, Shawn Thrasher introduced Dani Sanchez, Teen Librarian at Lewis Family Branch who was taking minutes.

#### MINUTES

Motion: Moved by Ricci, seconded by Lawliss and unanimously carried to approve the July 13, 2021 minutes.

#### PUBLIC COMMENTS

There were no public comments.

#### CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada was absent.

#### CONSENT CALENDAR

Monthly Statistical Report for July 2021.

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

#### DIRECTOR'S REPORT

Library Director, Shawn Thrasher announced that former board member Daisy Macias was to be presented with a plaque for her outstanding service to the Library Board of Trustees, but she was absent. Thrasher reported that there is still space to attend *Serving with a Purpose*, an

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annual conference the Ontario City Library presents with other libraries at the Ontario Convention Center for Friends of the Library, library boards, foundation boards, and library staff who work with them. Thrasher reported this year's conference will be on September 1, 2021 from 8:30am to 4pm. Thrasher stated that the conference will feature various workshops and sessions specific to board roles. Mena requested name tags. Thrasher also requested that board members relate to him their shirt size if they would like to receive an Ontario City Library shirt.

STAFF REPORT

KinderGo (Daisy Flores and Briana Ochoa)

Daisy Flores, Library Services Manager and Briana Ochoa, Supervising Librarian, narrated a presentation on KinderGo.

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

Lawliss asked if volunteers could request which school site they visit and Ochoa replied that yes, once all schools have been scheduled, volunteers can request to visit specific scheduled school sites. Ricci asked if this program extends to special needs children and Flores responded, yes, there is a specific request made every year to include special needs kinder classrooms and children in this program. Mena asked why there isn't a program like KinderGo that targets all age groups. Flores responded that while OCL does target all age groups with literacy programs, KinderGo is specifically designed and intentionally targeting kindergarteners to get them on track early on in life to better strengthen the probability that they become lifelong readers and library users. Ricci then asked how non-verbal special needs children are being addressed and if assistive technology is being used for KinderGo. Flores responded that this program happens in the actual school classroom and that although they have not had a teacher request the library bring any special equipment, that they would attempt to accommodate non-verbal children as necessary if requested to do so.

Budget Review 2021-22 (Shawn Thrasher)

Shawn Thrasher, Library Director, narrated a PowerPoint presentation on the 2021-22 library budget.

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

Ricci asked why the programming budget is much smaller than the staff salary budget. Thrasher responded that staff salaries are negotiated, and the library has no authority over salaries.

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Thrasher went on to explain that the library has increased its programming budget every year. Helen McAlary, Executive Community Life & Culture Agency Director, commented that staff are the largest part of programming (i.e., their research, planning, ordering, approval, marketing, and execution) and that the actual budget just covers materials like construction paper. Thrasher agreed with McAlary and responded that it is quite normal for many libraries to not have a programming budget. He also pointed out that while the allocated budget appears small, it does not quite show the entire picture as librarians are continuously applying for and receiving grant money that goes towards programs. Ricci then asked if there was a way to request that certain amounts of the budget go to certain purchases. Thrasher replied that you would have to go to a city council member and make that request so that they could bring it to us. Mena commented that cost of living has gone up and salaries will have to go up and that the budget looks great. Mena also commented that the library did such a great job during the pandemic and the library has managed their money well.

OLD BUSINESS

Bylaws amendments (Staff)

1. Article V- vetting bylaws.

City Attorney advised this could be less formal and the Library Board can discuss among its members and vote on a motion to vote for amendments without being limited by a specific timeframe.

Motion: Moved by Ricci as presented by Shawn Thrasher, seconded by Lawliss, and unanimously carried to approve.

2. Section 1 add "in City Hall." Motion: Moved by Ricci as presented by Shawn Thrasher, seconded by Lawliss and unanimously carried to approve.

3. Article VIII: City Attorney suggestion is "...vetted by both legal counsel and by City staff in advance of the meeting at which any amendment(s) is to be considered for adoption. Inconsequential changes to the bylaws that do not require advanced vetting by legal counsel and/or City staff, such as scheduling dates, times, and locations of meetings, may be introduced and adopted at the same meeting, provided that revisions to the bylaws was included on the agenda for that meeting."

Motion: Moved by Ricci as presented by Shawn Thrasher, seconded by Lawliss and unanimously carried to approve.

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NEW BUSINESS

Election of Officers

Motion: Moved by Ricci, seconded by Lawliss and unanimously carried to approve tabling the election because of absent board members.

BOARD COMMENTS

Mena gave thanks to City of Ontario and the library for hosting and being involved in summer, and they are looking forward to more summers, getting more kids, and more high schools involved.

FUTURE AGENDA ITEMS

Code of Conduct Policy review & update – Fall 2021

Library Expulsion review and update – Fall 2021

Display Policy – Winter 2021

ADJOURNMENT

Mena adjourned the meeting at 6:48 p.m.

Respectively Submitted

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Danielle Sanchez, Librarian

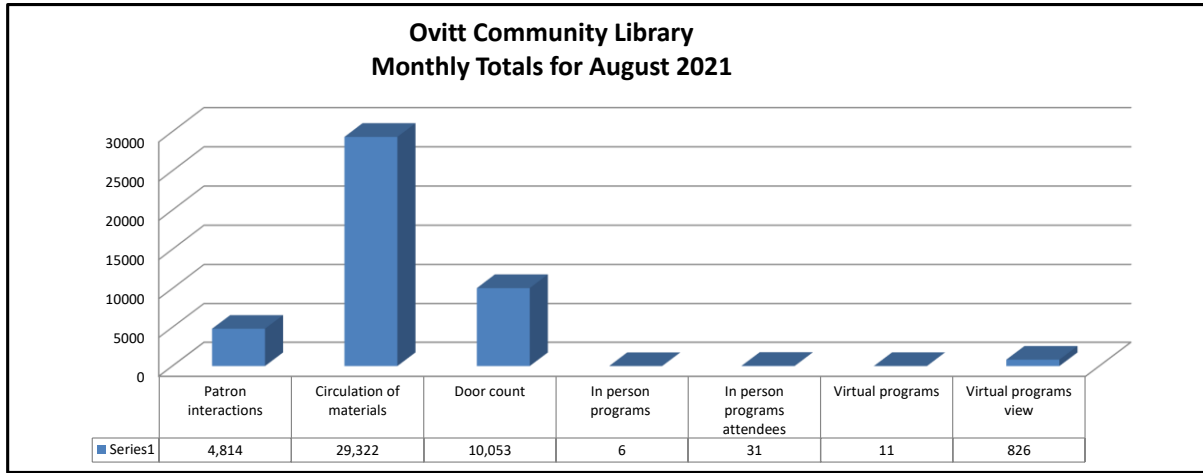
APPROVED:

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Crisol Mena, ACTING PRESIDENT

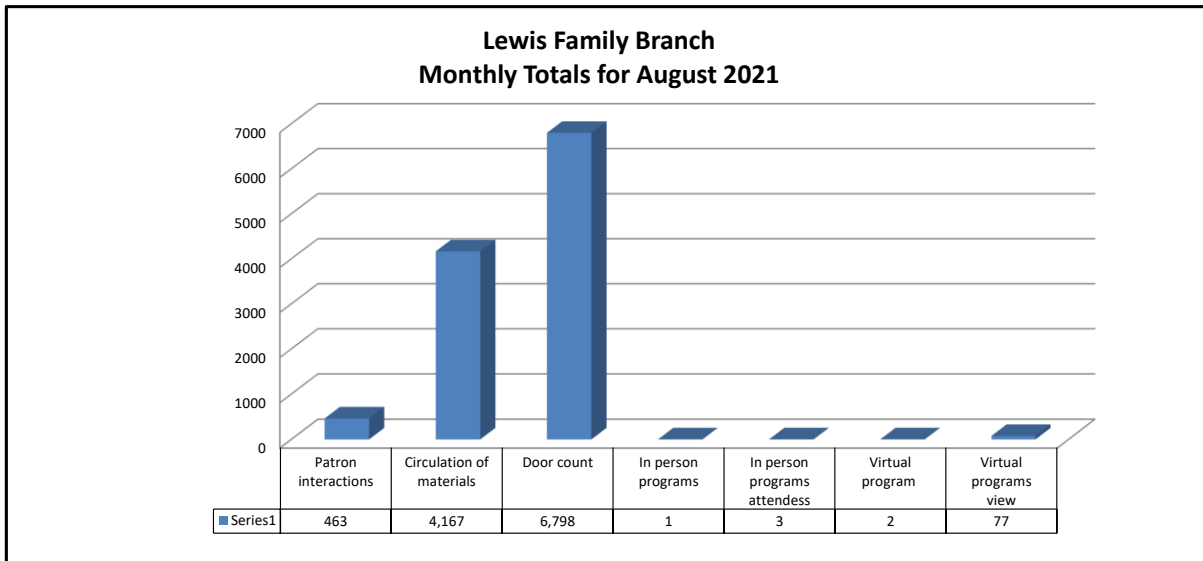
**City of Ontario Ovitt Community Library  
Total Statistics for the Month of August 2021 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees	Virtual programs	Virtual programs view
2021	4,814	29,322	10,053	6	31	11	826



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

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees	Virtual program	Virtual programs view
2021	463	4,167	6,798	1	3	2	77







## CITY OF ONTARIO COMMUNITY LIFE & CULTURE

*Agenda Report*  
September 14, 2021

### SECTION: STAFF REPORT

**Department:** Library

**Prepared By:** Kelly Zackmann

**Staff Member Presenting:**

Kelly Zackmann and Patricia Edwards

**Approved By:**

**Action:** Choose an item.

### SUBJECT

Overview of the Robert E. Ellingwood Model Colony History Room

### AGENDA REPORT SUMMARY

Ontario residents established a community library in 1885. The city of Ontario incorporated in 1891, and in 1894 the library became a city department. Three librarians: Kezzie Monroe, Isabel Neales, and Alberta Schaefer were instrumental in the library's collection of local history materials during the library's early years. By the 1950s, the local history collection had grown into a few filing cabinets, and by the late 1960s, it was clear that more space was needed to collect materials. When the library expanded in 1969, an addition to the library provided space for a dedicated history room, and the Model Colony History Room was established in March 1970.

Former library director Alberta Schaefer was named administrator of the history room, and although she retired in 1972, the history room continued to flourish. Over the next decades, more and more materials were added, primarily through donations from the community. Several area residents have been proponents of the library's history collection, including former mayor Robert Ellingwood. The city recognized his tireless efforts in preserving and promoting local history by renaming the room in his honor in 2004. It is now known as the Robert E. Ellingwood Model Colony History Room.

The room contains thousands of items including:

- Photographs and negatives
- Local city directories
- Maps and aerial photographs
- Newspapers on microfilm
- Books on the local area, local people, and general Californiana
- Magazines and journals relating to the local area and California
- Oral history recordings
- Video and film recordings
- Census records
- Architectural surveys of local homes and industrial buildings
- Municipal documents such as specific plans, general plans, and environmental impact reports
- Clipping and ephemera files
- Manuscript collections (collections of records created by one entity or person)
- Yearbooks from local schools

And much more. Its most current projects focus on providing digital access to local history materials to broaden the room's reach and amplify the discovery of the collections. The library partnered with Claremont Colleges Libraries and five other institutions to share the history room's water-related documents and photographs within their California Water Documents collection, which was funded by the Council of Library & Information Resources through a 3-year \$333,000 grant. The library also partnered with the California Preservation Program (now administered by the California State Library) in multi-year grant-funded project called California Revealed, which digitized the history room's audio and visual recordings including oral histories, film footage of the local area and other California localities, interviews with prominent residents and businesspeople, and film footage from Ontario Motor Speedway. These

recordings are available online at the Internet Archive, Calisphere, and the Digital Public Library of America. The history room also has its own digital platform called Ontario Treasures, where various materials such as photographs, postcards, fruit crate labels, architectural surveys, scrapbooks, ephemera, and more are shared online. Several years ago, a database was built “in-house” to index the local Ontario newspaper, which is a great resource for genealogists and collection guides to the history room’s manuscript collections are shared on the Online Archive of California. In addition to digital projects, history room staff also concentrate on preservation and archiving projects to ensure that materials will stand the test of time and will be accessible to the public for the decades to come.

The Model Colony History Room has a broad reach, assisting patrons not only from the local area but also Canada to Australia to the Netherlands and beyond. Patrons consist of K-12 students, doctoral candidates, architectural historians, genealogists, city staff, city residents, and history buffs. Many patrons also are donors, and the history room is always accepting donations of local history materials.

The history room is open Monday – Friday and is staffed by Patricia Edwards, full-time senior library assistant, Olivia Vallejo, part-time library assistant, and Kathleen Taggart, part-time library page. The history room has additional help from volunteers and work study students, and the room is overseen by Kelly Zackmann, Library Services Manager, who is also a certified archivist.

# Agenda Item Number & Introduction to the Robert E. Ellingwood Model Colony History Room

Presented By:

Kelly Zackmann, Library Services Manager

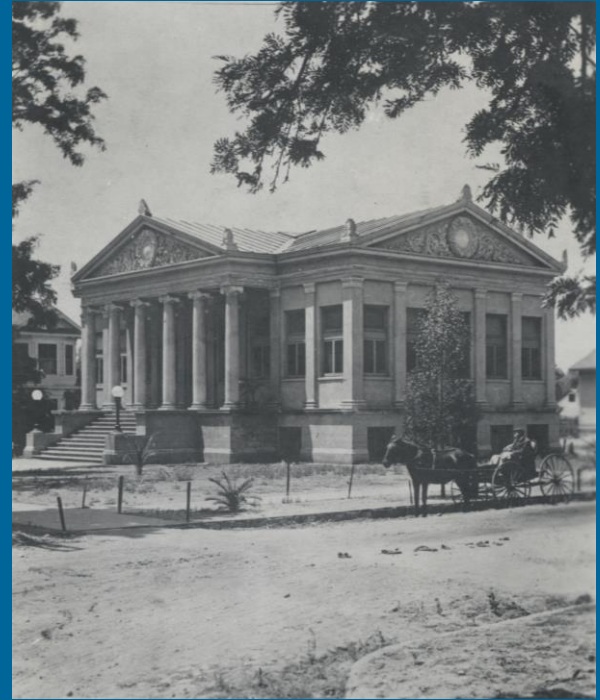
Patricia Edwards, Senior Library Assistant

September 14, 2021



# Model Colony History Room

- Library founded 1885
- City incorporated 1891
- Dedicated library building 1907
- Collecting local history since at least the 1920s



# Model Colony History Room

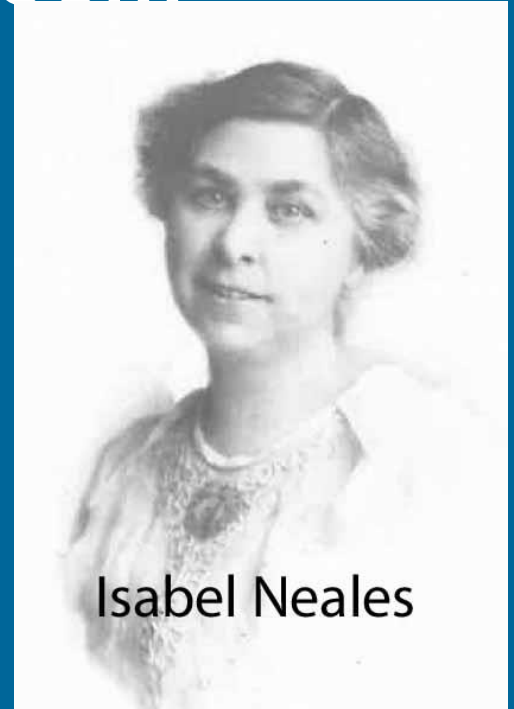
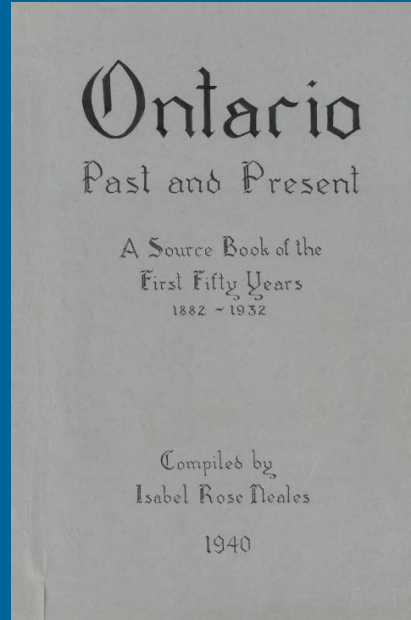


Kezzie Monroe

Kezzie Monroe  
Alberta Schaefer  
Isabel Neales



Alberta Schaefer



Isabel Neales



# Model Colony History Room



Growing collections



# Model Colony History Room





# Model Colony History Room



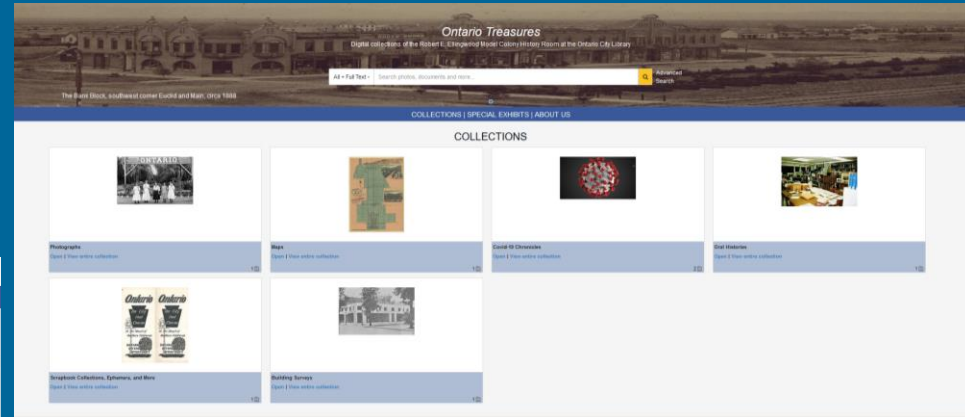
# Model Colony History Room

- Digital Collections
  - Ontario Treasures
  - California Revealed
    - Internet Archive
    - Calisphere
    - Digital Public Library of America
  - CLIRWater: California Water Documents
  - Local History and Ephemera Index




# Model Colony History Room

## Ontario Treasures



at Chaffey College ...  
889



Robert E. Ellingwood Model Colony History Room  
> Photographs  
**ITEM OVERVIEW**  
5 copies, 1 glass negative  
Excellent condition  
Located in MC Reading Room

Professor William Ludwig Piutti and his music class, the dog is named Maria. From about 1888 to 1890, Professor William Ludwig Piutti was music professor at Chaffey College. Born in Germany in 1856, Professor Piutti sailed to New York City in 1879 and made his way to Southern California. This interesting photograph shows the professor with his students at Chaffey in 1889, along with his dog.

Topics  
Chaffey College, College students, Piutti, William Ludwig

Date  
1889

Digital file information  
Black and white photograph

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**Description** ITEM(0)

Robert E. Ellingwood Model Colony History Room  
Photographs  
Ontario City Library  
File  
Professor Piutti's music class at Chaffey College in 1889  
Chaffey College  
College students  
Piutti, William Ludwig



# Model Colony History Room

## Partnerships



Home / Browse Institutions

**Ontario City Library**

The Ontario City Library collection contains audiovisual material (moving images, audio) and still images from the mid 1990s to the mid 1990s. The majority of the collection consists of oral histories and include subjects and topics such as automobiles, John S. Armstrong, the Long Beach Earthquake of 1933, Chaffey College, and more.

Organization Website  
Online Archive of California Finding Aids  
localhistory@ontarioca.gov

(909) 395-2206  
215 East C Street, Ontario, CA 91764

Share this collection

591 items [showing 1 - 20]

SEARCH BY TERM

Creator/Contributor

TYPE

Still Image (401)  
Sound (136)  
Moving Image (54)

SUBJECTS

**Ontario City Library**

Organization Website  
Online Archive of California Finding Aids  
localhistory@ontarioca.gov

(909) 395-2206  
215 East C Street, Ontario, CA 91764

Share this collection

591 items [showing 1 - 20]

List Grid

Title

1 2 3 4 5 ... >

SEARCH BY TERM

Creator/Contributor

TYPE

Still Image (401)  
Sound (136)  
Moving Image (54)

SUBJECTS

**Title: California 500 at Ontario Motor Speedway, 1970**  
Date: 1970-09-06  
Creator: Unknown  
Media Type: Moving Image  
Partner: Ontario City Library

**Title: Life in Ontario: You and Your Friends**  
Date: 1947  
Creator: Robert Allen Productions, Robert Allen Productions, Rhode, Martin  
Media Type: Moving Image  
Partner: Ontario City Library

THE CLAREMONT COLLEGE DIGITAL LIBRARY

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Search

Advanced Search

Results per page: 10

Browsing items in: California Water Documents

Sort by: Title Ascending

Search Terms: ontario mutu...

Records 1 - 10 of 54

1 2 3 4 5 6 >

**Agreement between Winthroath Pumps, Inc. and West Ontario Water Company, 1951-04-19**  
An agreement made between Winthroath Pumps, Incorporated and the West Ontario Water Company. Agreement, 3 scanned pages: Ontario Mutual Water Companies Collection, Box 1, Folder 12, Ontario City Library, Robert E. Ellingwood Model Colony History Room. application/pdf

**Assets and liabilities sheet for Southside Mutual Water Company, 1939-05-16**  
The balance sheet for the Southside Mutual Water Company. Balance sheet, 2 scanned pages: Ontario Mutual Water Companies Collection, Box 1, Folder 14, Ontario City Library, Robert E. Ellingwood Model Colony History Room. application/pdf

**Certified copy of resolution authorizing loan secured by trust deed and chattel mortgage**  
A resolution between Southside Mutual Water Company and Gustav Hobbberg and Ruth B. Hobbberg. The back of page 2 of the pdf was rotated 90 degrees counterclockwise. Record, 5 scanned pages: Ontario Mutual Water Companies Collection, Box 1, Folder 16, Ontario City Library, Robert E. Ellingwood Model Colony History Room. application/pdf, image/jpeg

**Corporation grant deed, 1952-05-26**  
A corporation grant deed between Robbyn, Inc. and the West Ontario Mutual Water Company. Deed, 2 scanned pages: Ontario Mutual Water Companies Collection, Box 1, Folder 13, Ontario City Library, Robert E. Ellingwood Model Colony History Room. application/pdf



# Model Colony History Room

## What's so important about Ontario history?

### Our users

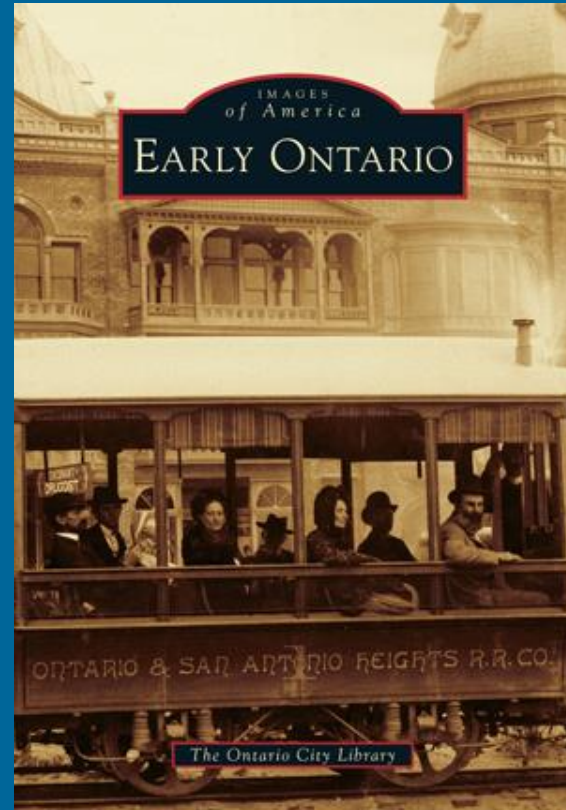
- Students K-12 through college
- Historians
- Genealogists
- Families researching ancestors
- Residents researching their homes
- History buffs
- Professors
- Doctoral candidates
- City contractors
- Realtors
- Historical societies/museums
- City staff

Accessible  
Trained staff

Remote assistance  
Digital access



# Model Colony History Room



# Model Colony History Room

Thank you

Questions?





## CITY OF ONTARIO COMMUNITY LIFE & CULTURE

*Agenda Report*  
September 14, 2021

### SECTION: STAFF REPORT

**Department:** Library  
**Prepared By:** Steven Arechiga  
**Staff Member Presenting:**  
Steven Arechiga  
**Approved By:**

**Action:** Choose an item.

### SUBJECT

Overview of the Patron Services Department.

### AGENDA REPORT SUMMARY

The Patron Services unit in the Ovitt Family Community Library is responsible for the circulation of materials and management of all library card accounts. The team facilitates library material check out, fulfills holds by retrieving items from the shelves, sends notices about borrowed materials and is often the first point of contact for all library visitors.

During the pandemic, the library initialized a walk-up service, *Check out, Ontario!* for the community to have access to library materials during the facility closure or limited open hours. Patrons could visit the online catalog or call the



library to request items to be placed on hold. Once the holds were filled, patrons were notified and could visit *Check Out, Ontario!* to pick up their items. During its operation, Patron Services assisted over 5,000 community members, checking out over 160,000 materials from May 2020 to May 2021.

Another Patron Services responsibility is the recovery of lost materials. This is a new service that replaced a third-party company that managed accounts submitted to collections. The decision to replace the third-party company with an internal service created savings in professional services and permitted a new approach with customer service in mind. The internal Material Recovery Team drafted notices with more customer-friendly language. For example, “collecting a balance” was reworded to “recovery of materials”. Since the inception of material recovery, nearly 2,000 materials valued at \$46,000 have been recovered. Patrons unable to locate the library materials have also been reconciling those fees, over \$110,000 has been collected since July of 2020.

Patron Services celebrates the month of September as National Library Card Sign Up Month. It is a month to encourage communities to sign up for library cards. This is the second year Patron Services will be hosting passive programming for new library card account holders. Staff will also conduct outreach through partnerships with local businesses and community centers. At the outreach events, staff will sign up visitors for library cards and provide information about the library.

# Patron Services Update

Presented By:

Steven Arechiga, Patron Services Supervisor

September 2021







**Check Out, Ontario!**



# From May 2020 to May 2021

- Checkout, Ontario served 5,318 community members
- That came out to 167,679 materials circulated during this period



## Material Recovery

- The removal of our 3<sup>rd</sup> party collection system gave way for a new operation focused strictly on the recovery of materials not returned by patrons

# Since July 2020

- 1996 items have been recovered, totaling \$46,853
- Patrons who opt to pay for the books instead have payed \$110,838



# National Card Sign Up Month



# Thank you!

