

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



CITY COUNCIL CHAMBERS
303 E. B STREET • ONTARIO, CA 91764
August 10, 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 July 13, 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 July 2021 /

Bumstead

Lanthripe

Lawliss

Mena

Ricci

DIRECTOR'S REPORT

STAFF REPORT

1. KinderGo (Daisy Flores and Briana Ochoa)
2. Budget Review 2021-22 (Shawn Thrasher)

OLD BUSINESS

1. Bylaws amendments (Staff)

NEW BUSINESS

1. Election of Officers

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
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
July 13, 2021
(Subject to Board approval)

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

PLEDGE OF ALLEGIANCE Led by Board Member Anne Lawliss

MEMBERS PRESENT Board Members Nancy Bumstead (Vice President), Anne Lawliss, Elizabeth Ricci, and Crisol Mena

MEMBERS ABSENT Board Member Gina Lanthripe

ALSO PRESENT Executive Community Life & Culture Agency Director Helen McAlary, City Attorney Henry Castillo, Library Director Shawn Thrasher, Library Services Manager Daisy Flores, City Council Member Debra Dorst-Porada

INTRODUCTIONS

Elizabeth Ricci is a new board member.

MINUTES

Motion: Moved by Mena, seconded by Board Member Anne Lawliss and unanimously carried to approve the June 8, 2021 minutes.

PUBLIC COMMENTS

There were no public comments.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada was present. Comments:

Wheels on Water Survey, the museum's survey was handed out to the board members to be filled out and returned by the end of the night. The survey helps the museum decide what to incorporate into the exhibit.

Porada signed up for a class and received the receipt on two pieces of paper. She requested it be put on one piece of paper instead. CL&C Executive Director Helen McAlary will look into it to see if it is possible.

Board Member Crisol Mena had a question about training for Citizen Academy. Porada replied the program is out of the city manager's office. Lawliss commented she saw a social media post about it.

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CONSENT CALENDAR

Monthly Statistical Report for June 2021

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

DIRECTOR'S REPORT

Library Director Shawn Thrasher reported on four items:

The second session of OMSD summer school at the library is going well with three 2nd grade classes. The culminating event is on Saturday July 31st at 8:00am (the second one of the summer). Board Members should contact Shawn if they want to attend and work a booth.

Serving With a Purpose conference for Friends, Trustees, Foundations and staff who support them. McAlary and Thrasher helped create this event with county representatives and it is not in its 8th year. This year's event is on Wednesday, September 1st and will be at the convention center. Author Ben Bizzle is the keynote speaker.

Library shirts are available to order. Board Members should email Thrasher if they are interested in purchasing one.

Beginning in August, all city boards and commissions will stream live. The Library Board meetings will move to the City Council chambers beginning with the August meeting.

STAFF REPORT

Teen Services (Ally Cisneros and Danielle Sanchez)

Ally Cisneros, Librarian, and Danielle Sanchez, Librarian, narrated a PowerPoint presentation on the evolution of teen library services.

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

Porada commented that the field trips to the Ontario Museum of History and Art should include a visit to the Chaffey Community Museum of Art as well (it is across the street). Porada asked about the national surveys used to survey the teens. Cisneros replied that they survey the local teens regularly. Porada asked about what the content of the kits would be. Sanchez answered that they will contain items to support mental health and literacy. Mena asked for more specifics about the content of the kits. Sanchez explained a partnership between Colony High School and the library and mental health of the students. The kits will include various sensory items to help

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with mental health and they will be given out during finals. COHS is paying for most of the kit content. The library will add bookmarks into the kit. Board Member Elizabeth Ricci asked if they are reaching out to special education classes. Sanchez replied they are a part of it. The special education teacher has an agreement with the library to have the special education classes come in when the library is quiet to help prevent sensory overload. Cisneros replied that at Ovitt, all teens are welcome in the programs. Special consideration is taken during the programs to prevent sensory overload. The kits are available at the school libraries. Bumstead commented that they should be reaching out to Valley View (the continuation high school). Mena asked if they are working with the school nurses. Sanchez replied that the school nurses would be included in the outreach efforts by the school librarians. Bumstead thanked the library for what they did during the pandemic. She commented that everything was reinvented, and she watches the videos on the CL&C virtual center. She said the public was thankful too.

Workforce Development (Tamika Tonge)

Tamika Tonge, San Bernardino County Workforce Development Specialist, narrated a PowerPoint presentation on the Workforce Development.

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

Porada asked about the referral requirement. Tonge replied they can self-refer, or be a referred by a family member, library member, etc. Additional services require further enrollment. Porada asked about the funding of the grant. She would like to see the grant information. Tonge said she would find the answers needed. McAlary commented that the service in the library is a good fit. People already come to the library for job resources, using the computers, etc. Ricci asked about age group. Tonge replied that there are two programs: for youth ages 14-20, or for adults 18+. Bumstead asked if Tonge serves more men or more women. Tonge answered it is even. She does see more older people who are out of work. The services benefit the community by providing support and a mentor to those looking for work. Tonge uses resources from Rancho Cucamonga office, city resources, library resources, and other resources available. She helps people find all kind of jobs but sees more aid in the fields of health care, construction, and green energy jobs. Anybody can qualify for services with a CDL and a social security card. There is no financial requirement. They have 28 partners. The grant is a 3-year grant that ends in 2022.

OLD BUSINESS

Bylaws amendments (Shawn Thrasher)

Motion to pass the Ontario City Library Board of Trustees bylaws (Article V, Section I) tabled until all members can be present. Next month's agenda will include a discussion of bylaw review frequency and the 30-day waiting period.

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
July 13, 2021
(Subject to Board approval)

Motion: Moved by Lawliss, seconded by Ricci and unanimously carried to approve the amendments to the Ontario City Library Board of Trustees bylaws (Article V, Section 9).

NEW BUSINESS

BOARD COMMENTS

Lawliss: Attended and enjoyed the summer school event.

Mena: Attended the summer school event and it was fun with a good turnout.

Ricci: Toured the library with Thrasher and has excitement for being on the board. Ricci's husband was in the audience and was introduced.

Bumstead: Grateful for the library staff and what they were able to accomplish during the pandemic. The partnership with OMSD is a great collaboration.

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

Board member Bumstead adjourned the meeting at 7:03 p.m.

Respectively Submitted

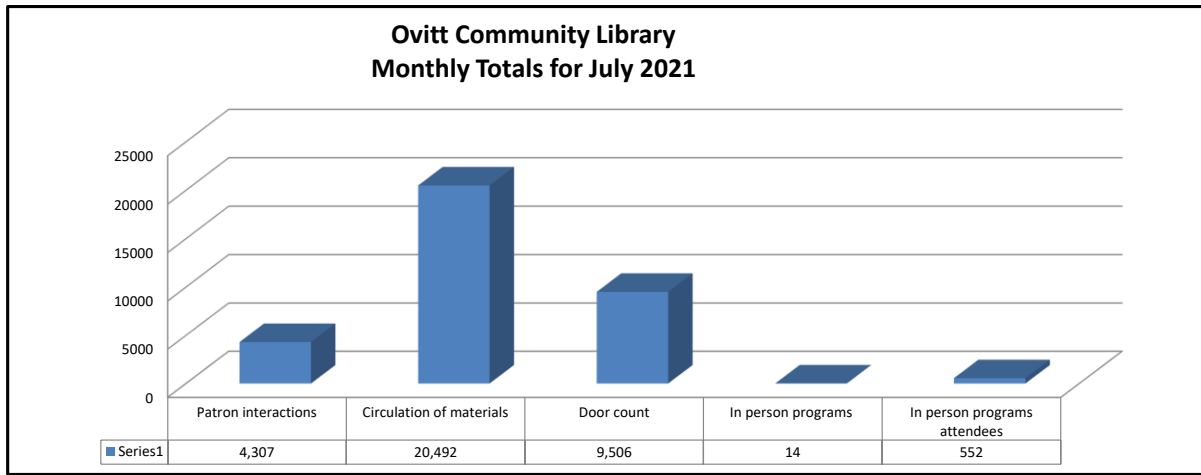
Jana Waitman, Librarian

APPROVED:

Nancy Bumstead, VICE PRESIDENT

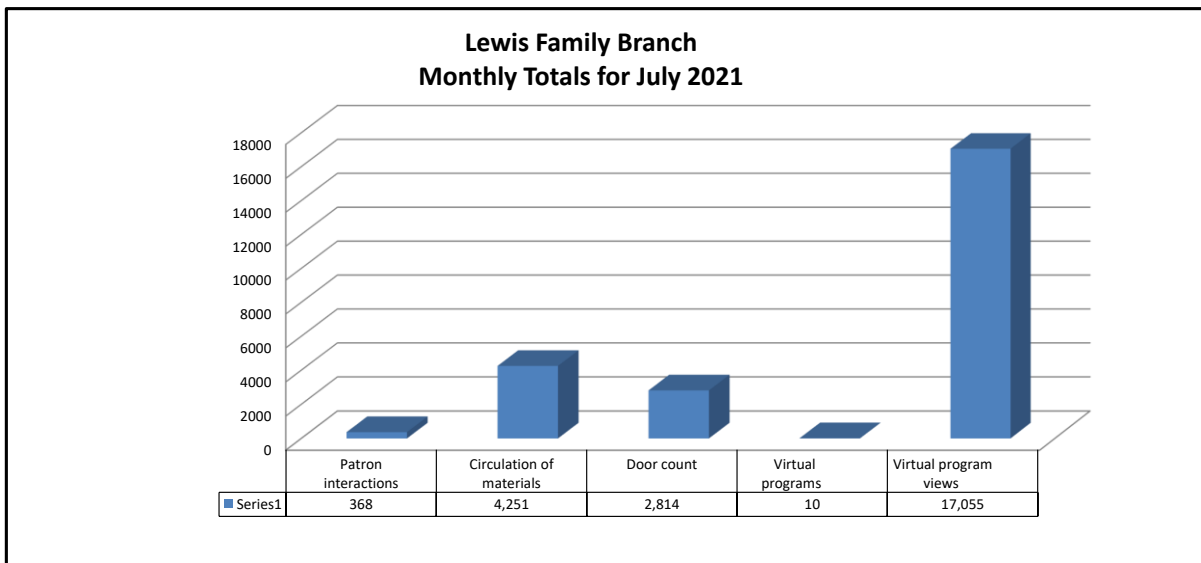
**City of Ontario Ovitt Community Library
Total Statistics for the Month of July 2021 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
2021	4,307	20,492	9,506	14	552



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

Site	Patron interactions	Circulation of materials	Door count	Virtual programs	Virtual program views
2021	368	4,251	2,814	10	17,055





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
August 10, 2021

SECTION: STAFF REPORT

Department: Library
Prepared By: Daisy Flores
Staff Member Presenting:
Daisy Flores and Briana Ochoa
Approved By:

Action: Choose an item.

SUBJECT

Overview of the annual KinderGo program.

AGENDA REPORT SUMMARY

KinderGo is a literacy and library card awareness project that began in 2015. The target audience is kindergartners and their families. It is a city-wide program led by the library where city staff visit kindergarten classrooms to read a picture book, share a message about the importance of literacy, introduce students to the city's libraries and provide them each with their very own KinderGo library card. Since its creation, KinderGo has seen a yearly average of 2,150 students served, 87 classroom visits and 59 city staff participants.

Every year city staff from all departments and levels participate. They attend training where library staff walks them through interacting with kindergartners, personalized messaging about literacy and tips and tricks to providing an engaging read-aloud. During the classroom visits students receive a KinderGo tote bag, wallet, library card and an invitation to the program's culminating event KinderFair. The event is an exciting opportunity for students and their families to visit the library, experience library services and use their library cards to check out books.

KinderGo succeeds in partnership with four school districts, Ontario-Montclair School District, Mountain View School District, Chino Valley Unified School District and Cucamonga School District. The program is provided to schools within city boundaries and visits are scheduled for all kindergarten classes including special education or resource specialist program (RSP) classes. KinderGo visits occur at 25 school sites.

As a result of the pandemic and distance learning, the 2020-2021 school year saw a different version of KinderGo. Schools were provided a digital flyer that invited kindergarten students to visit their local Ontario City Library to receive their KinderGo library card. For the 2021-2022 school year, KinderGo will return in its traditional format.

Each year, a book is selected and serves as the theme for KinderGo. This year's selection is *The Book Hog* by Greg Pizzoli. The story is about a hog who loves and collects books; however, he does not know how to read. He comes across a library where the librarian invites him to story time and asks to read a story to him. From this interaction, the hog learns to read and becomes a story time leader at the library.

Trainings for city staff will be held on:

- Monday, August 16 from 11:00 a.m. – 12:00 p.m.
- Wednesday, August 18 from 1:00 p.m. – 2:00 p.m.
- Tuesday, August 24 from 11:00 a.m. – 12:00 p.m.
- Thursday, August 26 from 1:00 p.m. – 2:00 p.m.

KinderGo visits will take place Monday, September 20 – Friday, October 1 and KinderFair will take place on Saturday, October 2 at 1:00 p.m. at the Ovitt Family Community Library.

KinderGo

Presented By:

Daisy Flores, Library Services Manager

Briana Ochoa, Supervising Librarian

August 2021





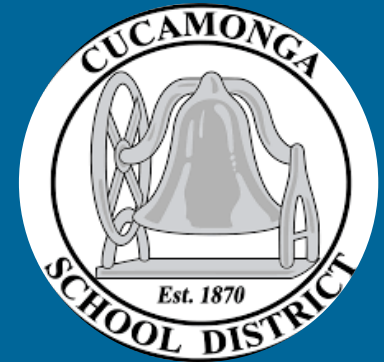
KinderGo

“KinderGo is my favorite way to get out into the community and there is no better way than having fun with our littlest residents! Until next year...”

“They were amazing!! They loved the story and were so excited to get their very own library cards. 😊”



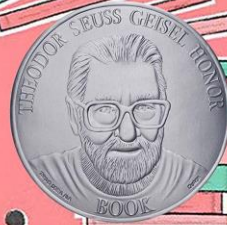
Partnerships



Participation



The Book Hog



Greg Pizzoli

GEISEL AWARD WINNER

KinderGo 2021-22

Visits

Monday, September 20 –
Friday, October 1



KinderGo Trainings



Trainings

Mon., 8/16 at 11 a.m.

Wed., 8/18 at 1 p.m.

Tues., 8/24 at 11 a.m.

Thurs., 8/26 at 1 p.m.

KinderFair





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
August 10, 2021

SECTION: STAFF REPORTS

Department: Library
Prepared By: Shawn Thrasher
Staff Member Presenting:
Shawn Thrasher
Approved By:

Action: Choose an item.

SUBJECT

Review of 2021-22 Library Budget

AGENDA REPORT SUMMARY

City Council Goals. When preparing the budget, the library follows the City Council goals to encourage, provide, or support enhanced recreational, educational, culture and health-related City programs, policies and activities; to operate in a business-like manner by trying to be good stewards of tax payer money; and to pursue the City's goals and objectives by working with other government agencies such as our partnership with County of San Bernardino Workforce Development through the Transformative Climate Communities grant.

The Ontario Plan is used as an overall blueprint for budget decisions. We seek out education partnerships with our local school districts such serving as a site for Ontario Montclair School District summer school sessions in June and July 2021 and our Kindergo kindergarten literacy program; we find partnerships with local nonprofits, such our agreements with Jobs Vision Success to assist with our Veterans Resource

Center; we attend and present community events such as Ontario Festival of the Arts and Concerts in the Park; we coordinate with other agencies within the city such as city staff involvement in our Kindergo initiative; we perform library outreach to local schools, organizations and businesses, such as participating in the Ontario Heritage cemetery tour held in October; we enhance, prioritize and promote the important of local history through our Robert E. Ellingwood Model Colony Local History Room; and educate the public on local heritage through tours and reference services in the room.

Agency Strategic Objectives (ASOs). Each city department has Agency Strategic Objectives (ASOs) that act as yearly goals and are part of the decision-making process for budgets. The library's ASOs for 2021-22 are the continuation of the early literacy Little Learners, Big Futures initiative; Ontario Learns, an education initiative for adults centered on different literacies (financial, home skills, technology); and Year 2 of the library's Five Year Plan, which is exploring the idea of satellite libraries.

Budget Process Timeline. The City of Ontario budget process generally follows this timeline.

Early Spring

- Agencies are provided operating targets for each Department & Agency
- Targets reflect City Council goals and direction from City Manager.
- Operating expenses include materials, databases, equipment, etc.
- Personnel costs calculated by finance and separate from operational budget.

Spring

- Library creates recommended operating budget based on existing or new programs/services and annual goals and priorities.
- Library suggests personnel changes if applicable.
- Library makes budget requests for personnel changes, programming and equipment.
- Library turns in budget to Agency. Agency compiles budget for all departments.

June

- City Council reviews and approves budget.

Library Board of Trustees role. The Library Board can play a role in the annual budget process by giving feedback to the Library Director via library board meetings and personal communication about programs and services. Library Director takes this feedback, as well as feedback from other community members and stakeholders, and works with staff to develop programs and services that are funded through the budget process. The Library Director annually reports on the budget to the Library Board after its approval by City Council.

The Library board serves in advisory capacity and is not involved in authorizing the Library budget. Specific requests for expenditures should be submitted via City Council.

Community Life and Culture (CLC). The Library is one of four departments under the Community Life and Culture agency (CLC). This the CLC budget is as follows:

INFORMATION WILL BE HERE AS SOON AS I GET IT FROM ALONSO

Library Budget Overview. This is a breakdown of the entire Library budget for 2021-22.

Category	Amount
Overall Budget	\$5,285,393
Salaries & Benefits	\$2,686,392
Collections (Books, audio, DVD, media databases, processing)	\$520,392
Programs & Promotion	\$70,547
Internal Services (IT, Risk Management, Building Maintenance)	\$1,015,841

Remainder of budget funds include maintenance, memberships, supplies, equipment, etc.

Library Collection Budget. The library collection budget includes funds for books, music CDs, DVDs, books on CD, newspapers, periodicals, kits, and other library items. This also includes electronic databases, eBooks and downloadable audiobooks, and the processing for all of those materials.

Category	Ovitt	Lewis	Systemwide	Ovitt Percentage	Lewis Percentage
Children's Books	\$104,000	\$42,600	-----	71%	29%
Adult Books	\$80,000	\$20,400	-----	80%	20%
Media	\$47,000	\$6,600	-----	87%	13%
Periodicals	\$13,000	\$3,300	-----	78%	22%
Databases	-----	-----	\$73,092	-----	-----

eBooks	-----	-----	\$46,000	-----	-----
Total	\$244,000	\$72,900	\$119,092	-----	-----

Library Programs & Services. Library programs and services can include special programs for children, teens, families, adults, veterans, workforce, technology and makerspace, and literacy programs.

Category	Ovitt	Lewis	Systemwide
Programs	\$27,050	\$8,400	\$35,097

Location	Programs	Percentage
Ovitt	\$27,050	38%
Lewis	\$8,400	10%
Systemwide	\$35,097	52%
Total	\$70,547	-----

2021-22 Budget

Presented By:

Shawn Thrasher, Library Director

August 2021



City Council Goals

- Encourage, provide, or support enhanced recreational, educational, cultural and healthy City programs, policies and activities.
- Operate in a businesslike manner.
- Pursue City's goals and objectives by working with other governmental agencies.



The Ontario Plan

- Educational Partners
- Partnerships
- Community Events
- Interagency Coordination
- Library Outreach
- Robert E. Ellingwood Model
Colony History Room
- Local Heritage Education



2021-22 Agency Strategic Objectives

- Little Learners, Big Futures
- Ontario Learns
- Five Year Plan – Year 2



City of Ontario Budget Process

Early Spring

- Agencies are provided operating targets for each Department & Agency
- Targets reflect City Council goals and direction from City Manager.
- Operating expenses include materials, databases, equipment, etc.
- Personnel costs calculated by finance and separate from operational budget.

Spring

- Library creates recommended operating budget based on existing or new programs/services and annual goals and priorities.
- Library suggests personnel changes if applicable.
- Library makes budget requests for personnel changes, programming and equipment.
- Library turns in budget to Agency. Agency compiles budget for all departments.

June

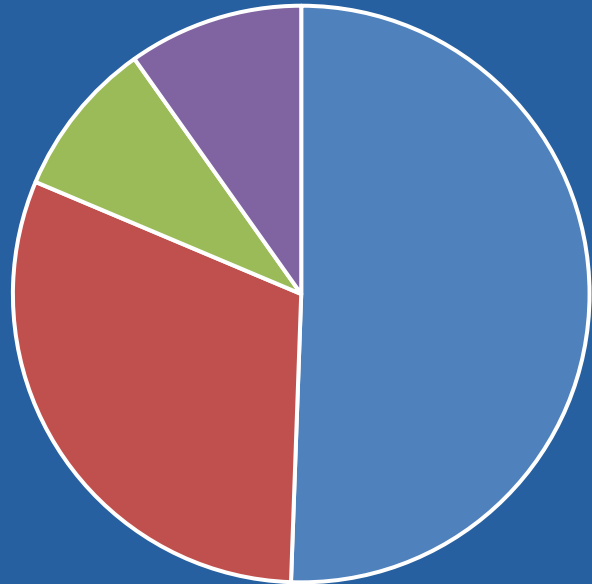
- City Council reviews and approves budget.



Library Board Role in Budget process

- Library takes feedback from Library Board, community, and stakeholders.
- Goals and strategies are used to develop programs and services that are funded through the budget process.
- Specific budget requests can be submitted to City Council.
- Library reports on budget annually to Library Board after approval by City Council.
- Library board not involved in authorizing Library budget.

Community Life & Culture Agency



□ Recreation □ Library □ Museum □ CLC

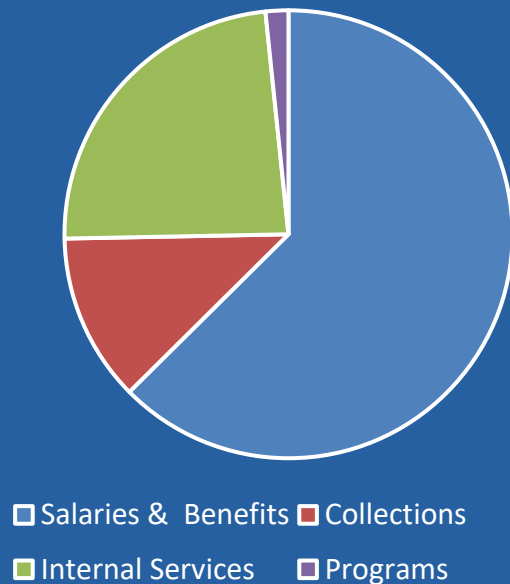
	Adopted Budgets
FY 2019-2020	\$13,527,550
FY 2020-2021	\$13,974,687
FY 2021-2022	\$17,166,097

Library Budget Overview

Category	Amount
Overall Budget	\$5,285,393
Salaries & Benefits	\$2,686,392
Collections (Books, audio, DVD, media databases, processing)	\$520,392
Programs & Promotion	\$70,547
Internal Services (IT, Risk Management, Building Maintenance)	\$1,015,841

*Remainder of budget funds include maintenance, memberships, supplies, equipment, etc.

Library Funds by Category



Library Budget Details - Collection

Category	Ovitt	Lewis	Systemwide	Ovitt Percentage	Lewis Percentage
Children's Books	\$104,000	\$42,600	-----	71%	29%
Adult Books	\$80,000	\$20,400	-----	80%	20%
Media	\$47,000	\$6,600	-----	87%	13%
Periodicals	\$13,000	\$3,300	-----	78%	22%
Databases	-----	-----	\$73,092	-----	-----
eBooks	-----	-----	\$46,000	-----	-----
Total	\$244,000	\$72,900	\$119,092	-----	-----

Library Budget Details - Programs

Category	Ovitt	Lewis	Systemwide
Programs	\$27,050	\$8,400	\$35,097

	Programs	Percentage
Ovitt	\$27,050	38%
Lewis	\$8,400	10%
Systemwide	\$35,097	52%
Total	\$70,547	-----

Budget and Financial Reports

<https://www.ontarioca.gov/FiscalServices/BudgetFinancialReports>





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
August 10, 2021

SECTION: OLD BUSINESS

Department: Library
Prepared By: Daisy Flores
Staff Member Presenting:
Shawn Thrasher
Approved By:

Action: Choose an item.

SUBJECT

Discussion and vote on amendments to Ontario City Library Board of Trustees bylaws.

AGENDA REPORT SUMMARY

In May 2021, Library Director Shawn Thrasher presented a review of Library Board of Trustees bylaws. In June 2021, two amendments were presented. Per Article VIII "these bylaws may be amended at any regular meeting by affirmative vote of a majority of all members of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting." In July 2021, one amendment was affirmatively voted. Prior to the meeting in August 2021, one previously presented

amendment and two additional amendments were submitted to the City Attorney in order to ascertain their legality.

The previously proposed amendment is to Article V, Section 1.

The regular monthly meeting of the Board shall be held on the second Tuesday of each month at 6:00 p.m. in the library meeting rooms of Ovitt Family Community Library or Lewis Family Branch unless otherwise stipulated by Library Board of Trustees. **As directed by the Board, on an as-needed basis or at the suggestion of the Library Director, the Board may review the Board bylaws.**

The second proposed amendment is also to Article V, Section 1.

The regular monthly meeting of the Board shall be held on the second Tuesday of each month at 6:00 p.m. **in City Hall**, the library meeting rooms of Ovitt Family Community Library or Lewis Family Branch unless otherwise stipulated by Library Board of Trustees.

The third proposed amendment is to Article VIII.

These bylaws may be amended at any regular meeting by affirmative vote of a majority of all members of the Board, provided that the amendment has been ~~submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.~~ **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.**

A motion and second to accept the previously proposed amendment to Article V, Section 1 is needed. The president will then call for a vote.

Old Business: Bylaws Review and Update

Presented By:
Shawn Thrasher, Library Director
August 2021



ARTICLE V MEETINGS

Proposed change to vote on tonight :

Section 1. The regular monthly meeting of the Board shall be held on the second Tuesday of each month at 6:00 p.m. in the library meeting rooms of Ovitt Family Community Library or Lewis Family Branch unless otherwise stipulated by Library Board of Trustees. **As directed by the Board, on an as-needed basis or at the suggestion of the Library Director, the Board may review the Board bylaws.**

ARTICLE V MEETINGS

Proposed change:

Section 1. The regular monthly meeting of the Board shall be held on the second Tuesday of each month at 6:00 p.m. **in City Hall**, the library meeting rooms of Ovitt Family Community Library or Lewis Family Branch unless otherwise stipulated by Library Board of Trustees.

ARTICLE VIII AMENDMENT OF BYLAWS

Proposed change:

These bylaws may be amended at any regular meeting by affirmative vote of a majority of all members of the Board, provided that the amendment has been ~~submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.~~ **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.**