

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



CITY COUNCIL CHAMBERS
303 E. B STREET • ONTARIO, CA 91764
August 9, 2022 • 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 12, 2022 /

Bumstead Lanthripe Lawliss Mena Ricci

PUBLIC COMMENTS

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, 2022 /

Bumstead

Lanthripe

Lawliss

Mena

Ricci

DIRECTOR'S REPORT

STAFF REPORT

1. Library Material Displays (Heather Witherow & Briana Ochoa)
2. Early Learning Programs (Sofia Araya)
3. 2022-23 Budget (Shawn Thrasher)

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

ADJOURNMENT

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
July 14, 2022
(Subject to Board approval)

CALL TO ORDER This meeting was called to order by Board President Nancy Bumstead at 6:03 p.m.

PLEDGE OF ALLEGIANCE Led by Gina Lanthripe, Board member

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

MEMBERS ABSENT None

ALSO, PRESENT Library Director Shawn Thrasher. Library Services Manager Daisy Flores, Supervising Librarian Heather Witherow, Librarian Rachelle Lopez, and Senior Librarian Jana Waitman

INTRODUCTIONS
No Introductions City Attorney, Michael J. Maurer

MINUTES

Motion: Moved by Board member Ricci, seconded by Board member Lawliss and unanimously carried to approve the June 14, 2022 minutes.

PUBLIC COMMENTS
There were no public comments.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada reminded everyone of the presentation in the last Ontario City Library Board of Trustees meeting on June 14, 2022, "Better Prepared Together" and hoped that everyone had two weeks' worth of food and water. She also urged the Board to help to ensure that all residents had their two weeks' worth of food and water too. City Council Representative Porada also reminded everyone about the College Promise program and remind the incoming High School Seniors to get their FASFA applications completed and then they can come and apply for City of Ontario College Promise program as this program offers residents two years of college tuition to a Junior College of their choice. She also informed the Board that there is big shortage of pilots and nurses.

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In addition, she informed on the youth programs offered and to look in the Ontario Living Magazine for a listing of all many of these programs.

City Council Representative Debra Dorst-Porada also notified the Board that the Recreation Department is looking for about 20-25 staff members for their summer programs.

CONSENT CALENDAR

Motion: Moved by Board member Lawliss, seconded by Board member Ricci and unanimously carried to approve the Consent Calendar for June 2022.

DIRECTOR'S REPORT

Library Director Shawn Thrasher spoke about the following items:

Lunch at the Library-Ovitt Family Community Library, served from 11:30-1:30 Monday through Friday for children under 18, lunch provided for free by Ontario-Montclair School District (OMSD).

Invitation to attend end-of-summer programs both at Lewis Family Branch Library (Lewis) and Ovitt Family Community Library (Ovitt). At Lewis, Wednesday, July 20th, the program by Rebecca Martin a storyteller at 6:00 pm and at Ovitt on Tuesday, July 26th, the Arty Loon Show, a magician, at 7:00 pm.

The Friends of the Library will be holding an Open House on the evening of August 25th, from 6:00pm to 8:00pm.

National Night Out is being held, Tuesday, August 2nd with Library, Museum and Recreation and Community Life and Culture Agency staff will be going out to visit the different block parties.

STAFF REPORT

Definition of and presentation on a "library of things."

Heather Witherow, Supervising Librarian at Lewis presented A "library of things" which is any collection of non-traditional library materials loaned to patrons. The materials may include items such as kitchen appliances, hand tools, gardening equipment and seeds, electronics toys and games, science kits, craft supplies, musical instruments and more.

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

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Board member Ricci asked where the items are stored, Supervising Librarian Witherow, replied that some are on shelves at Lewis, behind the circulation desk and at Ovitt, some are behind the children's reference desk and at the circulation desk. Board member Ricci asked how long someone can be loaned these items, and Supervising Librarian Witherow answered that is the same as books, three (3) weeks.

Board President Bumstead asked how much it cost to put together the mental health backpack and Supervising Librarian Witherow answered it was paid for by a grant and was therefore funded by the California State Library.

Board President Bumstead asked how many were available, Supervising Librarian Witherow answered that there is a total of 12 with 2 in Spanish.

Board member Gina Lanthripe commented that she had not heard of this program and felt it was timely. Board member Lanthripe also asked how the public would know about this and Supervising Librarian Witherow answered that initially, it was on social media. Board member Lanthripe asked if the items are cataloged somewhere, and Library Director Thrasher replied that they are cataloged just like books at the library.

Board member Lanthripe also offered the idea of some medical tools to be included in this program.

Board member Ricci also brought up the idea of specific medical tools to be included.

Board member Lawliss asked how many mental health backpacks per library and Supervising Librarian Witherow answered that there were six (6) per library.

Board member Crisol Mena made suggestions for other medical equipment for diabetes or heart conditions for the future.

STAFF REPORT

Ontario Promise Corps, 2021-22 early literacy grant project

Rachelle Lopez, Librarian, presented an update on the Ontario Promise Corps-Early Family Literacy Grant Project. This grant was awarded in August 2019 to the Community Life & Culture agency in the amount of \$75,000 by the Corporation for National and Community Service, also known as AmeriCorps. This grant was intended to help the agency plan and develop programs and services to address low literacy rates among economically disadvantaged youth in Ontario.

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

Board member Lawliss asked if this program was marketed to kids that don't go to pre-school. Librarian Lopez answered that the program was reaching many children that cannot yet enroll in pre-school, but it is open to children of 0-5.

Board member Lawliss also asked that since the program was during the day if there were any Zoom sessions that working parents can view. Librarian Lopez replied that the advisors have recorded all the sessions which can be viewed.

Board member Lanthripe thanked Librarian Lopez and liked the content.

Board member Ricci also commented on how much she liked this program and thanked Librarian Lopez for the presentation.

Board President Bumstead thanked Librarian Lopez for the presentation and thanked her for all the grant writing she does to ensure much-needed funding is obtained for programs.

STAFF REPORT

Liftoff to Literacy

Jana Waitman, Senior Librarian, presented this adult literacy program for participants 18 years and older. This program pairs adult learners with a volunteer tutor for literacy tutoring. Learners determine their reading goals and then work with the tutor to accomplish the goals in one-to-one tutoring sessions. This program is open to Ontario residents and services are held virtually or in person at either library branch.

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

Board member Ricci asked if this program is in English only or Spanish as well. Senior Librarian Waitman responded that yes only in English as the grant for this program is specifically for literacy learning in English, however, there are English as a Second Language (ESL) classes connected through Chaffey Adult School, which are free.

Board member Ricci asked if adults with special needs are helped. Senior Librarian Waitman answered that yes, about 10% had special needs and volunteers are aware of these needs.

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Board member Lanthripe asked how long the tutor training for this program. Senior Librarian Waitman responded that training was two (2) hours for basic training.

Board President Bumstead thanked Senior Librarian Waitman for the presentation and expressed how much she appreciated the program and especially liked the idea of the Anthology writing that will take place with participants. She also would like to see what they write.

Board member Mena thanked Senior Librarian Waitman for the presentation and wanted to inform that the Ontario-Montclair School district also has ESL through the parent center as well as GED services.

Board member Lawliss asked about adults with special needs and wanted to know if the program could recognize dyslexia and Senior Librarian Waitman informed that they cannot diagnose but could identify and just recently they were able to identify it with one program participant and can cater the lessons to his/her needs.

Board member Ricci asked if the program had considered partnering up with groups that can assess and diagnose special needs. Senior Librarian Waitman answered that no not yet and thanked her for the great idea and asked for the name of the center in Upland to contact.

OLD BUSINESS

None

Material Review: Appeal

Library Director Thrasher explained the Ontario City Library's Material Review Policy. This policy was adopted by the Library Board of Trustees in April 2021 and allows library patrons to request that an item be analyzed and reconsidered as to where it is shelved in the library.

To begin this reconsideration, a patron expresses concern about an item by filling out a Material Review Form, which is submitted to the Library Director. A committee is then formed consisting of two library staff, a representative of the public in the form of the Library Board of Trustees President, and a Library Services Manager who facilitates the process. The committee meets twice. First, the committee meets to formulate a timeline and go over the criteria for material selection. Committee members then read the item in its entirety and make a thorough analysis of the item based on the material review criteria.

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

Request for Material Review; April 11, 2022, A Material Review Form was submitted on April 11, 2022 regarding *The Everybody Book: The LGBTQ+ Inclusive Guide for Kids about Sex, Gender, Bodies, and Families* by Rachel E. Simon, Licensed Clinical Social Worker and illustrated by Noah Grifgni.

A copy of the Material Review Form submitted is available upon request from the Library Director

Material Review Committee Recommendations:

The committee met on April 21, 2022, and June 1, 2022. They recommended keeping the book in juvenile nonfiction. The Library Director sent a letter to the patron who submitted the Material Review Form which outlined the reasons for the committee's recommendation. A full copy of this letter was included in the agenda packet.

Committee comments regarding their recommendation include:

- Books in the parenting collection are geared towards an adult audience.
- The subtitle of the book includes the words "Guide for Kids" which indicates that the book is for children.
- The American Library Association has included this book on two honor booklists for children under 18.
- In reference to illustrations, it is common for juvenile nonfiction discussing reproduction, development, and maturation to have similar illustrations.

A copy of the Committee's recommendation is available upon request from the Library Director

Library Director Thrasher further explained the Library Board role in this appeal process:

The Library Board will evaluate the submitted Material Review Form, the committee's recommendation, and (if applicable) the appellant's statement and then conduct a vote on whether to uphold the recommendation of the committee or overturn it.

Library Director Thrasher further informed that Board member Lanthripe and Board President Bumstead must recuse themselves as an originator of the Material Review (Lanthripe) or as a member of the review committee (Bumstead). This will allow Board member Mena as Board Vice President and assigned City Attorney to facilitate tonight's deliberation.

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Board member Lanthripe can present her appeal within the six (6) minute allotted time and Board members can ask questions of the appellant but must wait to be recognized by Vice President Mena.

When the above process is concluded, Library Director Thrasher will outline the Committee's response and questions can also be asked of him. In addition, if any member of the public wishes to speak they can and are allowed three (3) minutes.

The Board will follow with their deliberation on the appeal and decide on whether to uphold the appeal or uphold the Committee's recommendation. Once this is done there will need to be a motion and 2nd to vote formally, and Vice President Mena will do a roll call vote.

City Attorney Maurer added that there are two (2) options being presented to the Board:

1. First Option is to allow this book to stay in the juvenile nonfiction section or
2. Uphold the appeal to move the book to the parent shelf.
3. There is a third option to remand it back to staff.

Board member Ricci asked for clarification on the voting process. City Attorney Maurer replied that it should be a vote by a Board member making a motion and if there were a 2nd on that motion then take a vote on whatever the motion was to either uphold the committee's recommendation or uphold the appeal.

Vice Present Mena invited Ms. Lanthripe to state her appeal.

Ms. Lanthripe informed the Board that she is one of a group of Ontario parents who are concerned about the number of books in the children's section with sexually explicit content.

The complete statement is available by viewing the meeting on the City of Ontario's Library Board of Trustees website in the video portion under Agenda for July 12, 2022.

Vice President Lawliss asked the appellant if she had any journal citations as to the damage that these types of books would cause children in terms of "grey matter" when these studies were made and if they are discussing this specific book or do these studies relate to pornography.

Ms. Lanthripe answered that she did not bring the journal citations but that the book, *Your Brain on Porn* has citations and journals in it on a wide range of studies done.

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Vice President Mena asked if Ms. Lanthripe had signatures from other parents or know of any other parents that have a concern with this book and asked how many copies of this book were in the libraries.

Ms. Lanthripe said she had a copy and saw another copy floating around but understood that there was one copy at each library.

Library Director Thrasher answered that to his knowledge no other parent had expressed any concerns about the book, nor had anyone told him of any other concern.

Board member Ricci asked how long this book had been in the library. Ms. Lanthripe answered that it was written in 2020.

Board member Ricci asked the library staff when did the library acquire this book. Librarian, Rachele Lopez answered that it was 2020 when this book came to the Ovitt collection.

Board member Ricci asked how this book was chosen to be in the library, and who chose it. Library Director Thrasher answered that he would talk about that shortly.

Board member Ricci asked if he would be speaking to who authorized it. Library Director Thrasher replied that he will not specifically speak to that, but that question could be asked.

Board member Ricci further asked about what the process is for choosing books to be part of the library's collection and if there was a voting process, and how that is done.

Library Director Thrasher answered that the library has a book wholesaler and there are selectors, and there are tools to show them how to make the selections. They are trained librarians or have been trained to do selection and they make those selections, the books are reviewed when they come into the library and they have checked them at that point, however, there is no voting process.

Ms. Lanthripe also said that there were other parents who had spoken to her about books they find and have concerns about.

Board member Ricci asked if there are any other books like this one in the library.

Ms. Lanthripe answered that she had another book with her that does zoom in on private body parts.

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Library Director Thrasher spoke about the book *The Everybody Book: The LGBTQ+ Inclusive Guide for Kids about Sex, Gender, Bodies, and Families* by Rachel E. Simon, Licensed Clinical Social Worker and illustrated by Noah Grifgni (*Everybody Book*) and the committee's decision.

The *Every Body* book is in the juvenile nonfiction section where books about sex are cataloged. The library's criteria for selecting all nonfiction are accuracy of the information, current or projected needs, industry reviews, local school curriculum, patron demand, and for e-books, licensing, and budget.

Juvenile nonfiction is defined as material geared toward kindergarten through middle school readers. Books contain various topics, viewpoints, and reading levels. Books cover broad categories including general interest, philosophy, psychology, religion, folklore, social sciences, languages, natural sciences, technology, arts, literary criticism, poetry, geography, biography, and history, and textbooks are not purchased.

A definition of the parent shelf, is a collection of nonfiction materials for parents and guardians which includes, childrearing, toilet training, teaching children reading, math etc. Nutrition and a variety of other subjects.

The committee met on April 21, 2022, and June 1, 2022, their recommendation for not moving the book to the parent shelf are as follows:

- The books in the parenting collection are geared toward an adult audience and this was a children's book.
- The sub-title of the book includes the words "Guide for Kids" which indicates it is a book for children.
- The American Library Association has included this book on two (2) honor book lists for children under 18 and in reference to illustrations, it is common for juvenile nonfiction discussing reproduction, development, and maturation to have similar illustrations.

Additional reasons include:

- The library's wholesaler, Baker, and Taylor provides tools to assist library staff in cataloging items, one of which is to suggest age ranges for those items. Baker and Taylor give the intended ages for this book as grades 2-3 for ages 7-8.
- Retail vendors such as Amazon, Target, and Barnes & Noble also give the book a range of ages of 7-12 years old.

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- The New York Times, which we consider an industry standard for book reviews and booklists, included the book on a list titled “15 LGBTQ books for kids and teens” recommended by queer librarians, educators, and independent booksellers.

The paragraph written about the book was included in the Library Board of Trustees packet and includes a citation.

Based on the criteria for nonfiction selection the inclusion of the book’s on vetted booklists and guidance from our selection tools as well as retail spaces the committee feels the book should remain in the juvenile nonfiction collection.

City Attorney Maurer informed the Board that they could ask questions of staff or the committee.

Board member Lawliss stated that she had not read the book and did not feel comfortable deciding right now.

Library Director Thrasher directed that question to Vice President Mena or City Attorney Maurer.

City Attorney Maurer who pulled up the policy and informed the Board that they had to issue a written decision on the appeal within 60 days of completion of the meeting. He also informed them that they could continue the item if they had a meeting within 60 days. Or they could decide on the appeal based on the record.

Board member Ricci commented that she was ready to vote.

Vice President Mena read a statement about book bans and challenges.

The complete statement is available by viewing the meeting on the City of Ontario’s Library Board of Trustees website in the video portion under Agenda for July 12, 2022.

Public Comment:

Nancy Bumstead made a comment that she was sticking to the policy and the freedom to read which is more important than banning or restricting. She also commented on some people not being able to handle certain words about different sexual orientations, but times have changed, and everyone matters and everyone has a say. She stated that some pictures in the book may be uncomfortable, but those pictures are real. Ms. Bumstead has read the book and would

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teach her children with this book. She feels that the policy needs to be upheld as the Board wrote the policy and approved the policy. The book was written for children and the author is highly recommended. She stated this is a public library, not a school library and we cannot censor our libraries.

Board member Ricci motioned to uphold the appeal and move the book to the parent shelf.

The motion died for lack of a second.

Vice President Mena motioned to uphold the Committee's decision to leave the book in the juvenile nonfiction section.

Board member Lawliss seconded the motion.

City Attorney Maurer called for a verbal vote.

Board member Ricci voted nay.

Board member Lawliss and Vice President Mena voted aye.

City Attorney Maurer informed that the motion carried two (2) to one (1) with the majority of the quorum which means the Board's action is to uphold the committee's recommendation to have the book stay in the juvenile nonfiction. Under the policy, written notice must be given within 60 days which staff will provide to the appellant.

NEW BUSINESS

None

BOARD COMMENTS

Board member Ricci commented that this process has opened her eyes and wants to know if there are any more books like this and not sure how to request an audit. She asked Library Director Thrasher if he could help with her request.

Library Director Thrasher responded that he was not sure how that would look and would need to think it through, to which Board member Ricci responded ok.

Board member Lanthripe said thanks for the time.

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Board President Bumstead said she normally speaks last but would speak in line so there wouldn't appear to be any favoritism. She wanted to point out that she has many friends who believe lots of different things and she has not unfriended them on any of her social media accounts based on their beliefs and does not plan to do so. She does not believe that the Board can tell the community what they can or cannot read, she feels only the schools can do that as they have a different set of rules to follow. She also thanked Ms. Lanthripe for the challenge and said this had not happened before.

Board member Mena concurred with everything Board President Bumstead and commented that this was a challenge too and felt that she had to make the decision she made based on her own experiences. She did not have parents who discussed the topics in this book and had to learn elsewhere.

Board member Lawliss had similar sentiments in that she also had to learn these topics elsewhere as her parents also did not discuss and she learned in the library. She feels the library is a good resource for children who can also use the library for this type of information.

FUTURE AGENDA ITEMS

Process for book displays and more early childhood items.

ADJOURNMENT

Board President Bumstead adjourned the meeting at 7:41 p.m.

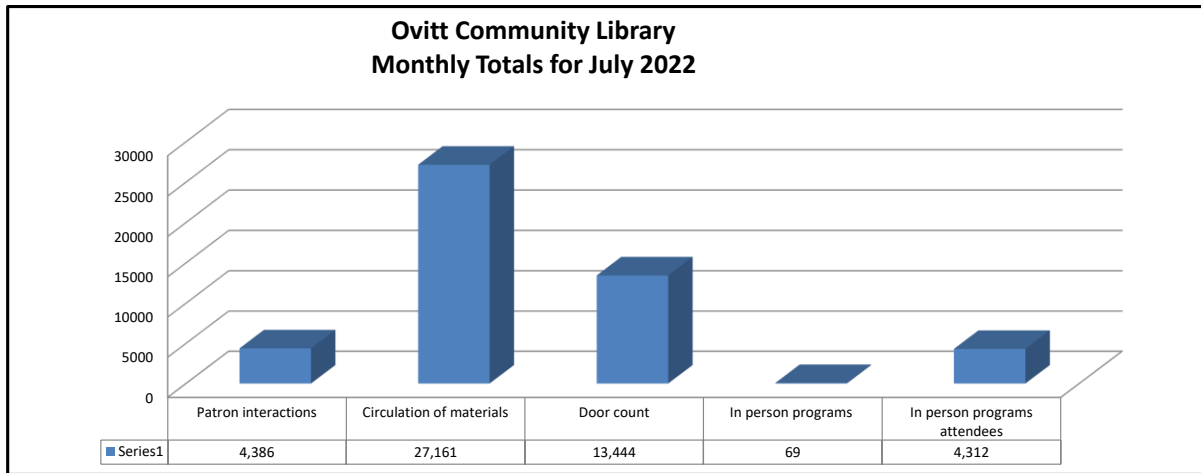
Respectively Submitted

Nelva Costello, Senior Administrative Assistant

APPROVED:

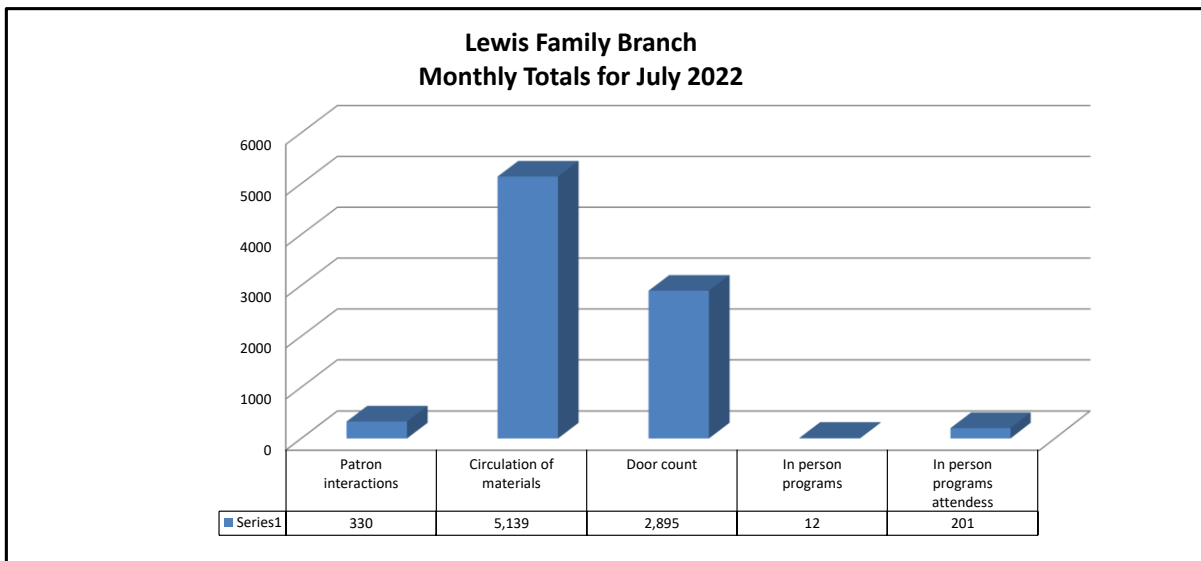
**City of Ontario Ovitt Community Library
Total Statistics for the Month of July 2022 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Ovitt	4,386	27,161	13,444	69	4,312



**City of Ontario Lewis Family Branch
Total Statistics for the Month of July 2022 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Lewis	330	5,139	2,895	12	201





**CITY OF ONTARIO
COMMUNITY LIFE & CULTURE**

Agenda Report
August 9, 2022

SECTION: STAFF REPORTS

Department: Library

Prepared By: Sofia Araya, Briana Ochoa, Heather Witherow, Kelly Zackmann

Staff Member Presenting:

Heather Witherow and Briana Ochoa

Action: Choose an item.

SUBJECT

Library Material Displays

AGENDA REPORT SUMMARY

Library material displays are a common practice throughout libraries. Library stacks can be intimidating for community members to search through, or they may be uncomfortable asking for help. In a study by Leticia Camacho (2014), “books on display were borrowed specifically because they were on display and caught the user’s interest, whereas books in the stacks were borrowed because they were related to coursework” (p. 116). Ontario City Library uses material displays to engage readers, encourage spontaneous discovery and increase the visibility of items. The primary goal of displays is to increase the circulation of items.

"Libraries face a never-ending struggle to justify themselves to funding and governing agencies. Circulation statistics are often used as justification and ways to increase the numbers are always welcome"(Long, 1987, p. 150).

Library staff curate material displays based on the following best practices:

- Displays have well-designed display boards and signage. The graphics that accompany a display are discussed and approved. All display signage is approved by a supervisor.
- Selected items should be attractive and free of torn pages, ripped spines, signs of damage or tattered covers.
- Items selected should match the theme of the display. If a display has a specific theme, a list is created or items are placed on a designated shelf for staff to refill the display.
- Item covers are faced front to display the cover art. "This method of display does have an effect on browsers by helping their brains wade through all the stimuli presented by gaining their attention, narrowing their choices, and causing them to select certain titles" (Long, 1987, p. 152).
- Displays should be placed in high-traffic areas to increase visibility and discovery of items and refilled regularly throughout the day.

Library displays are discussed and approved by supervisors. Once a theme is selected, library staff begin curating materials to be displayed. Staff uses an integrated library system (ILS) to narrow their search for materials. Through the ILS, they can limit their search to a specific library branch and collection based on their target audience. For example, if a display was to increase the youth mystery books, staff could narrow their search to the Children's mystery collection. Staff read the descriptions of items to determine if an item fits the display theme. Once items are selected, library staff will begin creating the graphics for the display. Graphics are discussed and approved by a supervisor before being put up. Library displays are placed in high-traffic areas in each library unit and intended for patrons that utilize that space. Youth displays are in youth areas and target children ages 0 – 12. Teen displays are found in teen areas and target 13 – 18-year-olds. Adult displays are near adult materials and target patrons 18 years and older.

Ontario City Library has two types of displays. Formal displays follow the process described above and are found in display frames with graphics, on tabletops or within glass cases. Informal displays do not have signage attached and are commonly found on the ends of a library row or within the library stacks. Items selected for informal displays follow the same best practices as formal displays; however, items must be representative of what is found on that row or within that

shelving unit. There have been instances of patrons placing their favorite items on display without staff knowledge. Displays are monitored to ensure the display is full and contains the correct items.

Library Material Displays

Presented By:
Heather Witherow, M.L.I.S.
Briana Ochoa, M.L.I.S.
August 9, 2022



What are material displays?



Why do
they
matter?

Best Practices



- Well-designed display boards
- Attractive items
- Thematic
- Covers faced out
- Placed in a high traffic area
- Restocked regularly

Selection of Materials



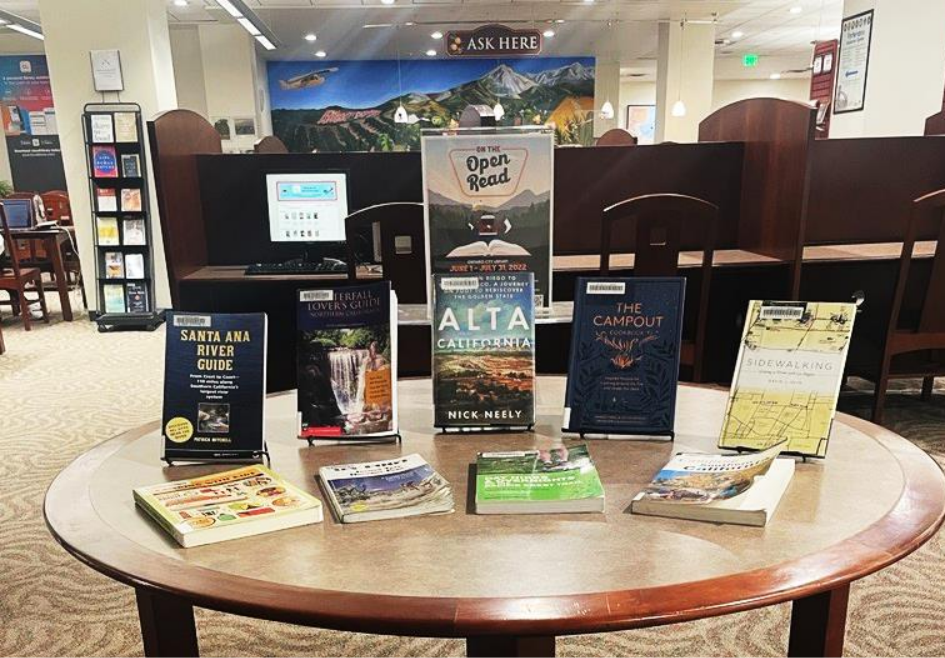
- Approval process
- Curation of materials
- Creation of graphics
- Displays are created



Formal Displays



Display Frames



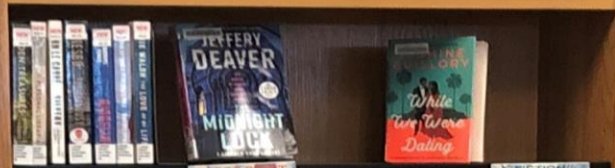
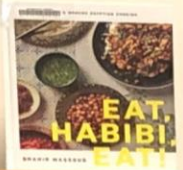
Tabletop Displays



Model Colony History Room

Face-Outs

New Adult Books



Endcap & Mobile Displays





Informal Display Shelves



--Read about the Japanese Internment--
Then view the online exhibit from the
Ontario Museum of History and Art

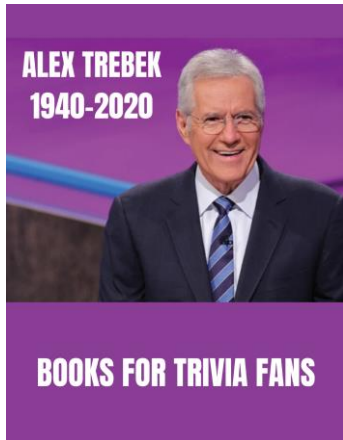
**ART OF SURVIVAL:
ENDURING THE TURMOIL AT TULE LAKE**

February 25 - April 4, 2021
www.ontariomuseum.org/currentheatibitions



I JUST LIKE
TO READ.

READING'S
MY
FAVORITE!



Past Display Topics



The End.

**Thank you
for your time.**



CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
August 9, 2022

SECTION: STAFF REPORT

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

Action: Choose an item.

SUBJECT

Overview of the trainings, resources and research that is used in producing Ontario City Library's early learning programs and services.

AGENDA REPORT SUMMARY

Ontario City Library Youth Services (YS) staff participate in state-wide projects, complete various trainings and do extensive research to produce early learning programs and services. Ontario City Library has had substantial involvement in the Reimagining School Readiness Toolkit Project. YS staff have been trained on Brazelton's Touchpoints research and how to incorporate his research into library programming. YS staff also have completed research on the "Every Child Ready to Read" practices and the California's Department of Education Preschool Learning Foundations.

The Reimagining School Readiness Toolkit is an online, research-based resource created for librarians to help families prepare children ages 0 to 8 for success in school and in life. This toolkit is completely downloadable and printable. The toolkit was created through a partnership with the Bay Area Discovery Museum, the California State Library, and the Pacific Library Partnership. In 2016 to 2018, the Bay Area Discovery Museum worked with four pilot libraries from California, including Ontario City Library, to create a toolkit for libraries to use in their school readiness and early learning programs.

As a pilot library, Ontario City Library's patrons and staff were interviewed by the Museum staff. Feedback was collected from all pilot libraries. The Bay Area Discovery Museum then produced the toolkit that is now available online. Daisy Flores, currently Library Services Manager, was Early Literacy Librarian at the time of this initiative and worked on this project. She wrote a case study that is still shared with library staff throughout the United States. She also helped create different ways to format messaging and activities for parents to improve school readiness. These are now included in posters and notecards that are available as a part of the toolkit.

The Bay Area Discovery Museum received an Institute of Library and Museum Services grant in 2019. They solicited a few more states' participation and tested the toolkit again making sure that the information was relevant in every state and not just in California. A three-year project was planned, and the goal was to share the information and research from the Toolkit created by having four states train at least fifty library staff each in early literacy programming. This programming reached 8,000 children and adults in the first year of the project. By the third year, more states were added, which increased participation to 51,000 children and adults.

Sofia Araya, Early Literacy Librarian at Ovitt Family Community Library, began participating in the second year of the project. She was one of the California librarians who were taught how to train other library staff about the Reimagining School Readiness toolkit. She worked with a team of three other California librarians during the second and third year of this project. The California team trained around seventy librarians in 2021, and in third year of the project (2022) trained an additional fifty other library staff throughout California. Sofia participated in training over one hundred California library staff from all over California; all learned about the research and toolkit that Ontario City Library originally helped create.

These trainings were 4-hours long and included an overview of the research that led to the materials and resources found in the toolkit. The Reimagining School

Readiness Toolkit uses three subjects: Talk & Play, Science & Math, and Body & Brain. Each of these subjects has two key findings. YS staff used the key findings to help shape our own standards by ensuring that Ontario City Library's Early Learning programs included quality adult and child interactions, social and emotional learning, science and math experiences. They have provided opportunities for little learners to develop their executive functions and emotional regulation skills. These research-based practices have heavily impacted Ontario City Library's early learning programs. YS staff also utilize many of the free resources of the toolkit, including the posters and program activity resources. The toolkit can be found here:

<https://bayareadiscoverymuseum.org/resources/educator-resources/library-toolkit>

Ontario City Library Youth Services (YS) staff have utilized Touchpoints trainings in their approach to little learners and their families. Rachelle Lopez, librarian at Lewis Family Branch, participated in Touchpoint trainings and Araya recently participated in an 8-week training with a cohort of Southern California librarians to learn about the Touchpoints approach and how to utilize the research in library interactions. She participated in monthly sessions for six months where the cohort discussed their experiences with practicing what they learned in their libraries. During the trainings, she learned about the Brazelton's Touchpoints research. T. Berry Brazelton, MD was a professor of pediatrics at Harvard Medical School and adjunct professor of psychiatry, human behavior, and pediatrics at Brown University. He is well known for his work in child development and his research and approach has been brought to the library profession.

Araya received an understanding of a child's developmental process from birth to 6 years and developed skills for connecting with families through culturally-responsive, strengths-based interactions. From the information provided in these trainings, YS staff took the main ideas of the Touchpoints approach and incorporated them into the library's early learning programs. Some of the take aways that that are used in the library every day is a mindset about patrons based on the Touchpoints approach which teaches that children's development is a non-linear process characterized by periods of change that affect the family system. For example, when a child throws a tantrum during storytime, instead of becoming upset staff members will use Touchpoints training to show compassion and understanding towards the family. Staff can identify opportunities to support families in daily library interactions. YS staff can use strategies to connect with families and based on the Touchpoints Guiding Principles and Parent Assumptions, found here:

http://contentmanager.med.uvm.edu/docs/touchpoints_guiding_principles_pa

[rent_assumptions/vchip-documents/touchpoints_guiding_principles_parent_assumptions.pdf?sfvrsn=25d407b4_2](https://www.ontariocitylibrary.ca/~/media/Assets/parent_assumptions/vchip-documents/touchpoints_guiding_principles_parent_assumptions.pdf?sfvrsn=25d407b4_2)

Another resource that the library incorporated in early learning services is the “Every Child Ready to Read” practices. Ontario City Library adopted Every Child Ready to Read’s five early literacy practices: talking, singing, reading, writing and playing into its programming and services for little learners. Lopez, has read and annotated the ECRR manual. Lopez is no stranger to this resource; she participated in the original first edition of the training around 12 years ago. She took what she learned and trained the library’s Americorps early learning advisors. Their Raising Little Learner parenting workshops are research-based programs that teach parents and caregivers tools to help their Little Learners be successful readers. YS staff also used the early literacy categories, talk, sing, read, write, play, and use them to build the framework for the Little Learners, Big Futures online Beanstack program, an online program that provides parents and caregivers learning activities to provide opportunities for success and learning at home.

Lastly, Ontario City Library has adopted early learning competencies listed in the California Department of Education’s “Preschool Learning Foundations”. The California Preschool Learning Foundations outline key knowledge and skills that most children can achieve when provided with the kinds of interactions, instruction, and environments that research has shown to promote early learning and development. YS staff have taken key skills from the social-emotional, language & literacy, mathematics, and science competencies and incorporated them into library early learning program guidelines. The Preschool learning foundation provides research-based information on skills a child could know at certain ages, and Ontario City Library YS staff use that knowledge to provide opportunities and experiences for little learners to learn those skills. For example, with social-emotional development, staff provide opportunities for play, and provide interactions that give little learners opportunities for self-awareness, self-regulation, empathy and expressing their initiative in learning. Another example is mathematics, where our programs incorporate activities in which a little learner can have learning opportunities with patterns, measurements, geometry, number-sense and problem solving.

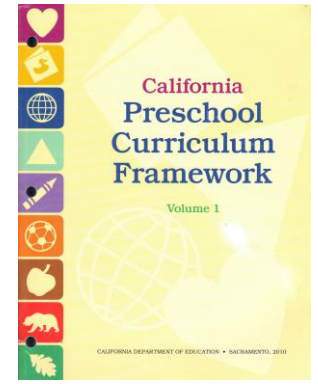
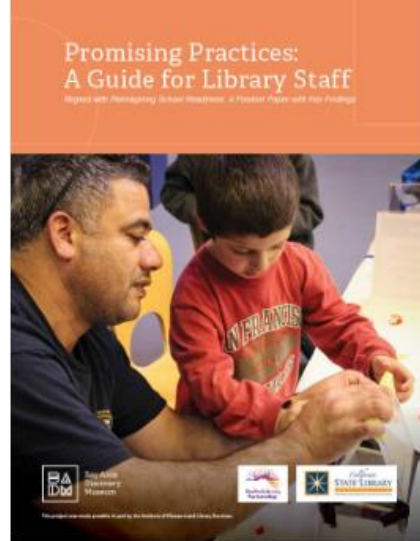
Youth Services staff plan programs based on these resources and provide intentional activities to provide early learning opportunities. This makes library programs more meaningful to families, as we provide a foundation for children to acquire early learning education skills and become school-ready while

parents and caregivers become confident in their role as their child's first teacher.

All these resources, trainings, and research have given Ontario City Library Youth Services staff research-driven strategies that have been incorporated into the library's early learning programs under the umbrella of Little Learners, Big Futures. As librarians and professionals, library staff are always keeping up with research through journals and regional organizations with whom the library partners. Youth services staff are encouraged to take trainings and then share the information learned in monthly meetings.

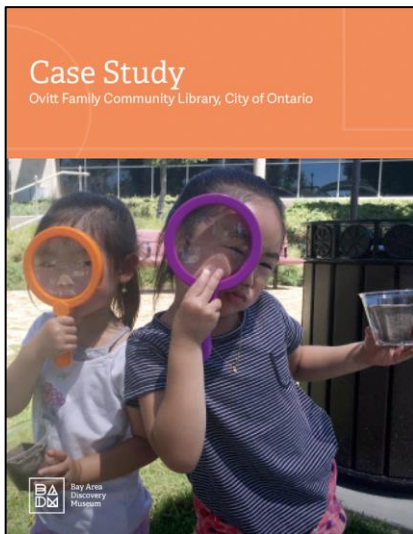
Early Learning Programs: Research, Trainings, and Resources

Presented By:
Sofia Araya, MLIS
Youth Services Librarian
August 2022




Participation, Trainings, and Research

Case Study



Bookmarks

 Bay Area Discovery Museum


Facilitating Communication between Libraries and School Districts:
Talking Points for Library Staff

Libraries and school districts working together can create powerful partnerships for a strong impact in their local community. To secure and strengthen these partnerships, it's crucial that library staff be able to communicate clearly and effectively with school district personnel. Below are a list of talking points and suggestions to help support these conversations around school readiness.

Approach each conversation with an attitude of mutual respect. Open and close each conversation with a reminder that you are partners working together to benefit children and families in the community, and that your impact is stronger together. Voice your appreciation for the work that they do.

Talk together about the definition of school readiness. There is not one agreed-upon definition in the field of education, and researchers bring a myriad of perspectives and definitions. Some areas to consider discussing are:

- The influence of culture and the community on the child's readiness (e.g. values, expectations and norms);
- The approach and readiness to learn of the individual child (e.g. curiosity, persistence);
- The cognitive and social-emotional skills of the individual child (e.g. math, literacy, language skills as well as empathy and self-regulation);
- A child's prior experiences and particularly their interactions with a trusted, consistent, caring adult.



Posters





The project was made possible in part by the Institute of Museum and Library Services.

CONVERSATION STARTERS while **DISCOVERING** together




"I notice"
"you noticed the sky green."
Acknowledges something without judgment.

"I wonder"
"how we could make the car move slower?"
Shows curiosity and a desire to learn more.

"Tell me more"
"about your design."
Encourages a child to express their ideas.



Flyers

The project was made possible in part by the Institute of Museum and Library Services.

School Readiness Tips Preschoolers

Many schools focus on children's ability to name letters, hold a pencil, and count to ten as the only indicators of "school readiness," but research shows that children through age 5 need other skills to succeed both in school and in life. It is never too early or late to develop these skills! Below are some examples of how adults can help:

Talk and Play


- At bedtime, make up a story with your children! Start with a few sentences, then have children add the next few. Go back and forth until someone says, "the end." Make it fun with some surprising plot twists!
- Children who are helpful and cooperative often do better in school, so ask for their help! "Can you help me get ready for dinner by getting four forks and cups? Thanks — it's great to have your help!"

Body and Brain

- Help children feel safe when life brings change. Show extra love and confidence in their resilience.
- Unstructured play time (when kids make the decisions about what to do) has been shown to help develop independent thinking and planning skills.

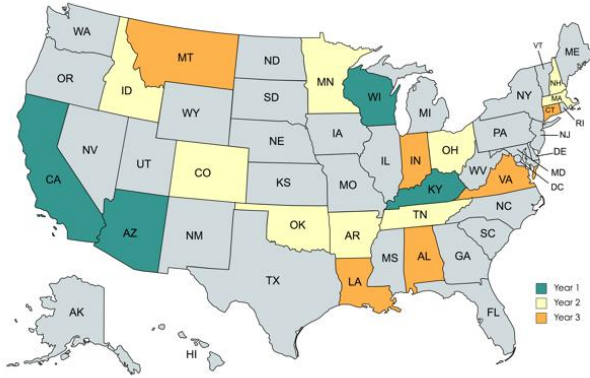
Science and Math

- Asking children to explain how things work helps them develop science thinking skills. "Why won't your balloon float anymore? How do the brakes on your bike stop the wheels from spinning?"
- Counting on fingers helps children build strong math skills! Encourage children to use their fingers for adding and subtracting.



Reimagining School Readiness Toolkit

<https://bayareadiscoverymuseum.org/resources/educator-resources/library-toolkit>



Year 1 4 states

200
librarians
(50 per state)

8K
children
& adults
(40 per librarian)

Year 2 +6 states

20
trainers
(2 per state)

600
librarians
(60 per state)

24K
children
& adults
(40 per librarian)

Year 3 +8 states

16
trainers
(2 per state)

480
librarians
(60 per state)

19.2K
children
& adults
(40 per librarian)

Total 18 states

36
trainers

1280
librarians

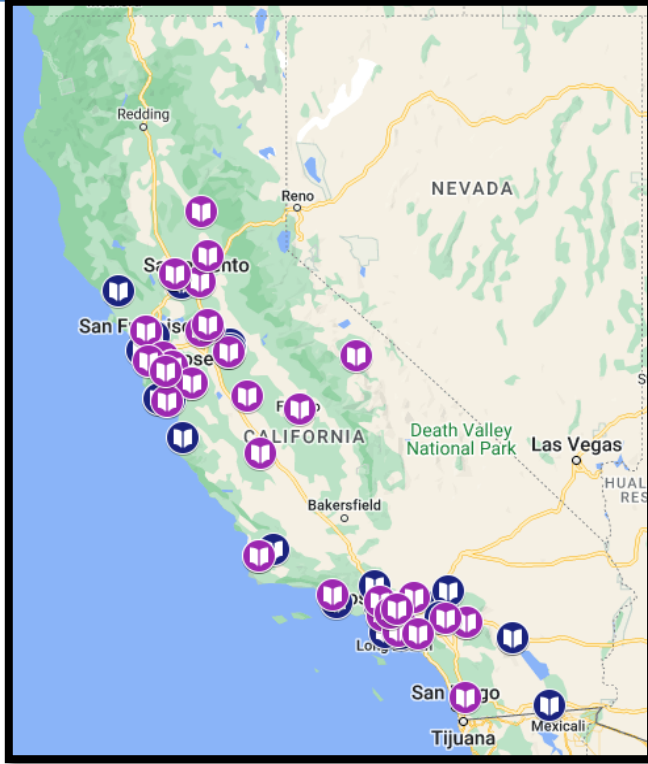
51.2K
children
& adults



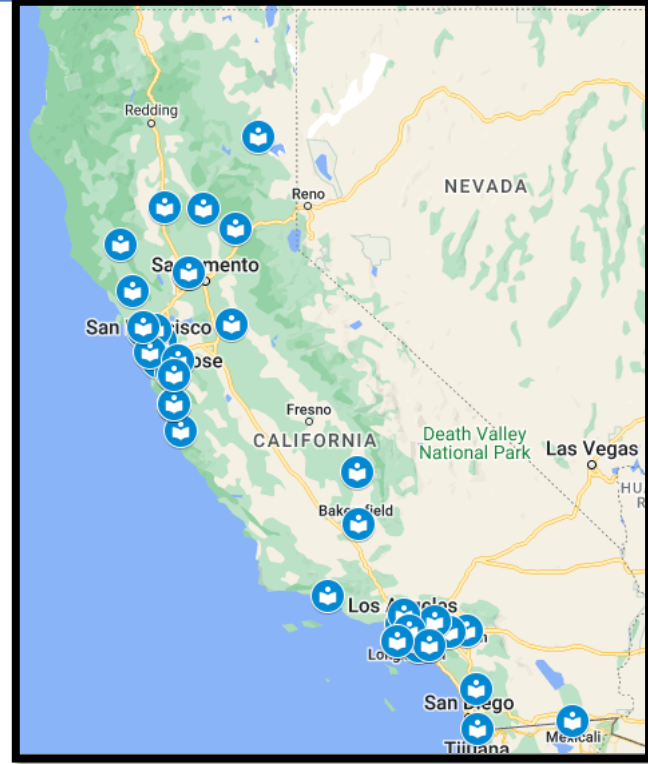
This project was made possible in part by the Institute of Museum and Library Services.

Reimagining School Readiness Toolkit: Train the Trainer Project





2021: Year 2 of the project

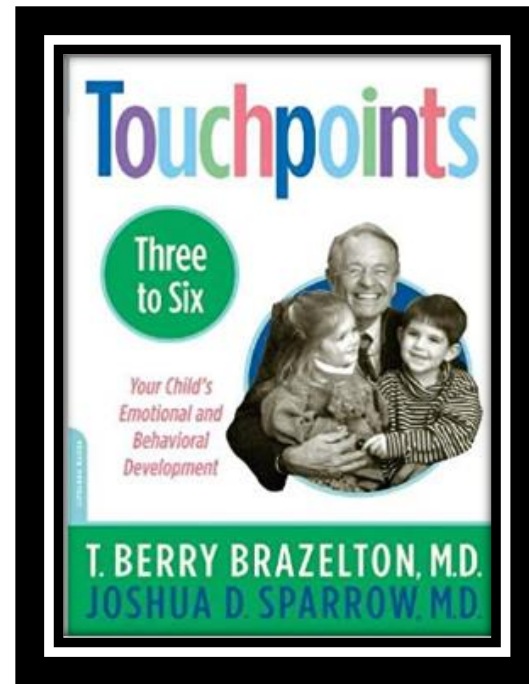
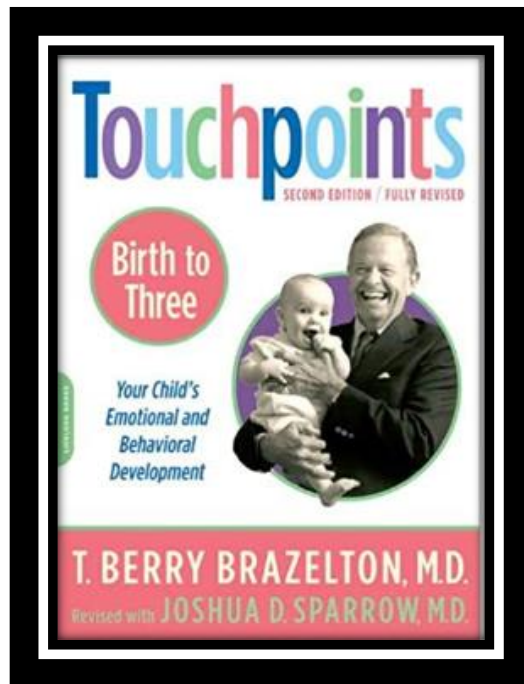
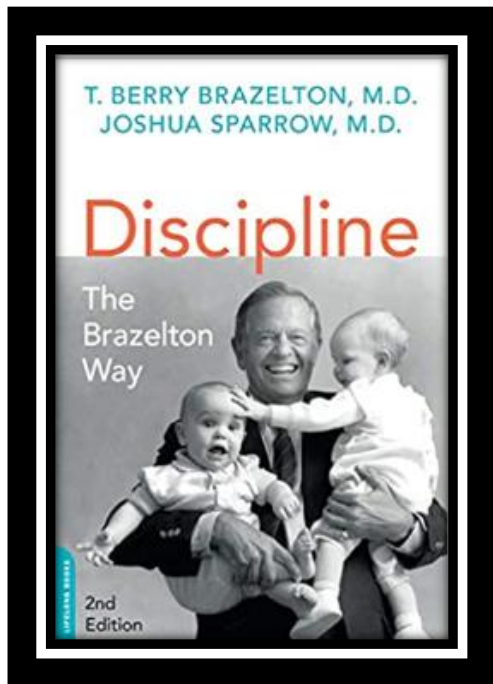


2022: Year 3 of the project

Libraries trained by California RSR Team

Skills	Key findings
 <p data-bbox="216 311 338 336">Talk & Play</p>	<ol data-bbox="467 163 1193 349" style="list-style-type: none"> 1. Quality adult-child interactions shape children's thinking skills. The conversations we have, the questions we ask, and the experiences we provide matter. Simple shifts in our approach and language boost children's learning and cognitive development. 5. Children with stronger social skills do better in school, in the workplace, and in life. Child-directed play is key to the development of social skills and needs to be prioritized in early education.
 <p data-bbox="227 551 328 595">Science & Math</p>	<ol data-bbox="467 447 1178 584" style="list-style-type: none"> 2. Science learning is critical for the development of higher-order thinking but is missing from most early school experiences. 3. Demonstrating strong math skills at an early age is a strong indicator of developing conceptual thinking skills and predicts long-term success in school, not just in later math learning but also in later reading proficiency.
 <p data-bbox="241 810 312 853">Body & Brain</p>	<ol data-bbox="467 677 1188 868" style="list-style-type: none"> 4. Planning, self-awareness, and self-control – what psychologists refer to as <i>executive functions</i> – predict positive school and life outcomes. Studies show that children develop executive functions through experience. 6. Higher-order thinking, retention of information, and creativity flourish when children experience minimized stress and when their basic needs are met. While persistent stress can impede brain development, caring relationships with adults as well as programs that teach emotion regulation provide protection from risk.

Reimagining School Readiness: Research Key Findings



Touchpoints in Libraries

Every **CHILD**
Ready to **READ**

Talking

Reading

Playing



Singing

Writing

Preschool Learning Foundations

Social-Emotional Development		 <p>California Preschool Learning Foundations</p> <p>Volume 1</p> <p>CALIFORNIA DEPARTMENT OF EDUCATION • SACRAMENTO, 2008</p>
Language and Literacy		
English-Language Development		
Mathematics		
Visual and Performing Arts		
Physical Development		
Health		
History/Social Science		
Science		






little learners

BIG
FUTURES



Key findings

Based on a comprehensive review of cognitive and developmental psychology research ([Reimagining School Readiness: A literature review](#)), the six key findings from the paper [Reimagining School Readiness: A position paper with key findings](#) aim to surface the skills and conditions that matter most for a child's success in school and life. The skills that follow have been divided into three categories that align with the six key findings from the research: **Talk & Play**; **Science & Math**; and **Body & Brain**. **Talk & Play** (aligned with key findings 1 and 5) focuses on supporting children's developing linguistic abilities as well as their social-emotional skills. **Science & Math** (aligned with key findings 2 and 3) support foundational mindsets and content understanding for those disciplines, often ignored in the early childhood years. **Body & Brain** (aligned with key findings 4 and 6) support developing executive function skills, reducing stress, and meeting basic needs.

Skills	Key findings
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<https://bayareadiscoverymuseum.org/resources/educator-resources/library-toolkit>



Touchpoints Guiding Principles

- Recognize what you bring to the interaction
- Look for opportunities to support mastery
- Acknowledge and respect each family's cultures
- Use the behavior of the child as your language
- Value disorganization and vulnerability as an opportunity
- Value and understand the relationship between you and the parent
- Be willing to discuss matters that go beyond your traditional role
- Focus on the parent-child relationship
- Value passion wherever you find it



Touchpoints Parent Assumptions

- The parent is the expert on their child
- All parents have strengths
- Parenting is rooted in cultural practices, beliefs, and individual experiences
- All parents have ambivalent feelings
- Parenting is a process built on trial and error
- All parents have something critical to share at each developmental stage
- All parents want to do well by their child

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<http://www.brazeltontouchpoints.org/>



**CITY OF ONTARIO
COMMUNITY LIFE & CULTURE**

Agenda Report
August 9, 2021

SECTION: STAFF REPORTS

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

Action: Choose an item.

SUBJECT

Review of 2022-23 Library Budget

AGENDA REPORT SUMMARY

City Council Goals. When preparing the annual 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 being good stewards of tax payer money; and to pursue the City's goals and objectives by partnering with other government agencies such as with San Bernardino County Workforce Development, San Bernardino County Public Health Department and American Heart Association (Libraries With Heart) and AmeriCorps (Little Learners).

The Ontario Plan is used as an overall blueprint for budget decisions. Library staff seek out education partnerships with local school districts such as serving as a site for Ontario Montclair School District summer school sessions in June and July 2022, the library's KinderGo kindergarten literacy program, the library's ongoing relationship with Colony High School, and the library's literacy partnership with Chaffey Adult School; library staff develop partnerships with local nonprofits, such as the library's agreements with Jobs Vision Success to assist with the Veterans Resource Center, GRID Alternatives as part of a city solar panel initiative, and Healthy Ontario; library staff participate as part of community events such as Concerts in the Park and city parades; library staff coordinate with other agencies within the city such as city staff involvement in the library's KinderGo initiative; library staff provide library outreach to local schools, organizations and businesses, such as participating in the Ontario Heritage cemetery tour held each October; library staff enhance, prioritize and promote the importance of local history through the library's Robert E. Ellingwood Model Colony History Room and educate the public on local heritage through tours and reference services in the room.

Agency Strategic Objectives (ASOs). Each city department develops Agency Strategic Objectives (ASOs) that act as yearly goals and are part of the decision-making process for budgets. The library's primary ASO for 2022-23 is Friends of Ontario City Library Revitalization. This ASO will involve deep analysis and evaluation of Friends overall mission, legal responsibilities, fiscal oversight, marketing, and developing a new, stronger Friends board.

Other ASOs include the continuation of Ontario's Plan for the Future (Facility Master Plan); an early elementary literacy initiative; and enhancing the library's Ontario Learns initiative.

Budget Process Timeline. Because the City of Ontario implemented a new financial system on July 1, 2023, the budget process was truncated and funding remained mostly static. The entire budget process was completed by mid-spring instead of June.

Late Winter

- Agencies were 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 the library's operational budget.

Early Spring

- Library created recommended operating budget; the overall budget remained the same.
- There was one personnel change: a vacated Senior Library Assistant position was elevated into a Librarian.
- Library submitted budget to Agency. Agency compiled budgets for all departments.

Late Spring

- City Council reviewed and approved 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). The CLC budget is as follows:

	Adopted Budgets
FY 2019-2020	\$13,527,550
FY 2020-2021	\$13,974,687
FY 2021-2022	\$17,166,097
FY 2022-23	\$20,325,802

Library Budget Overview. This is a breakdown of the entire Library budget for 2022-23.

Category	Amount
Overall Budget	\$6,024,892
Salaries & Benefits	\$3,742,869
Collections (Books, audio, DVD, media databases, processing)	\$464,892
Programs & Promotion	\$97,497
Internal Services, Equipment, Supplies, etc.	\$1,719,634
<i>Note that the remainder of budget funds include maintenance, memberships, supplies, equipment, etc.</i>	

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	Ovitt Percentage	Lewis Percentage
Juvenile Books	\$104,000	\$42,600	71%	29%
Adult Books	\$75,000	\$18,800	80%	20%
Adult Media	\$45,500	\$7,600	86%	14%

Periodicals	\$11,500	\$3,300	78%	22%
Databases	\$31,592			
eBooks	\$54,000			

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

	Programs	Percentage
Ovitt	\$51,247	53%
Lewis	\$11,850	12%
Systemwide	\$37,697	35%
Total	\$97,497	

2022-23 Budget

Presented By:

Shawn Thrasher, Library Director

August 2022

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

2022-23 Agency Strategic Objectives

- Friends of Ontario City Library Revitalization

2022-23 Agency Strategic Objectives

- Literacy Expansion
- Ontario Learns
- Ontario City Library's Plan for the Future

City of Ontario 2022-23 Budget Process

Winter 2022

- 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.

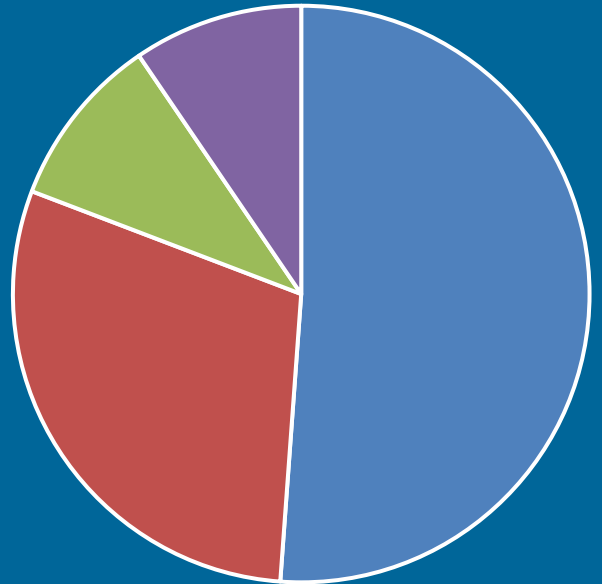
Spring 2022

- 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.
- 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

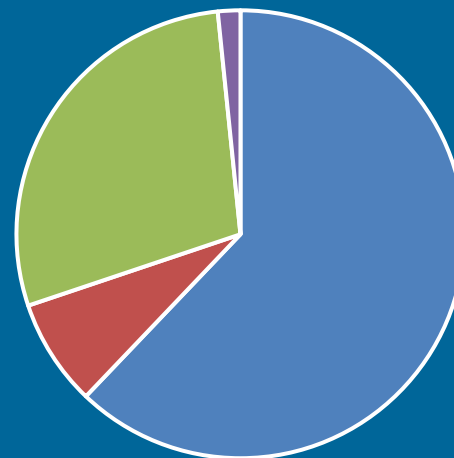
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*Remainder of budget funds include maintenance, memberships, supplies, equipment, etc.

Library Funds by Category



Salaries & Benefits Collections
Internal Services Programs

Library Budget Details - Collection

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Library Budget Details - Programs

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Budget and Financial Reports

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



COMMUNITY LIFE & CULTURE

(909) 395-2222

OntarioCA.gov/CLC

Helen McAlary, Executive Director Community Life & Culture

AGENCY OVERVIEW

CONTINUUM OF CARE

- » Coordinates City's network of providers, programs, & services
- » Help residents facing housing, food, employment, & wellness challenges

MUSEUM, ARTS & CULTURE

- » Ontario Museum of History & Art
 - » Public art
 - » Cultural programming
 - » Annual Ontario Festival of the Arts
- Provides access to:
- » Art & History exhibits
 - » Educational artist programming

RECREATION & COMMUNITY SERVICES

- » Enhances community value through diverse opportunities, personal growth & healthy lifestyles
- » Provides quality & affordable recreational & park programming for all ages

ONTARIO CITY LIBRARY

- » Promotes learning & literacy through free access to books, technology, programming & resources for all ages
- » Provides workforce development, veterans resources & local history

AGENCY ADMINISTRATION

- » AmeriCorps Program
- » Department Support
- » Grants & Budget

BY THE NUMBERS

30k+

attendees throughout Summer Concert Series

137 artists on exhibit

77

Veterans found jobs

3,000

artifacts rehoused

20k+

Holiday Light Parade spectators

50+

Volunteers for the annual Homeless Point-in-time Count

243k+

total checkouts at the Library in 2021

\$20,325,802

FY 22/23 BUDGET

GENERAL \$20,157,624
OTHER FUNDS \$168,178

58

FULL TIME EMPLOYEES

**CITY OF ONTARIO
COMMUNITY LIFE & CULTURE
2022-23 Budget Detail by Agency/Department**

Agency Department	Description	2021-22 Adopted Budget	2021-22 Current Budget	2022-23 Adopted Budget
Library				
Dept ID 058 - Library Administration				
001 General Fund				
51010	Salaries-Full Time	\$ 388,793	\$ 387,627	\$ 403,156
51011	Additional Pays	-	5,200	5,200
51015	Leave Pay-Outs	-	7,394	6,906
51020	Salaries-Temporary/Part Time	34,789	34,789	37,483
51030	Salaries-Overtime	1,088	1,088	1,110
51064	Misc CalPERS UAL/Loan Misc	30,131	30,131	28,586
51066	Misc CalPERS UAL/RSIP	27,721	54,164	49,003
51100	Fringe Benefits	156,458	-	-
51101	Other Benefits	-	10,560	10,560
51103	ARPA Premium Pay	-	30,000	-
51120	Social Security Expense	-	23,576	25,319
51121	Medicare Expense	-	5,638	5,922
51131	Medical Insurance	-	63,560	69,747
51132	Dental Insurance	-	1,138	1,743
51133	Vision Insurance	-	5,440	5,440
51152	Misc CalPERS Normal Cost-ER	-	39,152	40,304
51210	Auto Allowance	2,604	2,604	2,604
52020	Office Supplies	19,000	18,400	19,000
52190	Misc Materials/Supplies	2,500	2,500	2,500
52330	Telecommunication Services	25,900	25,900	2,301
52510	Travel/Conference/Training	11,500	11,500	11,500
52520	Dues and Memberships	3,000	3,000	3,000
52710	Duplicating Expense	1,000	1,000	1,000
53990	Other Expense	-	120,717	-
57010	Equipment Services-City	7,628	7,628	1,863
57110	Information Services-City	317,409	446,557	473,292
57205	Building & Parks Maint City	6,347	7,727	9,948
57210	Risk Liability-City	11,028	11,028	16,575
57310	Workers Compensation	17,086	17,086	18,255
57410	Disability/Unemployment	6,066	-	-
57411	LTD/STD Disability	-	3,732	3,920
57412	Unemployment Insurance	-	2,334	2,451
Fund 001 Total		<u>\$ 1,070,048</u>	<u>\$ 1,381,170</u>	<u>\$ 1,258,688</u>
Dept ID 058 - Library Administration Total		<u>\$ 1,070,048</u>	<u>\$ 1,381,170</u>	<u>\$ 1,258,688</u>

**CITY OF ONTARIO
COMMUNITY LIFE & CULTURE
2022-23 Budget Detail by Agency/Department**

Agency Department	Description	2021-22 Adopted Budget	2021-22 Current Budget	2022-23 Adopted Budget
Dept ID 060 - Ovitt Family Community Library				
001 General Fund				
51010	Salaries-Full Time	\$ 924,227	\$ 933,967	\$ 956,245
51011	Additional Pays	-	13,000	13,000
51015	Leave Pay-Outs	-	17,965	16,379
51020	Salaries-Temporary/Part Time	804,490	788,787	866,790
51030	Salaries-Overtime	7,378	7,378	7,526
51064	Misc CalPERS UAL/Loan Misc	71,629	71,629	67,847
51066	Misc CalPERS UAL/RSIP	65,897	121,809	116,308
51100	Fringe Benefits	418,285	-	-
51101	Other Benefits	-	9,096	8,940
51103	ARPA Premium Pay	-	128,700	-
51120	Social Security Expense	-	57,941	60,095
51121	Medicare Expense	-	13,726	14,056
51131	Medical Insurance	-	224,573	239,891
51132	Dental Insurance	-	976	3,785
51133	Vision Insurance	-	9,327	9,152
51135	Life and AD&D	-	-	7
51152	Misc CalPERS Normal Cost-ER	-	95,324	95,664
52020	Office Supplies	14,400	14,400	14,400
52031	Library Books Adult	80,000	99,052	75,000
52032	Library Books Children	104,000	126,328	104,000
52033	Magazines/Periodicals	13,000	13,000	11,500
52034	Media	93,000	98,941	99,500
52190	Misc Materials/Supplies	37,247	37,982	37,247
52410	Advertising/Promotional	3,100	3,100	3,100
52990	Miscellaneous Services	73,092	73,692	73,092
53990	Other Expense	29,300	29,300	28,300
55310	Other Professional Services	108,800	197,610	109,800
57110	Information Services-City	125,216	176,164	185,365
57205	Building & Parks Maint City	304,972	371,263	478,005
57210	Risk Liability-City	145,578	145,578	186,320
57310	Workers Compensation	26,618	26,691	27,914
57410	Disability/Unemployment	14,416	-	-
57411	LTD/STD Disability	-	8,913	9,305
57412	Unemployment Insurance	-	5,567	5,816
Fund 001 Total		<u>\$ 3,464,645</u>	<u>\$ 3,921,779</u>	<u>\$ 3,924,349</u>
Dept ID 060 - Ovitt Family Community Library Total		<u>\$ 3,464,645</u>	<u>\$ 3,921,779</u>	<u>\$ 3,924,349</u>

**CITY OF ONTARIO
COMMUNITY LIFE & CULTURE
2022-23 Budget Detail by Agency/Department**

Agency Department	Description	2021-22 Adopted Budget	2021-22 Current Budget	2022-23 Adopted Budget
Dept ID 251 - Lewis Family Branch Library				
001 General Fund				
51010	Salaries-Full Time	\$ 241,779	\$ 249,355	\$ 251,602
51015	Leave Pay-Outs	-	4,598	4,310
51020	Salaries-Temporary/Part Time	173,179	173,179	186,590
51030	Salaries-Overtime	1,548	1,548	1,579
51064	Misc CalPERS UAL/Loan Misc	18,738	18,738	17,612
51066	Misc CalPERS UAL/RSIP	17,240	33,457	30,193
51100	Fringe Benefits	85,018	-	-
51101	Other Benefits	-	1,620	1,620
51103	ARPA Premium Pay	-	20,400	-
51120	Social Security Expense	-	14,990	15,600
51121	Medicare Expense	-	3,506	3,648
51131	Medical Insurance	-	33,969	36,364
51132	Dental Insurance	-	157	909
51133	Vision Insurance	-	1,830	1,830
51135	Life and AD&D	-	-	14
51152	Misc CalPERS Normal Cost-ER	-	24,348	24,834
52020	Office Supplies	2,500	2,500	2,500
52031	Library Books Adult	18,800	33,449	18,800
52032	Library Books Children	42,600	50,505	42,600
52033	Magazines/Periodicals	3,300	3,300	3,300
52034	Media	7,600	7,425	7,600
52190	Misc Materials/Supplies	10,000	9,823	10,000
52330	Telecommunication Services	500	500	500
52990	Miscellaneous Services	7,000	4,000	7,000
55310	Other Professional Services	-	1,400	-
57110	Information Services-City	15,621	21,977	23,124
57205	Building & Parks Maint City	51,423	62,601	80,599
57210	Risk Liability-City	23,119	23,119	37,956
57310	Workers Compensation	6,964	6,964	7,246
57410	Disability/Unemployment	3,771	-	-
57411	LTD/STD Disability	-	2,321	2,416
57412	Unemployment Insurance	-	1,450	1,509
58110	Reimbursement Agreements	20,000	26,410	20,000
Fund 001 Total		<u>\$ 750,700</u>	<u>\$ 839,439</u>	<u>\$ 841,855</u>
Dept ID 251 - Lewis Family Branch Library Total		<u>\$ 750,700</u>	<u>\$ 839,439</u>	<u>\$ 841,855</u>