

# ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



**OVITT FAMILY COMMUNITY LIBRARY**  
**215 E. C STREET • ONTARIO, CA 91764**  
**May 10, 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 April 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 April, 2022**  /

Bumstead

Lanthripe

Lawliss

Mena

Ricci

**DIRECTOR'S REPORT**

**STAFF REPORT**

1. Youth Literacy (Sofia Araya)
2. Summer at Ontario City Library (Briana Ochoa)
3. 5-Year Plan For Satellite Library Services Phase 2A/B (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  
ONTARIO CITY HALL  
303 East B Street  
April 12, 2022  
(Subject to Board approval)

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

PLEDGE OF ALLEGIANCE Led by President Bumstead.

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

MEMBERS ABSENT Board member Lawliss absent – excused.

ALSO PRESENT Library Director Shawn Thrasher, Library Services Manager Daisy Flores, Library Services Manager, Kelly Zackmann, Executive Community Life & Culture Agency Director Helen McAlary, and City Attorney, Henry Castillo.

INTRODUCTIONS None.

MINUTES Motion: Moved by Mena, seconded by Lanthripe and unanimously carried to approve the March 08, 2022, minutes.

PUBLIC COMMENTS Public commenter advised that she loves both Ovitt and Lewis as libraries and their staff, and has good experiences at the library but that someone advised that there was a comic book reorganization so that high schoolers could have access to comic books that are sexual in nature and the public commentor wanted to know how book selection is decided and how books are organized because her seven-year-old could have access to pornographic materials and that pornographic literature is addictive.

CITY COUNCIL REPRESENTATIVE City Council Representative Debra Dorst-Porada was present.

CONSENT CALENDAR  
Motion to approve consent calendar for March 2022.

Motion: Moved by Ricci, seconded by Lanthripe and unanimously carried to approve the Consent Calendar for March 2022.

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REGULAR MEETING MINUTES  
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DIRECTOR'S REPORT

Library Director, Thrasher invited all Library Board Members to the 2022 Serving with a Purpose where the theme is Representation Matters: Building a Better Board for Friends of the Library, trustees, foundations and the people who work with them. Thrasher also advised that National Library Week events went well at both units and there was a total of 170 attendees at both locations.

STAFF REPORT

Book Selection Process and Material Review Policy (Briana Ochoa)

Ochoa narrated a PowerPoint presentation on how the library selects books, evaluates age ranges, and the process for challenging a book. Ochoa also explained that a challenge is when a book may be placed in a different location and ban is when a book is removed completely from a collection. Mena asked if all books are labeled and have specific locations. Ochoa advised that in the children's area books range for ages 0 to 12, YA books are buffeted by adult fiction with their own specific label and that adult and YA non-fiction books are interfiled downstairs. Mena then asked if a child could check out an adult book and Ochoa responded affirmative as the current library policy states. Lanthripe asked if ebooks have labels. Library Services Manager, Daisy Flores responded that digital shelves have categories and filters can be applied for ebook searches. Flores went on to help with anyone wanting to know how to apply filters for ebook searches. Lanthripe advised that some people in the community are saying that the library exposes children to mature content and that children exposed to sex at a young age are developmentally stunted. Lanthripe went on to say that she found a children's book about sexual health that explained how to masturbate and had illustrations of genitalia and that she believes that book belongs in a parenting shelf. Lanthripe went on to ask if a display policy can be made as a future agenda item because she saw an adult book in a YA display and a YA book in a children's display. Thrasher responded that a display policy is something that can be reviewed. Lanthripe commented that the American Library Association Library Bill of Rights is not law that people must live by, and she has ideas about how to make all parents feel welcomed in the library. Ricci commented that display policies need to be visited and that she agrees with Lanthripe. Ricci also stated that she understands that libraries cannot monitor all materials but that if children see comics with sexual nature in children's section, they won't understand. Bumstead advised that the Library Board has a current material review given by Lanthripe and Lanthripe would be presenting another material review. Bumstead went on to say that material review will be hard for everyone, and that library policy will be followed.

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

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Ontario Learns (Heather Witherow)

Heather Witherow, Supervising Branch Manager, narrated a PowerPoint presentation about Ontario Learns. Witherow also explained that topic subjects are chosen in a variety of ways such as what books are circulating and invited all Library Board Members to find out more topics the community wants to learn about. Bumstead expressed excitement for Ontario Learns and the idea that adults need help. Lanthripe asked if the people who provide Ontario Learns classes are volunteers or are they paid? Thrasher responded that they will be paid with the new grant money and to please send professionals information to the library for this program. Lanthripe then asked if the public must pay to attend these classes to which Thrasher advised negative, all Ontario Learns classes are free to the public. Mena advised that this is a great idea and that she, for example, would like to know more about retirement. Thrasher asked for help in marketing Ontario Learns. Mena then asked if next topics are already set or is Ontario Learns taking topic suggestions? Thrasher responded that topics are set until after fall and then topic suggestions can be taken after fall. Ricci suggested future topics for basics about where to find home water meters, shut off valves, what property belongs to Ontario and what property belongs to the resident, and the like. Thrasher responded that will fall under home skills and can be done. Dorst-Porada offered to teach a class on what property belongs to Ontario and what property belongs to the resident. Dorst-Porada suggested Ontario Learns pull the EOC Manager into teaching skills. Thrasher advised the EOC Manager is involved. Bumstead suggested Dorst-Porada lead a composting class.

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

Author Events (Danielle Sanchez)

Danielle Sanchez, Librarian, narrated a PowerPoint presentation about OCL author events. Sanchez explained why OCL has author events, how authors are chosen, and past and future events. Lanthripe asked how much it typically costs to hire an author. Sanchez responded that she typically pays her authors \$350 each but authors charge on average \$1500 to \$5000 per visit. Thrasher advised there are authors who charge six figures for a visit. Bumstead explained that past Teen Book Fests were the same energy as a Beatle concert and that more funding should go to author events to make them larger events. Dorst-Porada suggested the library make a wish-list and have local business help. Bumstead agreed that a library wish-list for local business to help with is a great idea. Thrasher responded in the affirmative and that the library has gone through Friends of the Ontario City Library, but he will investigate a wish-list with the Ontario business community.

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

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OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Bumstead requests looking into Friends of the Ontario City Library for business wish-list.  
Lanthripe requests a presentation for how displays are made.

BOARD COMMENTS

Mena asked if the library has partnered with Kaiser for their program where they read to children for free. Dorst-Porada responded that Ontario does already partner with Kaiser. Ricci would like Candace Owens to speak.

FUTURE AGENDA ITEMS

There were no future agenda items.

ADJOURNMENT

President Bumstead adjourned the meeting at 6:58 pm.

Respectively Submitted

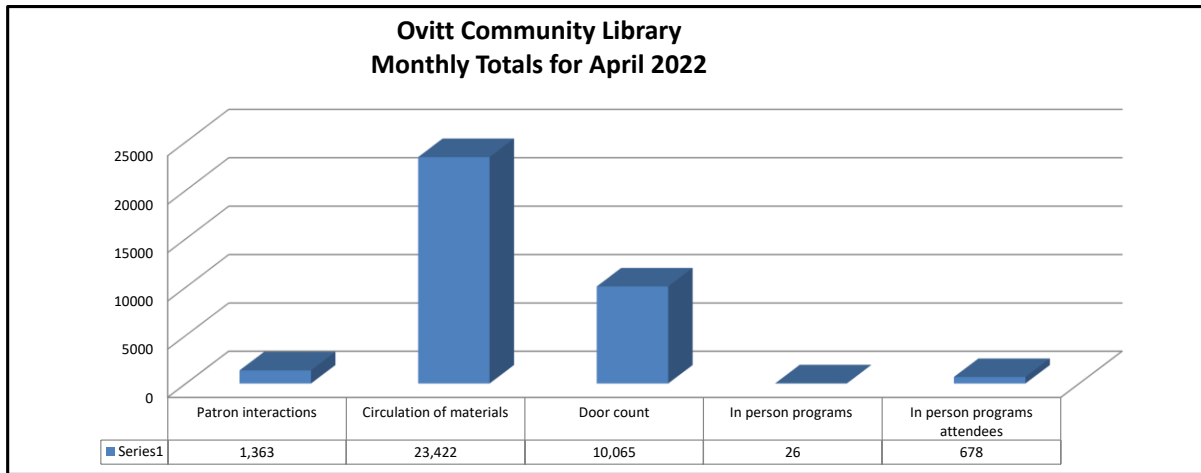
\_\_\_\_\_ Danielle Sanchez, Librarian

APPROVED:

\_\_\_\_\_ Nancy Bumstead, PRESIDENT

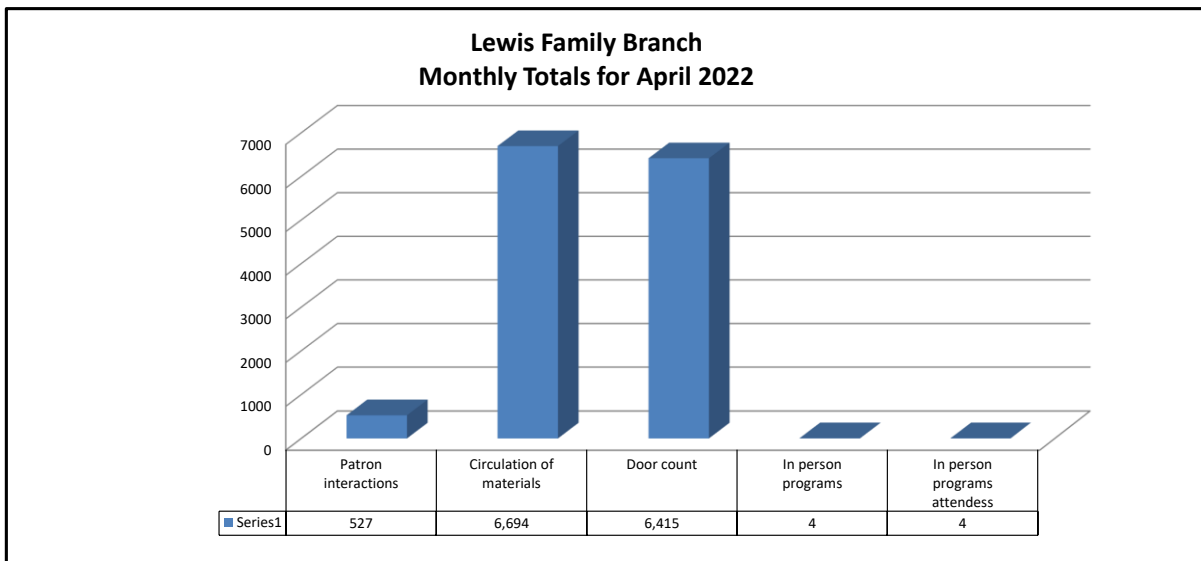
**City of Ontario Ovitt Community Library  
Total Statistics for the Month of April 2022 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Ovitt	1,363	23,422	10,065	26	678



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

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Lewis	527	6,694	6,415	4	4







## CITY OF ONTARIO COMMUNITY LIFE & CULTURE

*Agenda Report*  
May 10, 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 library's work on youth literacy.

### AGENDA REPORT SUMMARY

The goal of Little Learners, Big Future, the library's early literacy initiative and Agency Strategic Objective (2022-23) is for little learners, children ages 0 – 5, to gain early learning skills to prepare them for school, along with empowering parents and caregivers to be confident as their child's first teacher. The initiative is planned and presented by Youth Services staff members.

Library staff provided early learning programs including holding off-site programs. Other accomplishments include building community partnerships, engaging with the community through programs and outreach, creating early learning program guidelines, and hosting a parent and caregiver event.

Ontario's little learner community includes children ages 0 – 5 and their parents or caregivers. Youth Services held programs with this community to better understand the needs of parents and caregivers. In these programs, parents and caregivers were invited to engage in discussions with library staff about parenting and their community. Library staff held a total of seven of the Little Learner Community programs: two virtually with a local non-profit organization called Reach Out, two at Ovitt Family Community Library and one at Lewis Family Branch. Programs were held at each of the following community centers in Ontario: De Anza, Westwind, and Anthony Munoz. Several of these programs were led in Spanish.

The programs were a learning experience for staff as well. Library staff learned that parents and caregivers had concerns about their children's development and education. Some families expressed worry that they will not be able to afford daycare or preschool, so their children will miss out on social interactions in a schooling environment before kindergarten.

When asked what concerns they have for their children entering school, families mentioned the following:

- Children are not prepared for a school environment
- Teaching about consent
- Not knowing if children are hitting developmental milestones
- Children throw tantrums, and might not be prepared to follow rules and structure at school

Although parents and caregivers expressed their concerns about raising their children, many shared how much they enjoy the programs that are provided in the City of Ontario. They appreciate the free resources available to them. Many also mentioned that although parenting during the pandemic was difficult, they were grateful to have extra time with their children.

Families were asked: when looking forward, are there any areas in which you would like to get more support or knowledge about raising young children? Some of the topics that they wanted more support with include:

- Knowledge on child development
- How to support social-emotional development
- Support with post-partum depression
- Support with nursing and food nutrition
- Knowledge on how to discipline their children

As a result of what library staff learned in the Little Learner Community programs, Ovitt Family Community Library held a parent and caregiver program called Nurturing Little Learners on Saturday, April 9, 2022. Inland Empire Health Plan (IEHP) and Reach Out presented on parenting topics of interest. IEHP discussed developmental milestones, while Reach Out spoke on socialization techniques for young children. Moving forward, OCL would like to create more programs around topics based on the areas of support that the families expressed in the “Little Learner Community” discussions. Library staff have taken note of the desires expressed and will be using the information when appropriate to help guide our services and programming.

To maintain the quality of programs, library staff developed guidance or lists of learning topics and items to include in all early learning programs. These learning topics include socio-emotional development, language and literacy, math, and science. The document created is an internal document that will be for staff only. It is in its final editing stage and once finalized, the next step is to train all staff.

The document is heavily backed by research, including 20 sources. 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. Library staff also adopted early learning competencies listed in the California Department of Education’s “Preschool Learning Foundations”. The document and staff training will be incorporated to create uniformity amongst all early learning programs and library locations.

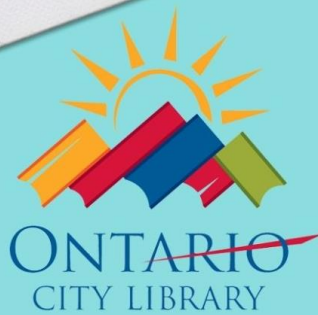
Ontario City Library has spent a lot of time and effort on early learning programs, and specifically the focus on early literacy, as a prevention tool for low literacy rates. As Little Learners, Big Futures grows, library staff are exploring ways to promote and support the further literacy needs of our community. Library staff will continue to focus on early learning, but a goal for youth literacy is to expand our literacy services to all youth. The library will continue to help with the prevention of low literacy rates and move into other age groups until we eventually hit high school students with literacy services.

The first step in focusing on youth literacy is to begin with the next age range, children from Kinder to 2<sup>nd</sup> grade. Library staff have already started to do this by planning early literacy programs for this age group, such as Word Up, a program focusing on sight words. In the next year, Youth Services staff plan on having a monthly program on reading readiness for Kinder - 2<sup>nd</sup> grade. As time goes on, programming targeting the next age group, 3<sup>rd</sup> to 6<sup>th</sup> graders will be added, continuing to middle school-aged youth until we get to high school students. By

expanding literacy programs to all youth, Ontario City Library will continue to be a tool to prevent low literacy rates in our community.

# Youth Literacy

Presented By:  
Sofia Araya, Librarian  
May 2022



ONTARIO  
CITY LIBRARY

little learners  
**BIG  
FUTURES**



CITY OF  
**ONTARIO**



little learners  
**COMMUNITY**





# Nurturing Little Learners



# Early Learning Programs



# From early literacy to...



# ...Youth Literacy





## CITY OF ONTARIO COMMUNITY LIFE & CULTURE

*Agenda Report*  
May 10, 2022

### SECTION: STAFF REPORTS

**Department:** Ontario City Library  
**Prepared By:** Kelly Zackmann and  
Briana Ochoa  
**Staff Member Presenting:** Briana Ochoa  
**Approved By:** Shawn Thrasher

**Action:** Choose an item.

### SUBJECT

Summer at Ontario City Library

### AGENDA REPORT SUMMARY

The mission of Summer at Ontario City Library is to encourage reading for all ages, strengthen the community's awareness of the library as a community hub, and open the door to positive experiences. Summer reading helps prevent children's learning loss while out of school for the summer, reduces stress and helps prevent dementia and Alzheimer's in older adults, and promotes learning for all ages.

The theme for this year's Summer at Ontario City Library is On the Open Read and will take place June 1 – July 31, 2022. The theme, which encourages travel and leisure, coincides with a new state initiative called Outdoor for all Access. Through this initiative, the California State Library and California State Parks, have provided California state

park passes for checkout from the library, for free. Currently, Ontario City Library has two passes, but will be receiving an additional six passes in late May 2022.

The signup goal is to exceed the average of 2019-2021, which was a grand total of 1,935 participants between the two library branches. Participants of Summer at Ontario City Library will *"drop in, register, read-listen-share, tell us about it, and get stuff."* Participants will register for Summer at Ontario City Library on Beanstack, a platform that allows readers to log their reading and earn badges for reaching milestones, and also to enter grand prize drawings using tickets that they earn for reading. Participants are encouraged to visit the library to pick up weekly prizes as they pick out new books to read. Library staff work with local businesses and the Friends of the Library to sponsor weekly and grand prizes such as gift cards, special coupons, and interactive toys for youth.

There will be several library programs at both branches to promote and celebrate Summer at Ontario City Library including California Joe's Adventure Magic Show, storytelling with Rebecca Martin, play-along songs with Georgia Frawly, and the Arty Loon Show with puppetry, juggling, and balloon art.

Lastly, Summer at Ontario City Library will run concurrently with Lunch at the Library, in which children aged 1-18 can obtain a free lunch each weekday. Lunch at the Library provides nutritious food and promotes good health and wellness to youth and teens while they are out of school for the summer. Last year, over 300,000 meals were provided to youth and teens at 108 participating California public libraries. It's a great way to support the community and encourage families to visit the library to find helpful resources and participate in Summer at Ontario City Library.

# Summer at Ontario City Library

Presented By:

Briana Ochoa, Supervising Librarian

May 2022

# Summer at Ontario City Library

- Encourage reading
- Library as a community hub
- Provide positive experiences





# Why is Summer Reading Important?



- Learning for all ages
- Prevents Summer Slide
- Reduces stress
- Prevents dementia in older adults

# Summer 2022

- 8-week program
- June 1 – July 31, 2022
- Register at [OntarioCA.Beanstack.org](https://OntarioCA.Beanstack.org)
- Track reading for all ages!

A promotional poster for the 'Open Read' program. At the top, the text 'ON THE Open Read' is enclosed in a stylized orange frame. Below this, a red van is shown driving on a road that is shaped like an open book. The background features a landscape with mountains, trees, and a sun. The bottom section of the poster contains text about the program's dates and details.

**ON THE**  
**Open Read**

ONTARIO CITY LIBRARY  
**JUNE 1 – JULY 31, 2022**  
OVITT FAMILY COMMUNITY LIBRARY \* LEWIS FAMILY BRANCH

Participate in Ontario City Library's online reading program! Seize your opportunity to read and earn prizes along the way.

Be ready to participate in June by creating your account and enrolling today.

**WHY PARTICIPATE?**

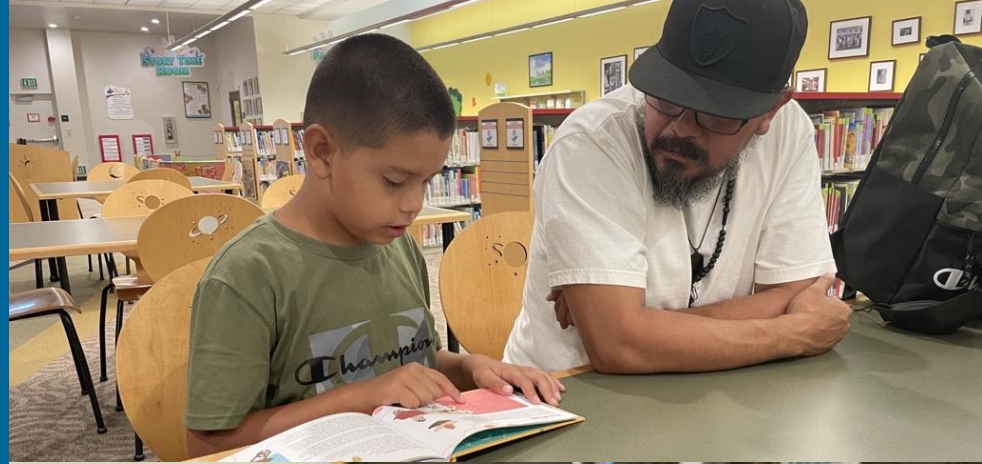
- Promote learning for children year-round.
- Boost mood and reduce stress.
- Learn about new places and things.
- Escape into a fictional world or learn more about the real one!

FOR MORE INFORMATION, VISIT [ONTARIOCA.GOV/LIBRARY](https://ONTARIOCA.GOV/LIBRARY) OR PLEASE CALL (905) 395-2004.

ONTARIO CITY LIBRARY AT ONTARIO CITY LIBRARY

# How it works

- Drop in
- Sign-up
- Read, listen, share
- Tell us about it
- Earn prizes





# Kick-off Events

# Performances at Ovitt Family Community Library



## Play-Along Songs with

Georgia Frawley

Friday, June 17  
10:30 – 11:30 AM  
Ages 0 – 5



## California Joe's Adventure Magic Show

Tuesday, June 28  
7:00 – 8:00 PM  
Families Welcome!



## Arty Loon Show

Tuesday, July 26  
7:00 – 8:00 PM  
Families Welcome!

# Performances at Lewis Family Branch



## Zany Zoe Magic Show

Wednesday, June 15

6:00 – 7:00 PM

All Ages



## Storytelling with Rebecca Martin

Wednesday, July 20

6:00 – 7:00 PM

All Ages



## Summer Comedy

Thursday, June 26

2:30 – 3:30 PM

Ages 13+

# Lunch at the Library





## CITY OF ONTARIO COMMUNITY LIFE & CULTURE

*Agenda Report*  
May 10, 2022

### SECTION: STAFF REPORTS

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

**Action:** Report & File

### SUBJECT

This report outlines possible options for satellite library services in the southwest area of Ontario.

### AGENDA REPORT SUMMARY

The Ontario City Library Facility Master Plan was created in 2019 to forecast future library needs for the city. The master plan used community outreach and surveys, staff and stakeholder input, and general library trends focusing on projected population growth and future areas of development. The master plan includes eight phases. This report outlines Phase 2A and 2B which are satellite locations. According to the Facility Master Plan, "satellite libraries are unstaffed access points at fixed locations within other community facilities. They include a



place to pick up and drop off books. They can also include a small collection and utilize shared space for schedule programs and events.” A satellite would have public Wi-Fi available.

Satellite locations will provide self-service options. There are two popular trends in public libraries that provide self-service options. The first is smart lockers and the second are vending machines. Smart lockers are a trend that allows patrons to securely pick up requested library materials using their library card or a QR code. Another trend is to utilize vending machines specifically designed for library materials. Patrons can browse or search for materials available in the vending machine, select materials, and log into their library account using the machine to check out materials on the spot.

The master plan recommends unstaffed satellites. One satellite option uses an existing storefront, such as in a shopping center. A second satellite option uses an existing city property such as a park or fire station, or partner with a local school. Both would be open 24 hours, be completely self-service, and include lockers and a vending machine. Depending on size, both could possibly have programming space available and a Wi-Fi area for the public.

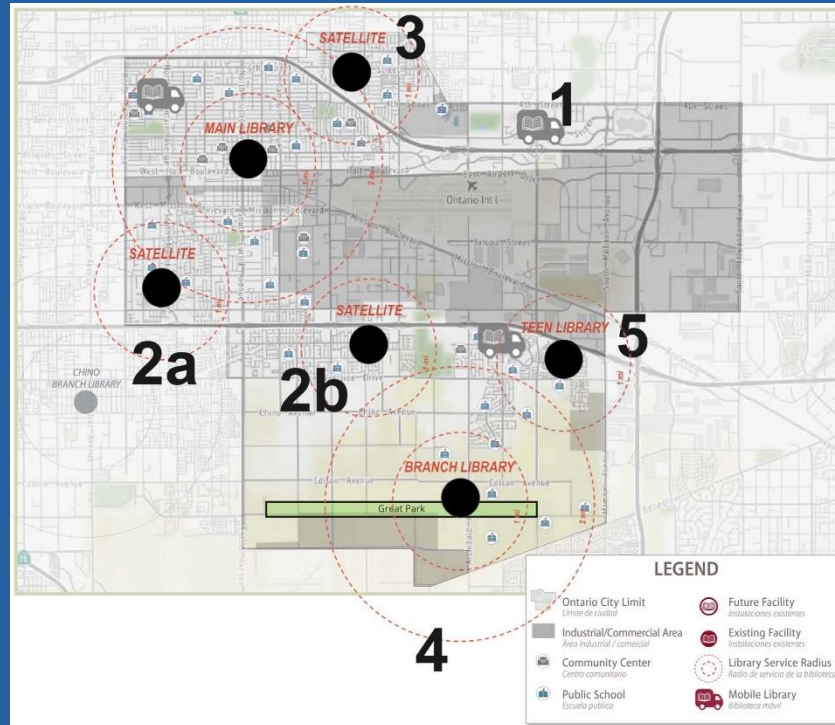
The timeline according to the master plan is based on population growth. Phase 2A would be implemented when the population of Ontario reaches 205,000, and Phase 2B when the population of Ontario reaches 215,000. The current population of Ontario is just over 182,000, according to the California Department of Finance January 2021 estimates. This is a 0.7% increase over the population estimate of January 2020. With the current rate of population growth, we have approximately 5-7 years to plan, fund, and implement Phase 2A.

The master plan recommends the establishment of the first two satellites in the southwest portion of Ontario. These initial locations were based on future development and allocating existing and new resources equitably across the city limits. Preferred locations take into account population of location, convenient access, access from parks, and access from schools. The master plan forecasts a need for four total satellites, with an existing satellite in southwest Ontario eventually replaced by a branch library.



# 5-YEAR PLAN FOR SATELLITE LIBRARY SERVICES PHASE 2A/B SATELLITE LIBRARY OPTIONS AND ESTIMATED COSTS

# Background



# Self-Service Trends: Smart Lockers

Home Depot

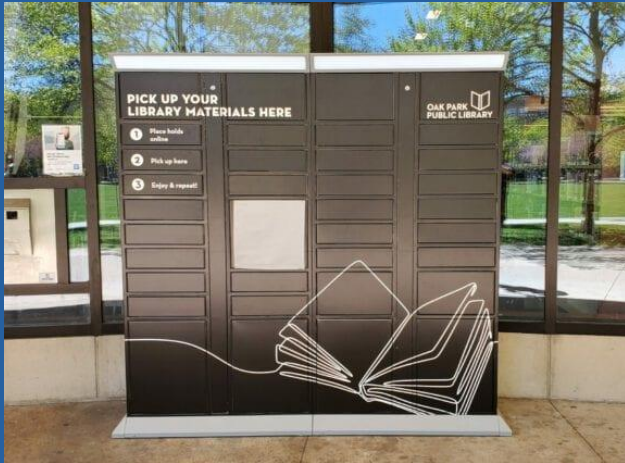


Amazon



# Self-Service Trends: Smart Lockers

## Bradford Systems



## Luxer One



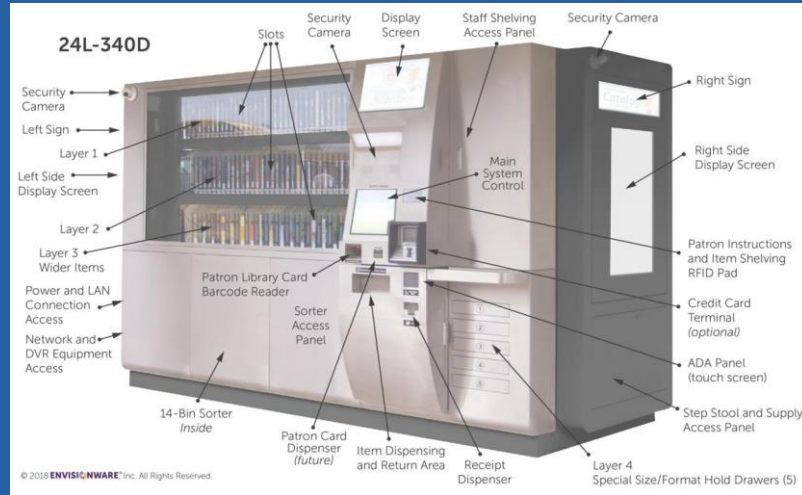
# Self-Service Trends: Vending Machines

## D-Tech



# Self-Service Trends: Vending Machines

## Envisionware



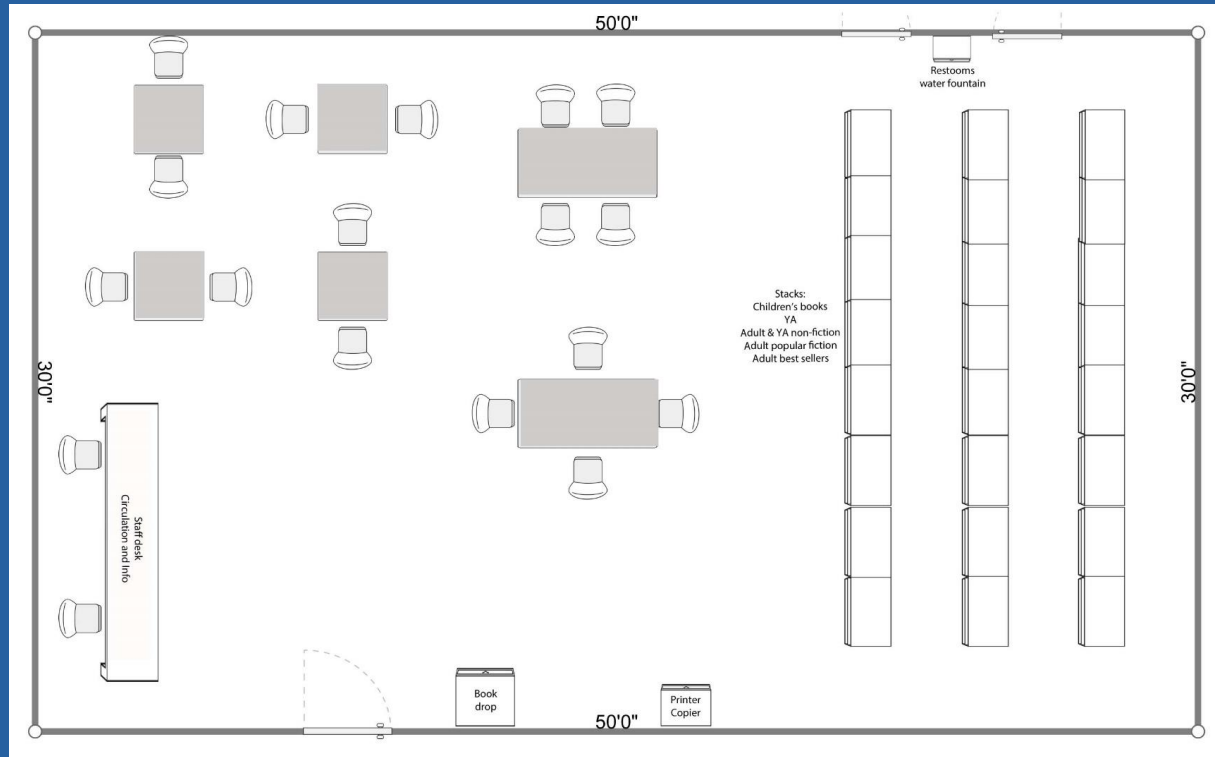
# Self-Service Trends: Vending Machines

## Traditional Models

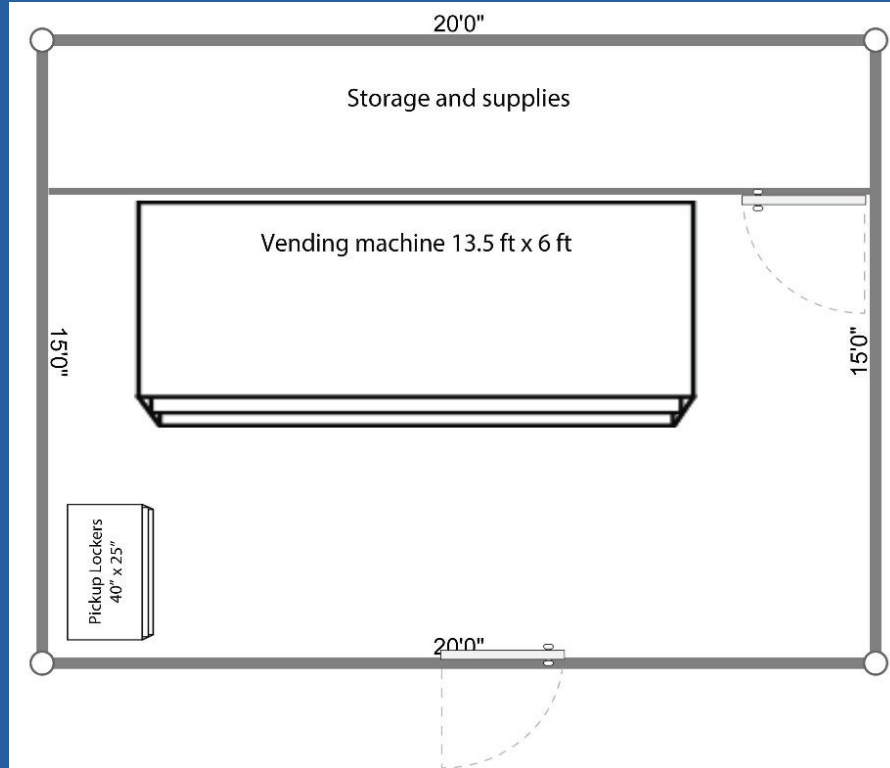




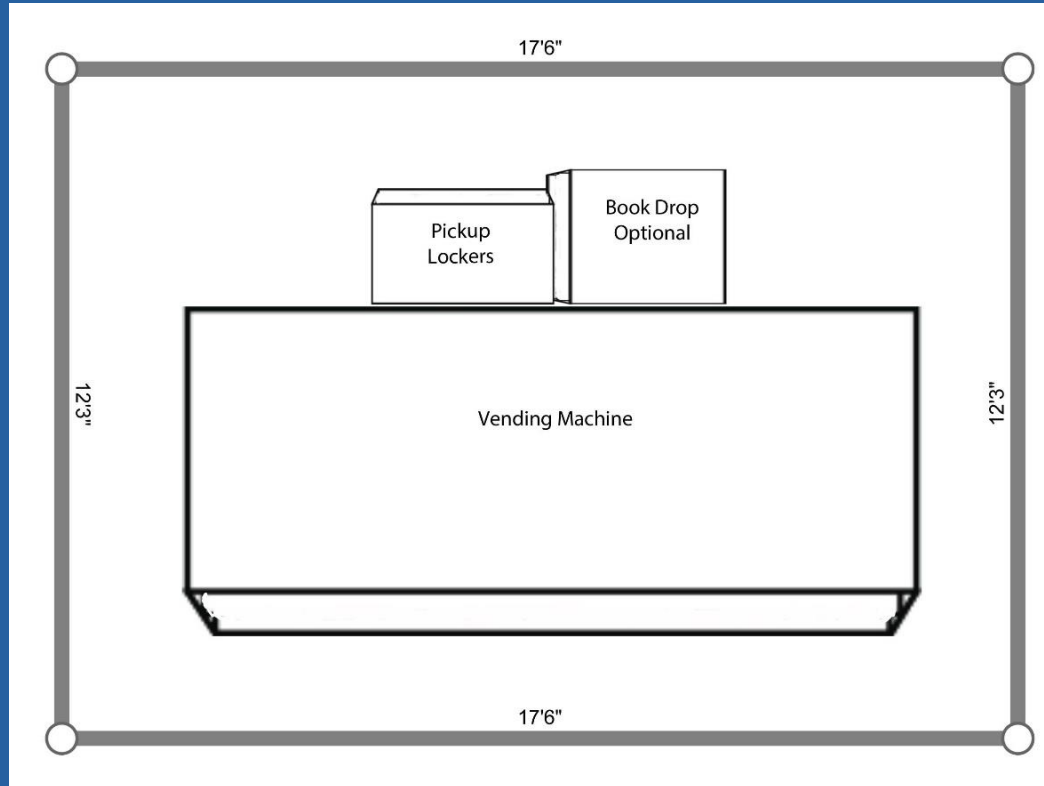
# Satellite Design Options: Staffed



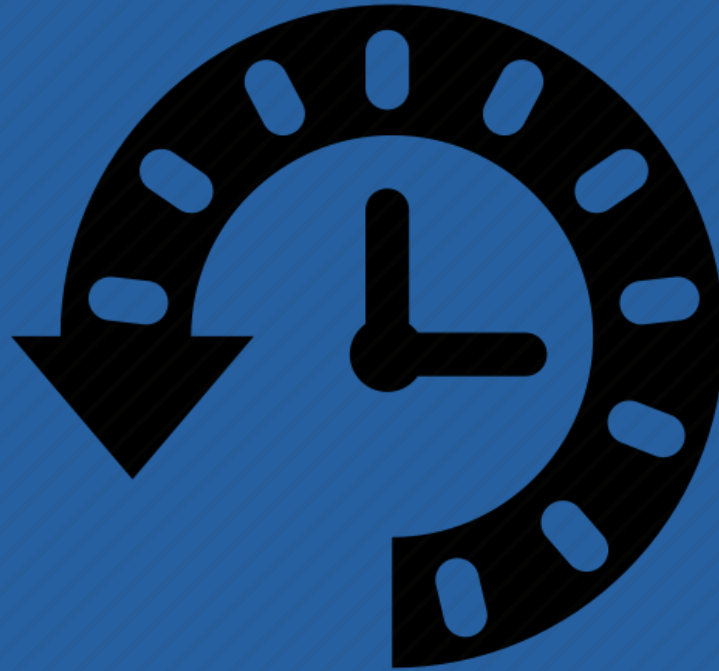
# Satellite Design Options: Unstaffed



# Satellite Design Options: Unstaffed



# Timeline



# Possible Locations

