

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA
OVITT FAMILY COMMUNITY LIBRARY

215 East C Street
Ontario, CA
Regular Meeting
January 14, 2020
Library's Meeting Room
6 p.m.

All items submitted for the Library Board agenda must be in writing. The Library Administration Office receives all such items. Prior to the vote of the Library Board, on any item of the agenda any member of the audience will be given the opportunity to address the Library Board on the item under consideration.

IF YOU WISH TO ADDRESS THE LIBRARY BOARD CONCERNING ANY ITEM ON THE AGENDA, OR FOR ANY OTHER REASON, PLEASE FILL OUT A BLUE CARD AVAILABLE FROM THE LIBRARY'S ADMINISTRATIVE ASSISTANT, RETURN THE CARD TO THE ADMINISTRATIVE ASSISTANT BEFORE THE MEETING OPENS SO THAT THE LIBRARY BOARD PRESIDENT MAY INTRODUCE SPEAKERS, AND THE RECORDS ACCURATELY REFLECT THOSE WHO SPOKE.

1. CALL TO ORDER: ___p.m.

2. ROLL CALL: Bumstead _____ Ocegueda _____ Carmona _____ Palicki _____ Chisholm _____

3. INTRODUCTIONS:

4. MINUTES: Approve minutes for October 8, 2019 __/__(pages 1-4)
There are no minutes for November 12, 2019. The meeting was cancelled due to lack of quorum.
There are no minutes for December 10, 2019. The meeting was cancelled in lieu of Holiday event.

5. 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.

AS PREVIOUSLY NOTED – ANYONE WISHING TO ADDRESS THE BOARD MUST COMPLETE AND RETURN A BLUE INFORMATION SLIP TO THE STAFF SECRETARY PRIOR TO SPEAKING.

6. CITY COUNCIL REPRESENTATIVE:
7. CONSENT CALENDAR:
 - a. Monthly Statistical Report for September 2019
 - b. Monthly Statistical Report for October 2019
 - c. Monthly Statistical Report for November 2019
 - d. Library Services Report for September 2019
 - e. Library Services Report for October 2019
 - f. Library Services Report for November 2019

Approve consent calendar for January 14, 2020 __/__/__

8. DIRECTOR'S REPORT:
 - a. Next Library Board Meeting.
9. STAFF REPORT
 - a. Summer Debrief (Daisy Flores & Heather Witherow)
 - b. KinderGo Debrief (Daisy Flores)
 - c. Meeting Room Policy Revision (Shawn Thrasher)
 - d. Ontario Museum of History & Art Update (John Worden)
10. OLD BUSINESS:
11. NEW BUSINESS:
 - a. 2 for 1 DVD Rental
 - b. Election of Officers
12. BOARD COMMENTS:

“As a reminder, please make sure board comments pertain to the library and library business.”
13. FUTURE AGENDA ITEMS:
14. ADJOURNMENT: __p.m.

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
Library Meeting Room
October 08, 2019
(Subject to Board approval)

CALL TO ORDER President Bumstead called the meeting to order at 6:04 pm.

ROLL CALL Board members Nancy Bumstead, Ann Palicki, Irene Chisholm
and newly appointed Daisy Ocegueda all present.

ABSENT Motion: moved by Board members to excuse Rachel Carmona

ALSO PRESENT Shawn Thrasher, Director; Courtney Saldana, Assistant Director
Helen McAlary, Executive Director Community Life & Culture

INTRODUCTIONS

Director Shawn Thrasher introduced the newly appointed Daisy Ocegueda. Daisy introduced herself to the members and the current members provided some background on themselves.

MINUTES

Motion: Moved by Chisholm, seconded by Palicki and unanimously carried to approve the September 10, 2019 minutes.

PUBLIC COMMENTS

There were no public comments.

CITY COUNCIL REPRESENTATIVE

The City Council Representative unable to attend the meeting due to prior commitment.

CONSENT CALENDAR

Monthly Statistical Report for August 2019
Library Services Report for August 2019

Motion: Moved by Palicki, seconded by Ocegueda and unanimously carried to approve the Consent Calendar for October 08, 2019.

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October 08, 2019
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DIRECTOR'S REPORT

Director Shawn Thrasher had two things to report. One was Coffee with a Cop taking place at Ovitt on Thursday, October 17 at 10:30 am. The second was the California State Library requesting some check out information. Shawn explained when books are checked out, at the bottom of the receipt is the amount of money one saves when checking out items. The State Library wanted to see a full year and our Polaris system provided a years' worth that totaled in the amount of \$9,968,881,000.

Shawn asked the Board members if the topics could be shifted around to accommodate those who needed to leave.

STAFF REPORT

Arts Festival

Executive Director of Community Life & Culture Helen McAlary provided a brief presentation on the Arts Festival. She explained the excitement for this year's upcoming event. It is scheduled for Saturday, October 19th from 11:00 am to 7:00 pm. She provided a summary of last year's event and how this year's event will feature 58 confirmed artists. Helen talked about how the artist applications have doubled from last year and how a jury reviews all the applications based on standards and guidelines. Helen provided information on how the word was getting out to the public. The event will have performances throughout the day, workshops and storytellers to go with the Celebrate Our Story theme. There will be food trucks, local breweries and a map to show the fenced in area to guide the public at the event. There will be tents throughout the area providing shade. Helen ended by inviting all the Board members to the event.

Annual Library Board Holiday Event

Executive Director of Community Life & Culture Helen McAlary provided information on this year's Holiday event which will be a joint effort to include all the Board and Commissions members from all the Community Life and Culture Agency. Helen felt this would allow networking with other members within the agency. Helen will be providing more information as soon as all the details are worked out.

Budget Presentation

Library Director Shawn Thrasher provided a presentation on the Library's Budget. Shawn provided a brief summary on how the goals of the city, library operations, finance and staff training is a large part of the budget. He explained how we work with other agencies in and outside our city with programs, events and partnerships. Shawn explained the strategic objectives, projects and services the library is working on for the budget year that will have a great impact on the community. Shawn explained that the budget process remains the same as last year. He provided some details on how the budget is approved, how the budget is distributed and how the funds are allocated between Ovitt and Lewis Branch. He explained that if there are specific budget request, these should be made through the City Council liaison, ultimately City Council approves and authorizes the budget.

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Shawn ended his presentation with the budget expenditures and how they are distributed between the Library's collection, internal departments assistance, purchasing supplies and funding programs.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

Meeting Room Fees

Library Director Shawn Thrasher made a presentation on the meeting room fees. He provided the Board members a current copy of the meeting room policy. He explained that the policy will be reviewed at the next board meeting. Shawn started by defining what is a meeting room fee. He explained that the current fees do not cover the full cost of using the meeting room. He provided a graph to show how the fees go hand in hand with other aspects of the City. User fees work with quality of service expected by our stakeholders, residences, businesses and developers, our City Council goals and Ontario Plan. Legally the city cannot raise fees beyond a certain minimum but can charge fees to offset costs. Shawn explained that most fees have not been updated since the 1990's and the cost of doing business has risen over the last 20 years. A fee study was done using information from each city department. The study was coordinated by a consultant who was hired by the City. The study recommend that all fees and fines remain the same except for the meeting room fees. As part of our fee study at the library, we did a survey comparing our library to other similar libraries by census data that matched our demographics and geography. Shawn explained fines and fees where looked at five years ago, but meeting room fees were not included in that study. He provided the recommendation that will be presented to City Council. These fees will be updated at Ovitt and Lewis for use of each community meeting room. The fees for Ontario residents will be 60 dollars an hour and 90 dollars for non-residents. Shawn explained that these rates were chosen based on the cities we surveyed and the usage by residents and non-residents. We are also switching from a flat rate to an hourly rate. Partnerships will continue to use the meeting room for free and nonprofits can request a waiver through the City Manager's office. Shawn asked the Board member to conduct a motion to recommend the proposed fees to City Council.

Motion: Moved by Bumstead, seconded by Palicki and unanimously carried to approve the proposed fees to City Council

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Love your Library Fine Free Event

Senior Library Assistant Steven Arechiga and Supervising Library Clerk Leah Lansberry provided a presentation on fine forgiveness. They explained that overdue fines are forgiven but not for damaged or lost collections. They talked about some of the stories they have encountered during their one-day events. They are both passionate about this event because it allows the user to continue to have access to the Library services. They talked about the amount of fees waived during the previous events. They talked about some of the other libraries participating in this type of event and they wish to continue to have fine forgiveness days. They ended their presentation with some of future fine forgiveness days planned for the upcoming year.

BOARD COMMENTS

Board member Chisholm made some recommendations. She spoke about one event at Lewis Branch which she enjoyed but felt it was chaotic. She would like to recommend the program be age designated due to room capacity at Lewis. Chisholm wanted to add one other recommendation. She read an article on virtual reality being beneficial for seniors. It helps with their cognition and with dementia.

Board member Palicki wanted to finish her book but unfortunately, she received a fine for late return. She looks forward to volunteering at the Art Festival.

Board member Ocegueda is looking forward to helping the Library get recognition and is glad to be a part of the board.

FUTURE AGENDA ITEMS

Meeting Room Policy

ADJOURNMENT

President Bumstead adjourned the meeting at 7:05 pm.

Respectively Submitted

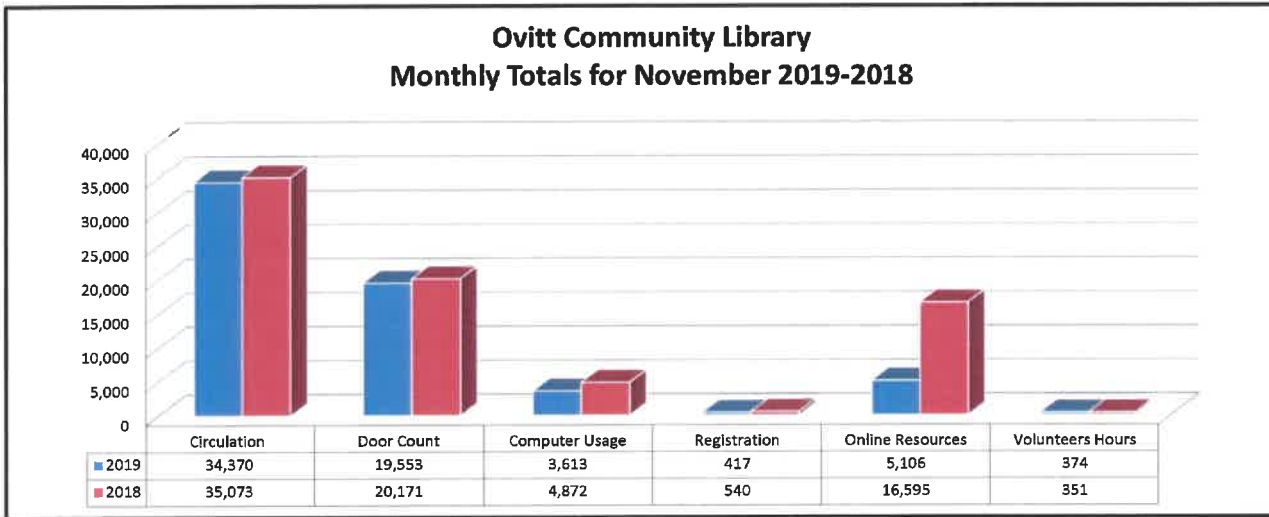
Nancy Morales, Administrative Assistant

APPROVED:

NANCY BUMSTEAD, PRESIDENT

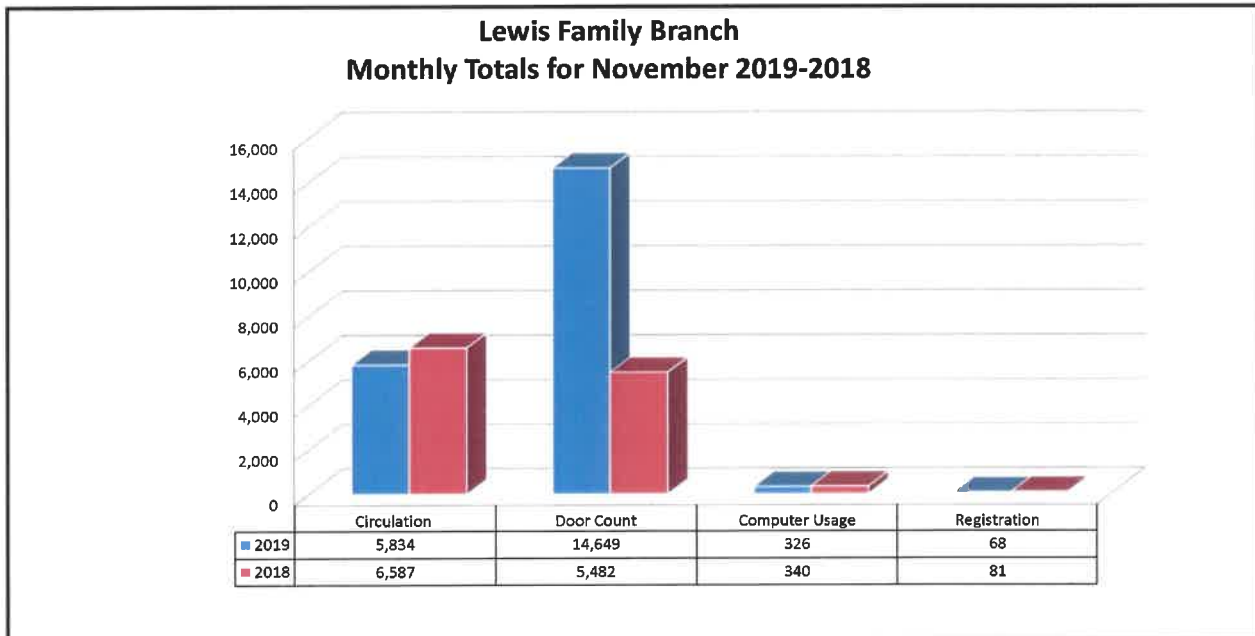
**City of Ontario Ovitt Community Library
Total Statistics for the Month of November 2019**

Site	Circulation	Door Count	Computer Usage	Registration	Online Resources	Volunteers Hours	Collection Holdings Volume	Collection Holdings Title
2019	34,370	19,553	3,613	417	5,106	374	199,805	139,903
2018	35,073	20,171	4,872	540	16,595	351	196,959	139,588



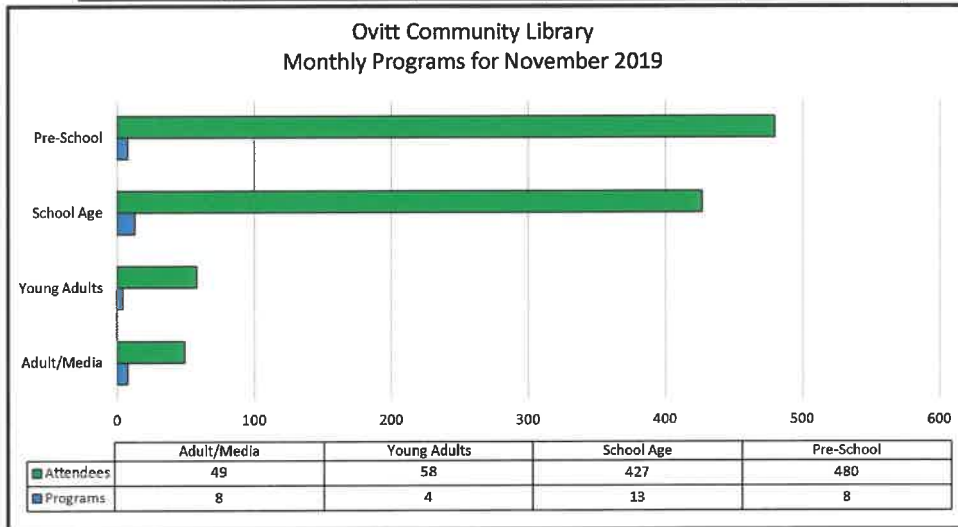
**City of Ontario Lewis Family Branch
Total Statistics for the Month of November 2019**

Site	Circulation	Door Count	Computer Usage	Registration	Collection Holdings Volume	Collection Holdings Title
2019	5,834	14,649	326	68	68,570	58,637
2018	6,587	5,482	340	81	68,512	58,711



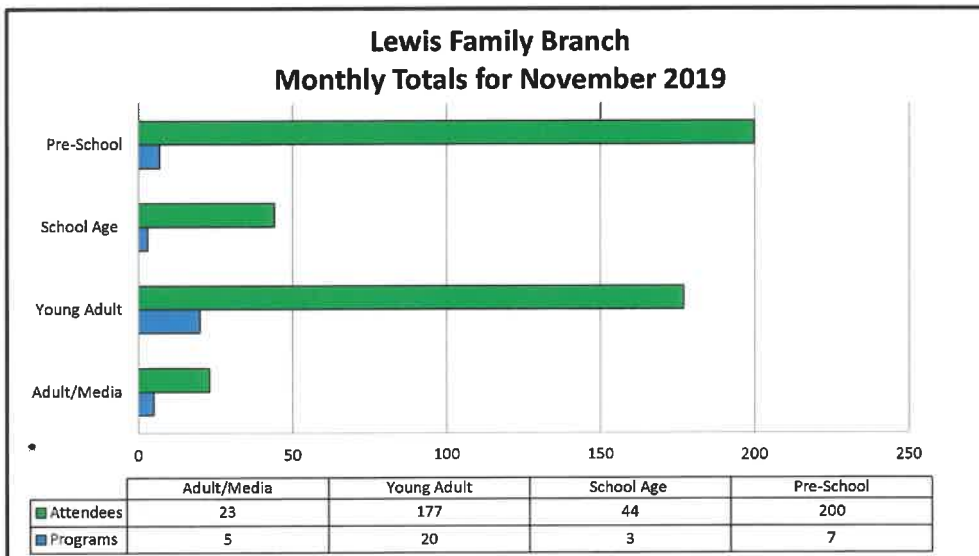
**City of Ontario Ovitt Community Library
November 2019 Library Services Monthly Report**

Services	Adult/Media	Young Adults	School Age	Pre-School
Programs	8	4	13	8
Attendees	49	58	427	480



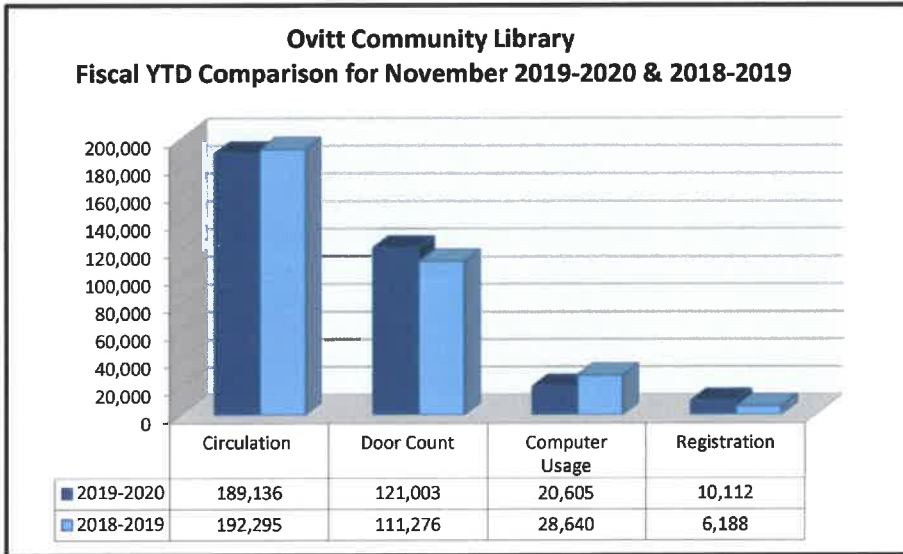
**City of Ontario Lewis Family Branch
November 2019 Library Services Monthly Report**

Services	Adult/Media	Young Adult	School Age	Pre-School
Programs	5	20	3	7
Attendees	23	177	44	200



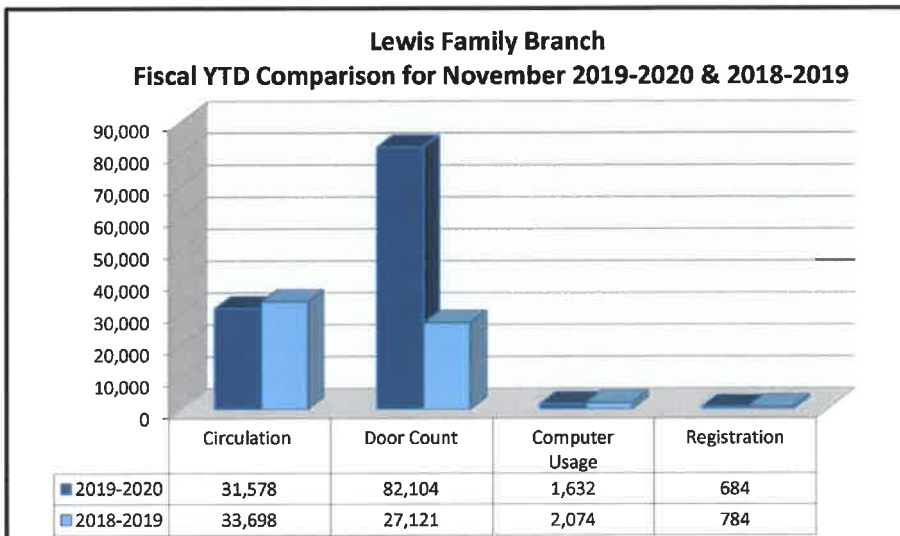
**City of Ontario Ovitt Community Library
Fiscal Year-To-Date for November 2019-2020 & 2018-2019**

Site	Circulation	Door Count	Computer Usage	Registration
2019-2020	189,136	121,003	20,605	10,112
2018-2019	192,295	111,276	28,640	6,188



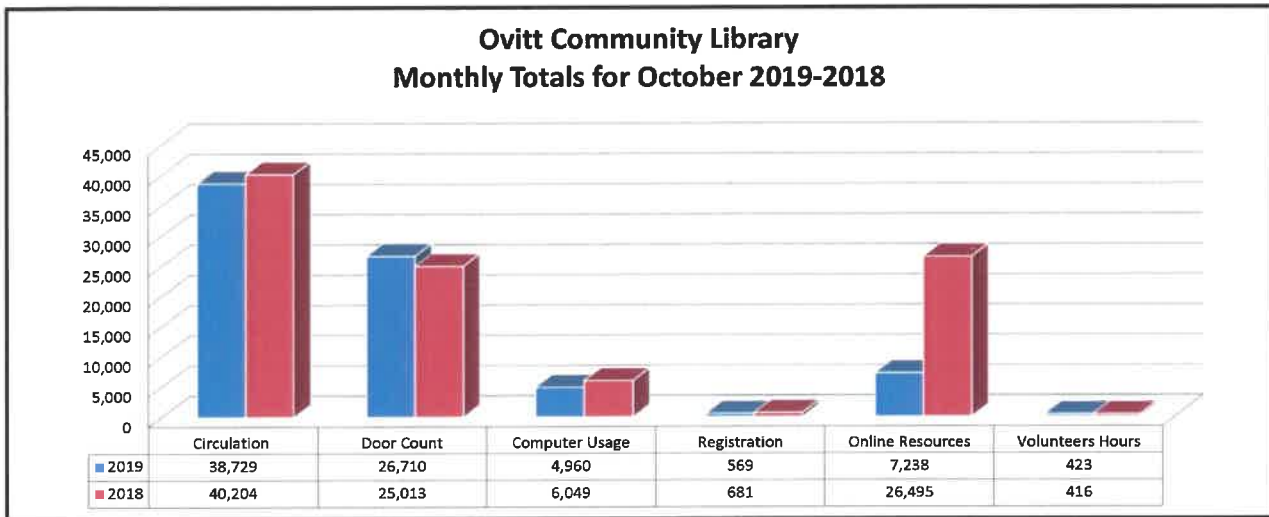
**City of Ontario Lewis Family Branch
Fiscal Year-To-Date for November 2019-2020 & 2018-2019**

Site	Circulation	Door Count	Computer Usage	Registration
2019-2020	31,578	82,104	1,632	684
2018-2019	33,698	27,121	2,074	784



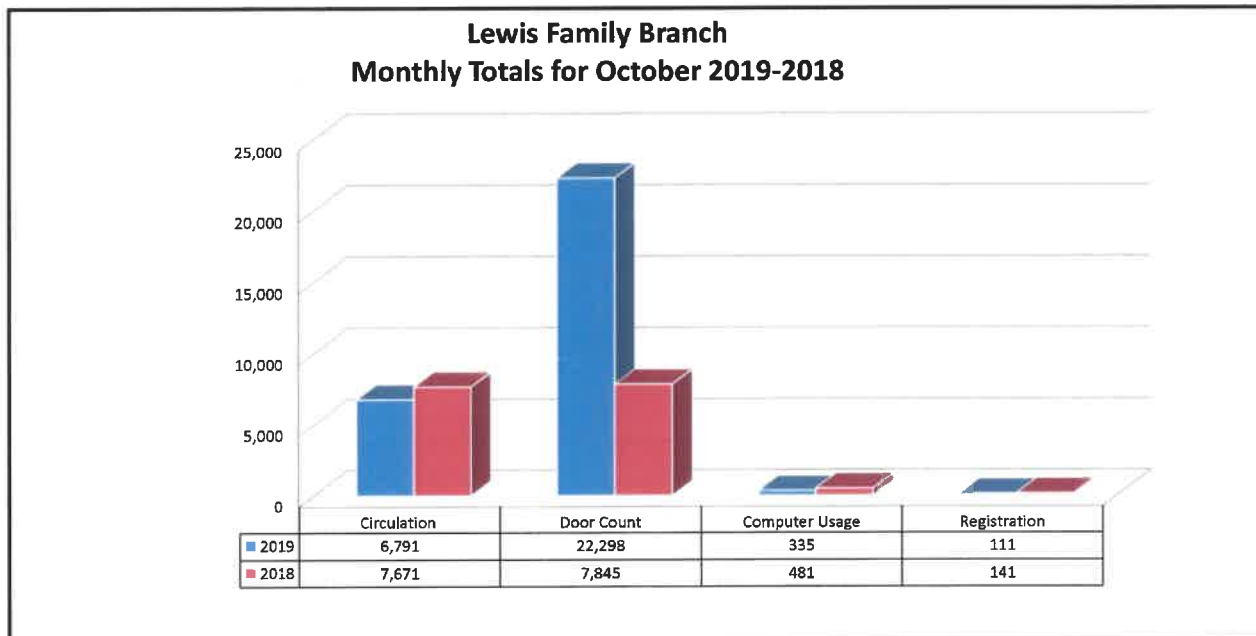
**City of Ontario Ovitt Community Library
Total Statistics for the Month of October 2019**

Site	Circulation	Door Count	Computer Usage	Registration	Online Resources	Volunteers Hours	Collection Holdings Volume	Collection Holdings Title
2019	38,729	26,710	4,960	569	7,238	423	199,583	139,965
2018	40,204	25,013	6,049	681	26,495	416	196,107	138,911



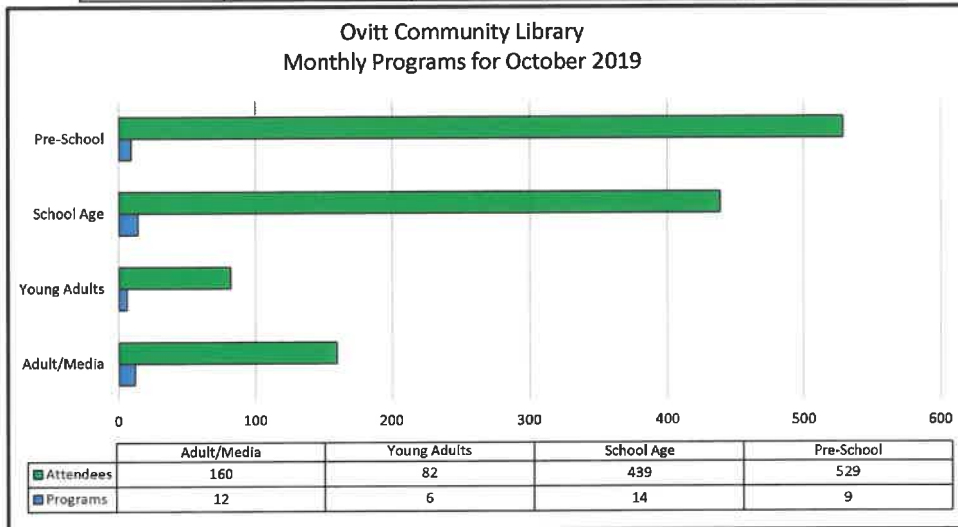
**City of Ontario Lewis Family Branch
Total Statistics for the Month of October 2019**

Site	Circulation	Door Count	Computer Usage	Registration	Collection Holdings Volume	Collection Holdings Title
2019	6,791	22,298	335	111	68,591	58,466
2018	7,671	7,845	481	141	68,534	58,849



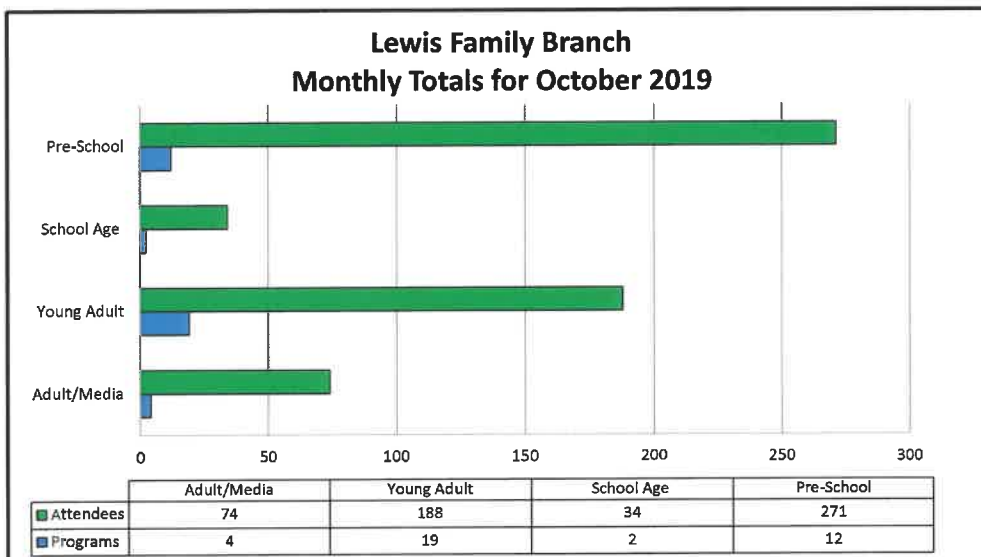
**City of Ontario Ovitt Community Library
October 2019 Library Services Monthly Report**

Services	Adult/Media	Young Adults	School Age	Pre-School
Programs	12	6	14	9
Attendees	160	82	439	529



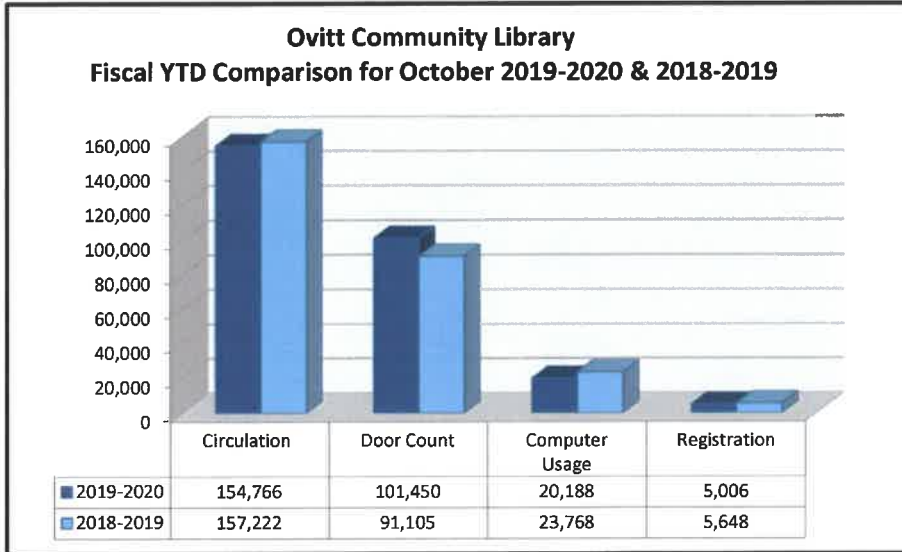
**City of Ontario Lewis Family Branch
October 2019 Library Services Monthly Report**

Services	Adult/Media	Young Adult	School Age	Pre-School
Programs	4	19	2	12
Attendees	74	188	34	271



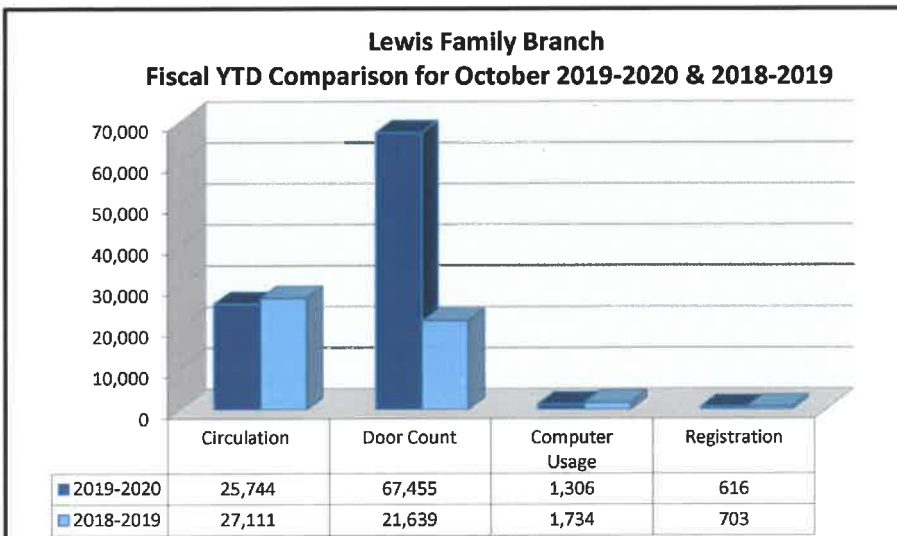
**City of Ontario Ovitt Community Library
Fiscal Year-To-Date for October 2019-2020 & 2018-2019**

Site	Circulation	Door Count	Computer Usage	Registration
2019-2020	154,766	101,450	20,188	5,006
2018-2019	157,222	91,105	23,768	5,648



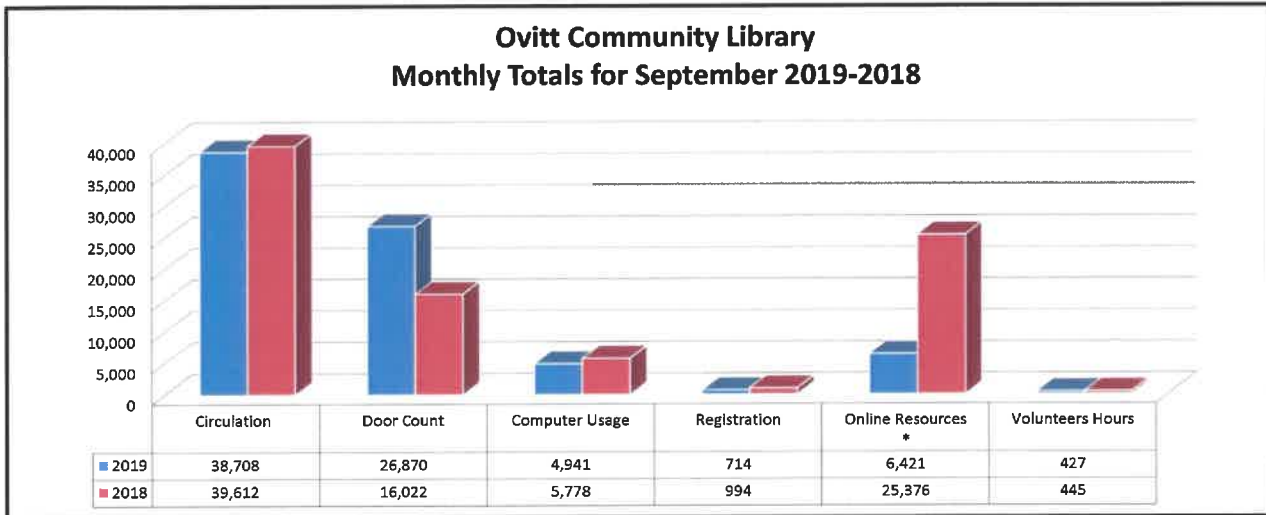
**City of Ontario Lewis Family Branch
Fiscal Year-To-Date for October 2019-2020 & 2018-2019**

Site	Circulation	Door Count	Computer Usage	Registration
2019-2020	25,744	67,455	1,306	616
2018-2019	27,111	21,639	1,734	703



**City of Ontario Ovitt Community Library
Total Statistics for the Month of September 2019**

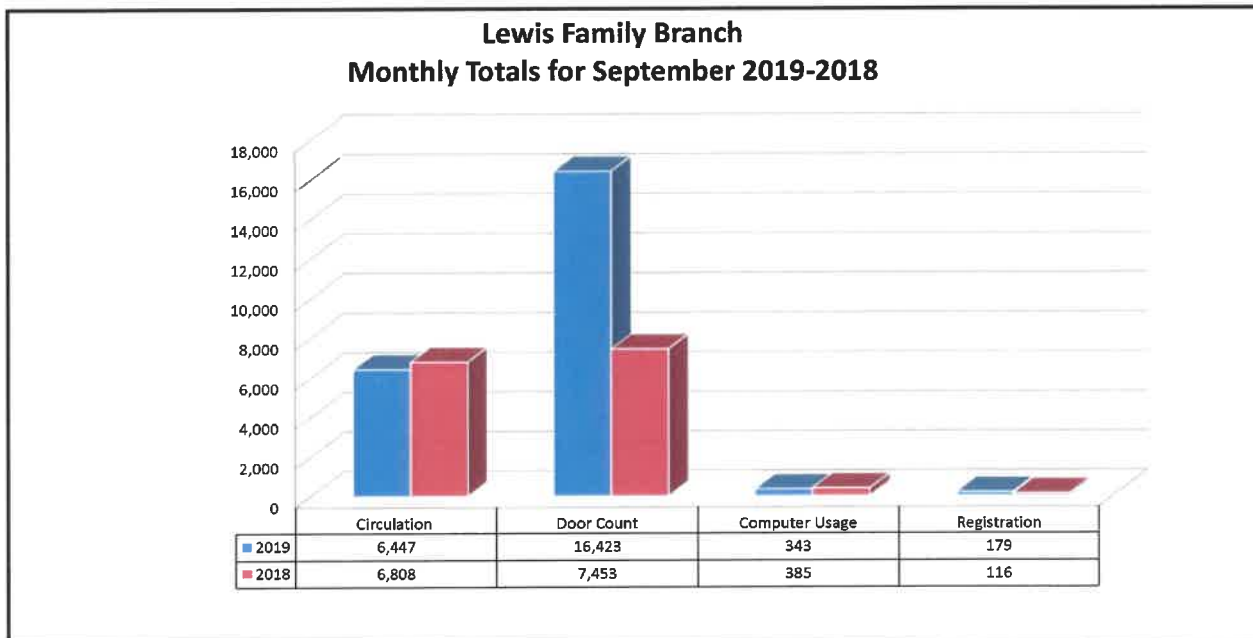
Site	Circulation	Door Count	Computer Usage	Registration	Online Resources *	Volunteers Hours	Collection Holdings Volume	Collection Holdings Title
2019	38,708	26,870	4,941	714	6,421	427	197,394	139,263
2018	39,612	16,022	5,778	994	25,376	445	195,528	138,961



*The disparity in online resources is due to Reference USA not being accessible outside of the library's network

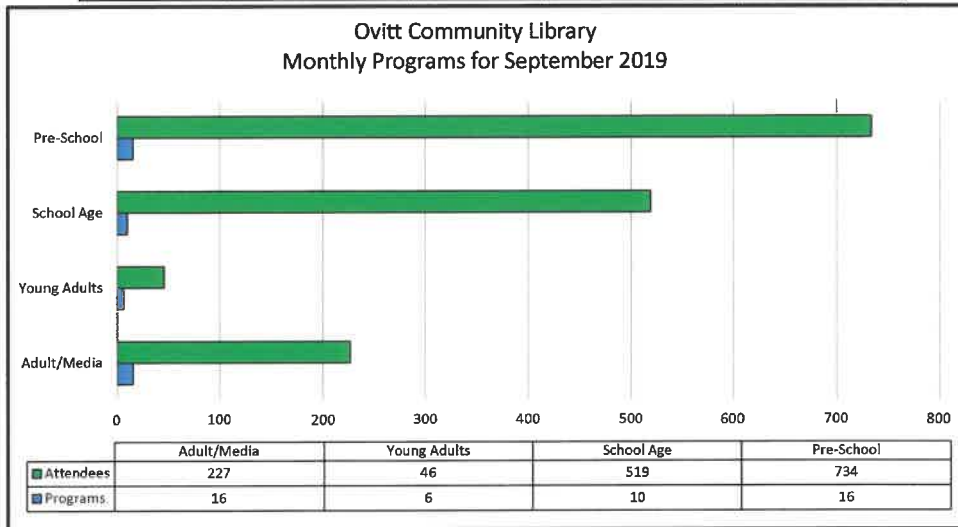
**City of Ontario Lewis Family Branch
Total Statistics for the Month of September 2019**

Site	Circulation	Door Count	Computer Usage	Registration	Collection Holdings Volume	Collection Holdings Title
2019	6,447	16,423	343	179	68,134	58,287
2018	6,808	7,453	385	116	68,227	58,114



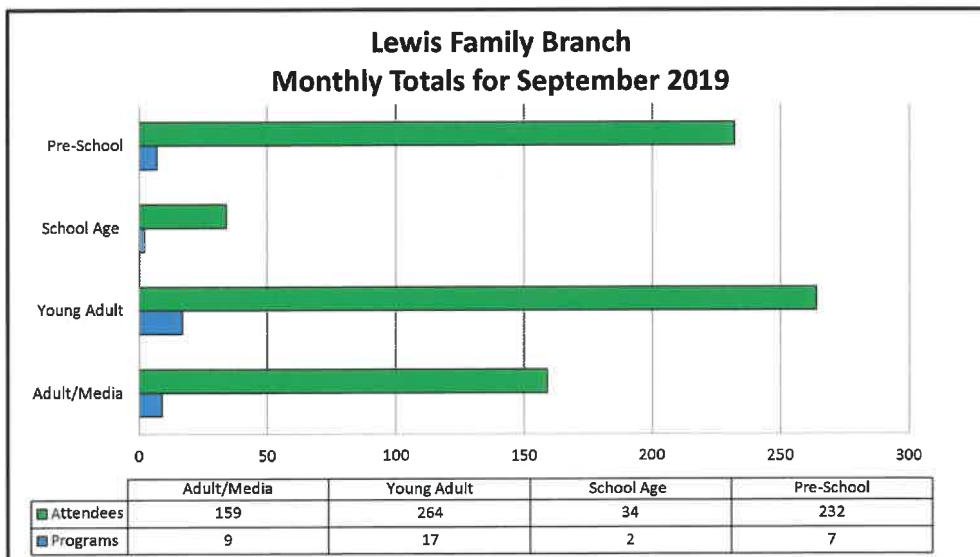
**City of Ontario Ovitt Community Library
September 2019 Library Services Monthly Report**

Services	Adult/Media	Young Adults	School Age	Pre-School
Programs	16	6	10	16
Attendees	227	46	519	734



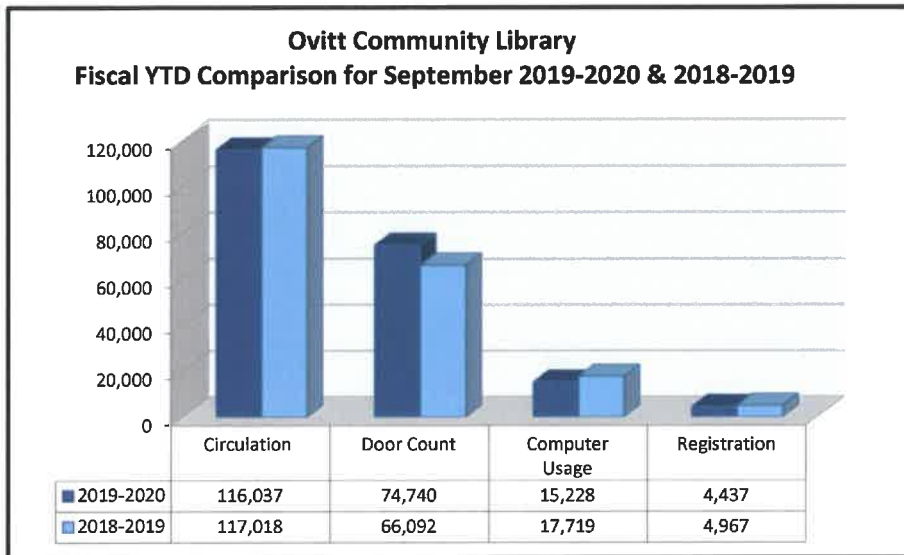
**City of Ontario Lewis Family Branch
September 2019 Library Services Monthly Report**

Services	Adult/Media	Young Adult	School Age	Pre-School
Programs	9	17	2	7
Attendees	159	264	34	232



**City of Ontario Ovitt Community Library
Fiscal Year-To-Date for September 2019-2020 & 2018-2019**

Site	Circulation	Door Count	Computer Usage	Registration
2019-2020	116,037	74,740	15,228	4,437
2018-2019	117,018	66,092	17,719	4,967



**City of Ontario Lewis Family Branch
Fiscal Year-To-Date for September 2019-2020 & 2018-2019**

Site	Circulation	Door Count	Computer Usage	Registration
2019-2020	18,953	45,157	971	505
2018-2019	19,440	13,794	1,253	562

