

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
February 13, 2024
(Subject to Board approval)

CALL TO ORDER	This meeting was called to order by Board President Elisabeth Armijo at 6:00 p.m.
PLEDGE OF ALLEGIANCE	Led by Board member Aaron Bratton
MEMBERS PRESENT	Board Secretary Felicia Chien Board member Devlin Smith
MEMBERS ABSENT	Board Vice President Crisol Mena
ALSO, PRESENT	Library Services Manager, Daisy Flores and Library Services Manager, Kelly Zackmann.
INTRODUCTIONS	None
PUBLIC COMMENTS	None

CITY COUNCIL REPRESENTATIVE: Mayor Pro Tem Debra Porada was absent.

CONSENT CALENDAR

Motion: Moved by Board Secretary Chien and seconded by Board member Smith and unanimously carried to approve the minutes for the Library Board meeting on January 9, 2023. Moved by Board member Smith and seconded by Board member Bratton and unanimously carried to approve the Consent Calendar for January 2023.

SPECIAL CEREMONY

Nancy Bumstead was able to attend, so this item will be tabled until the next meeting.

DIRECTOR'S REPORT

Library Services Manager, Kelly Zackmann spoke about the following items:

- Fine Forgiveness Day Thursday, February 15, 2024.
- Request for Reconsideration in process.
- Invitation to 2024 State of the City event on Wednesday, March 27, 2024 at 5:00 pm.

No Board comments or questions.

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STAFF REPORT

The Lewis Family Branch Overview and Update

Senior Librarian, Rachele Chasey presented:

Background:

The Lewis Family Branch was established in 2003 and is a specialized type of library called a “joint use” library. A joint use library is defined as a single library facility which has been jointly created by two or more entities to serve combined library needs. The Lewis Family Branch is located inside Colony High School and both the public library and the school library share the space and library materials. The public library is open after school Mondays through Thursdays 4:00pm – 8:00p and on Saturdays 10:00a – 6:00p. The Lewis Family Branch is currently staffed with six part-time and two full-time employees. The Lewis Family Branch has three library clerk positions, two library assistant positions, one library monitor specialist, one librarian, and one senior librarian.

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

Board Secretary Chien asked about how often they are scheduling the off-site programs. Senior Librarian Chasey responded that they do as many as possible and would like to have many more. Board Secretary Chien inquired if there was a listing or schedule of these events, to which Senior Librarian Senior Librarian Chasey informed her that the schedule is internal for outreach programs and that she is always looking for new opportunities.

Board member Bratton asked for clarification on the 6 part-time employees and 2 full-time employees at Lewis. Senior Librarian Chasey clarified that the 2 full-time positions are herself and a teen librarian. Board member Bratton then inquired if the teen librarian was a student of Colony High School or an adult, to which Senior Librarian Chasey replied that she is over 18 years old.

Board President Armijo inquired about the partnerships that they have established with nearby housing developments and how that process works. Senior Librarian Chasey replied that they reach out via phone or email to inform the potential partner of services Lewis can provide, from a simple outreach booth to providing story times or any other type of program Lewis has done previously. Senior Librarian Chasey informed the board they have received 2 new partnerships as well as working with current partners such as Creekside. Board President Armijo asked if Lewis is typically utilizing the housing development’s clubhouses, which Senior Librarian Chasey verified. Senior Librarian Chasey also added that the partners will include Lewis in their marketing and monthly calendars even if they do not have programs at that specific location.

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STAFF REPORT

Zip Books and Interlibrary Loan

Supervising Librarian, Veronica Cortez presented:

Background:

Ontario City Library has a large popular materials collection of more than 500,000 items between both branch locations. At times patrons will desire a book that the library does not own. The California State Library has awarded grants that help libraries purchase those books in a way that allows patrons to get them rapidly. This grant and service is known as Zip Books.

Zip Books has been a part of the Ontario City Library since 2018 and runs for approximately half of the fiscal year. For the 2023-2024 fiscal year, the award Ontario received was \$11,467. The Zip Books service resumed in January 2024. If a patron does not find a book they desire in the library collection, staff will offer to order it for them through Zip Books. Patrons can request a Zip Book themselves through an online form or through a library staff member.

Additionally, another service the library provides to supplement collections is interlibrary loan. Interlibrary loan is a service that many libraries participate in to share items from their collection by lending them to other libraries and borrowing them from other libraries. Library patrons can request an item through interlibrary loan by either making the request through the Ontario City Library catalog or by making the request in person. Library staff send the request through WorldShare Interlibrary Loan, an online tool that libraries worldwide use to manage interlibrary loan services. The lending library then mails the item to Ontario City Library where the patron may check out the item as usual. Patrons can request books, microfilm, photocopies of specific newspaper, magazine, and journal articles, and even musical scores. Some materials may not be available to borrow because they may be rare or non-circulating items. Media and ebooks are not available through Ontario City Library's Interlibrary Loan service.

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

Board President Armijo asked if the 287 items requested were for Zip Books and Interlibrary Loans combined or separately. Supervising Librarian Cortez clarified that 287 items were specific to the Interlibrary Loan program. Board President Armijo inquired how many requests the library receives for Zip Books. Senior Librarian Chasey informed the Board that she ordered 40 books on Monday alone and that the program was very popular.

Board member Bratton inquired about how often the Zip Books are returned to Amazon and not added to the library's collection as well as if the library then gets a refund. Senior Librarian Chasey replied that the program allows the community to help build the library's collection, so more often than not, the library adds the book to the collection. Board member Bratton asked for any examples of books being returned or not added to the collection. Library Services Manager Flores responded that there are various reasons the library may not keep a book, such as if a children's picture book was only available in paperback and would not last long in a public library. In instances like this, Library Services Manager

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Flores explained that there are some cases where the book will be donated to FOCL to sell to benefit the library. Library Services Manager Flores went on to further explain that throughout the state, libraries will list and reach out to other libraries if they have a book they are not adding to their collection to allow for cross-sharing in the state.

Board President Armijo asked if there was a specific genre or age group that was more popular for the Zip Books program. Senior Librarian Chasey informed the Board that the orders are very diverse, but currently, a lot of manga, young adult, comics, and adult nonfiction.

Board Secretary Chien inquired about how the damages process works for Zip Books. Senior Librarian Chasey replied that this had not been an issue so far, but we keep track and do not charge patrons for en-route shipping damages. Library Services Manager Flores clarified that a spreadsheet contains all the data for Zip Books and is monitored for misuse of the program or repeat offenses with damages. Library Services Manager Flores added that the library has been very fortunate since the beginning of the program in 2018, and we have not had any issues.

STAFF REPORT

Friends of Ontario City Library (FOCL) 2024 Update

Library Services Manager, Kelly Zackmann presented:

Background:

The Friends of Ontario City Library (FOCL) is a 501(c)(3) nonprofit organization that acts as the fundraising arm of Ontario City Library, primarily through the sale of used books. The organization, incorporated in 1973, celebrated its fiftieth anniversary in 2023. The group was active during the 1970s but participation began dwindling in the 1980s and the organization went dark for a period of time during the 1990s. FOCL became active again after the remodeling and reopening of Ontario City Library's main branch in 2006.

The importance of a vibrant and active friends group to a library's mission cannot be understated. In addition to fundraising for the library, Friends act as advocates for library programs and services, provide a venue for volunteering for the library via the book sale, sponsor and often present programs for the public, and contribute to the long-term sustainability and vitality of the library, providing ongoing support, resources, and advocacy that help the library adapt to changing needs and circumstances.

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Board Secretary Chien asked about how the online sales were going and if there was a website patrons could browse. Library Services Manager Zackmann responded that the online sales were very new, but they would be available through AbeBooks.com

Board President Armijo inquired about the current needs of FOCL and how the Board and community can assist them. Library Services Manager Zackmann replied that getting the word out about FOCL is most important and to inform people of the book sale and book donations.

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Board member Smith added that people interested in FOCL can follow their Facebook.

Board President Armijo asked about the process to become a volunteer at the library. Library Services Manager Zackmann responded that the process starts with completing an application and being matched with a library unit. Library Services Manager Zackmann went on to add that FOCL volunteers are library volunteers first, and they can work in the book sale or become FOCL members to work with the board and assist with fundraising activities. Board President Armijo inquired about a minimum age to volunteer at the library. Library Services Manager Flores stated the minimum age is 13 years old and they would be a volunteer and not able to volunteer with FOCL until they are 18 years old.

PUBLIC COMMENT

None

OLD BUSINESS

None

BOARD MEMBER COMMENTS

Board member Bratton thanked the presenters and expressed his gratitude for learning so much through the Library Board.

Board Secretary Chien thanked the presenters for being so informative.

Board member Smith congratulated the new Library Board officers and extended an invitation to the Board members from FOCL to attend the upcoming Serving With a Purpose Conference at the Ontario Convention Center on May 22, 2024. The theme this year will be Fundraising and Advocacy: Our Call to Action. Board member Smith also thanked the Librarians and Board for continuing their support to ensure the freedom to read in Ontario, considering the news regarding a local community restricting children's access to books.

Board President Armijo shared her excitement for the Library for All event that took place last month. The attendance was amazing, and our partners, Antithesis and OPARC, really helped to make the event a success. She is looking forward to the next Library for All event. Board President Armijo also shared the upcoming event for our community's special needs adults and children with a resource fair that is still in the planning stages for July 2024 during Disability Pride Month. She also expressed her gratitude to the Library for their ongoing support of our entire community.

NEW BUSINESS

None

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FUTURE AGENDA ITEMS

Electronic Use Policy
Public Display Policy
National Library Week
State of the City 2024

ADJOURNMENT

Board President Armijo adjourned the meeting at 6:45 p.m.

SUBMITTED:



Charlotte Marteney, Administrative Assistant

APPROVED:



Elizabeth Armijo