

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
OVITT FAMILY COMMUNITY LIBRARY  
215 East C Street  
August 8, 2023  
(Subject to Board approval)

CALL TO ORDER	This meeting was called to order by Board President Crisol Mena at 6:00 p.m.
PLEDGE OF ALLEGIANCE	Led by Board member Elisabeth Armijo.
MEMBERS PRESENT	Board member Devlin Smith, Board Vice President Aaron Bratton and Board Secretary Felicia Chien.
MEMBERS ABSENT	None
ALSO, PRESENT	Library Director Shawn Thrasher, Library Services Manager, Daisy Flores, Library Services Manager, Kelly Zackmann, Supervising Librarian, Briana Ochoa, Librarian Tabitha Buckner.
INTRODUCTIONS	Director Shawn Thrasher informed Board that three new Library staff members were in attendance and had them introduce themselves to the Board.
PUBLIC COMMENTS	None

**MINUTES**

Motion: Moved by Board member Armijo, seconded by Board Vice President Bratton and unanimously carried to approve the July 11, 2023 minutes.

**CITY COUNCIL REPRESENTATIVE**

City Council Representative Debra Porada informed Board that the Ontario Museum of History & Art will have their new exhibition *Built on Water* open this Thursday through Sunday from noon to 4:00 p.m. and invited all to come out and visit.

**CONSENT CALENDAR**

Motion: Moved by Board member Smith, seconded by Secretary Chien and unanimously carried to approve the Consent Calendar for July 2023.

**Special Ceremony:**

Recognition of Former Library Board of Trustee members; Anne Lawliss was presented with a plaque for her service to the City Library Board of Trustees.

Library Director Thrasher presented Ms. Lawliss with the plaque and President Mena thanked Ms. Lawliss for her service and dedication to the community.

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DIRECTOR'S REPORT

Library Director Thrasher spoke about the following items:

- September's Ontario City Library Board of Trustees meeting will be held at Ovitt Community Library instead of Council Chambers, Library Staff has been working on the Library's new Mission, Vision and Values and staff would like Board's input on that task.
- The Ontario Reads program starts on September 1<sup>st</sup>, and the book is Crying in H Mart.

**STAFF REPORT**

**Collection Development and Material Selection at Ontario city Library**

Library Services Manager, Kelly Zackmann, presented:

Background:

The Ontario City Library performs collection development and material selection as part of its operations. Collection development is a major activity of the library and involves multiple staff.

Collection development is a term used to describe the creation, accumulation, evaluation, and de-selection of materials that are provided for library patrons. While libraries traditionally collect books, libraries in the modern age are about much more than just books. Libraries collect a variety of materials to offer to the community including games, magazines, newspapers, sports equipment, DVDs, audiobooks, technology such as hotspots and laptop computers, health products like blood pressure monitors, and more.

The library's collection is broken down into smaller collections that are located throughout the library. Breaking down the collections allows patrons the ability to quickly ascertain the audience for the materials, as well as locate the materials within the library. Some examples of these collections include adult fiction, board books, CD fiction, children's picture books, and adult reference.

To facilitate the collection of materials in an orderly and efficient way, the Ontario City Library Board of Trustees has adopted its Materials Selection Policy, which outlines the library's roles in the community. These roles include:

- *Reference and Community Information Center*
- *Popular Materials Library*
- *Children's Services*
- *Young Adult Services*
- *Senior Services*
- *Local History*

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The Ontario City Library Materials Selection Policy outlines in general the selection and maintenance of library materials. Materials are selected based on how to best satisfy community needs, within the scope of the library's mission, vision, values, and roles, as stated above.

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

Board Secretary Chien asked about Senior Services and how one is considered "home bound" or limited ability, if there was an application process. Library Services Manager, Daisy Flores responded with information that the "home bound" program was by referrals wherein patrons that had come in and stopped coming in and needed help were often referred. She also shared that this program was currently "paused", but it is being revamped by the Librarians and will have guidelines and an application process.

#### **STAFF REPORT**

##### **Support Services Overview**

Library Services Manager, Kelly Zackmann, presented:

##### **Background:**

Support Services is the unit at the Ontario City Library that is responsible for cataloging library materials. Cataloging is at the heart of all libraries. Cataloging ensures that materials and information can be found by the public.

There are three primary aspects to the art of cataloging: Acquisitions, the actual method of cataloging, and physical processing of the material.

Acquisitions is a library word that is used to define how libraries obtain materials that it checks out. In most cases, the library purchases materials from vendors. The vendor that Ontario City Library uses for most of its purchases is Baker & Taylor, a company that caters to libraries and understands their needs.

Cataloging is a library word that is used to define how libraries organize materials so that the public can find what they need. Before computers became part of everyday life, libraries organized materials by creating individual cards for each item in the library, using the Dewey Decimal System.

This information is key to helping people find what they need. Library cataloging follows standards set by the library profession so that records are consistent, efficient, and logical.

There are two primary ways records are created:

1. Copy Cataloging- Most popular materials like best sellers, DVD movies, TV shows, graphic novels, children's books, and other like materials are held by many libraries.
2. Original Cataloging- WorldCat may not have records for some items. In this case, library staff performs original cataloging, meaning staff creates records from scratch, rather than download them from WorldCat. Original cataloging is performed for items that are rare, unusual, self-published, or unique.

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**Processing:**

The third aspect to cataloging is called processing. Processing refers to the physical changes made to materials to prepare them for library shelves.

Some of the other tasks and responsibilities of Support Services staff include:

- Mending: When materials are damaged due to wear and tear from consistent use, often they require mending
- Withdraws: Sometimes materials are too worn or damaged to mend.

**Periodicals:**

In addition to books and audiovisual materials, the library offers magazines and newspapers for the public, which are called periodicals. Support Services manages all these materials for the library.

**Delivery:**

Support Services staff is responsible for the daily delivery of library materials, supplies, equipment, mail, and other items that require movement between the two library branches.

**Shipping and Receiving:**

Support Services is the point of contact for all the library's receiving.

**Public Desk Service:**

In addition to all the backside operations that is done in Support Services, staff also routinely provide public services at various library desks throughout the library, serve on library planning committees, and participate in special events and programs.

**Staff:**

Support Services is staffed by three full-time staff, two part-time staff, and two volunteers.

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

Vice President Bratton asked when physical cataloging stopped, Manager Zackmann answered in the 1980's. He also asked if the Library archived the periodicals like the newspapers on a daily basis? Ms. Zackmann responded that the Inland Valley Daily Bulletin is kept on microfilm done by an outside vendor.

Secretary Chien asked if Lewis Library did the book mending or if Ovitt staff helped, Manager Zackmann answered that Lewis staff did most of it but Ovitt staff could help.

**STAFF REPORT**

**2023-24 Budget & Agency Strategic Objective**

Shawn Thrasher, Library Director, presented:

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Background & Analysis:

When preparing the annual budget, library staff adhere to specific City Council goals.

**City Council Goals:**

- Invest in the growth and evolution of the City's economy.
- Pursue City's Goals and objectives by working with other governmental agencies.
- Focus resources in Ontario's commercial and residential neighborhoods.
- Encourage, provide or support enhanced recreational, educational, cultural and healthy City programs, policies and activities.

**The Ontario Plan (TOP)** is a guiding plan for city development. The library plays a role in this development and uses TOP as a blueprint for budget decisions. The specific parts of TOP relevant to libraries can be found at <https://www.ontarioca.gov/about-ontario-ontario-plan-policy-plan/social-resources>.

Directory Thrasher reviewed in some detail the following:

- The Ontario Plan
- 2023-24 Agency Strategic Objective
- Five Year Plan
- Budget Timeline & Board Role
- CLC Agency Adopted Budgets for FY 2019 through 2023-24
- Library Budget Overview
- Library Budget Details-Collection
- Library Budget Details-Programs

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

**STAFF REPORT**

**Overview of the Annual KinderGo Program**

Supervising Librarian, Briana Ochoa and Librarian, Tabitha Buckner presented:

Background:

KinderGo is a literacy and library card awareness project that began in 2015. The target audience is kindergartners and their families. It is a city-wide program led by the library where city staff visit kindergarten classrooms to read a picture book, share a message about the importance of literacy, introduce students to the city's libraries and provide them each with their very own KinderGo library card. In the 2022-23 school year, KinderGo 1,673 students benefited from the program, 79 classrooms were visited, and 58 city staff participated.

KinderGo succeeds in partnership with four school districts, Ontario-Montclair School District, Mountain View School District, Chino Valley Unified School District, Cucamonga School District and St. George Parish School. The program provides to schools within city boundaries and is scheduled for all

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kindergarten classes, including special education or resource specialist program (RSP) classes. KinderGo visits occur at 26 school sites. Each year, a book is selected and serves as the theme for KinderGo.

KinderGo visits will take place Monday, September 18 – Friday, September 29 and KinderFair will take place on Saturday, September 30 at 1:00 p.m. at the Ovitt Family Community Library.

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

Board member Armijo asked how the KinderGo visits in September would be scheduled? Supervising Librarian Ochoa answered that Staff contacted all school principals and coordinated those visits based on pre-determined dates and the Principals give Library staff best time to visit classrooms. Ms. Armijo also ask how KinderGo readers were chosen and Ms. Ochoa informed that emails go out to entire City of Ontario staff to gage interest and they volunteer to be a part of the program and then schedules are prepared based on availability of City staff and best time to visit the classrooms.

Public Comment:

None

OLD BUSINESS

None

NEW BUSINESS

None

**Board member Comments:**

Board member Smith commented that Friends of Library is having their first Trivia Night on August 25<sup>th</sup>, also a book bag sale on September 23<sup>rd</sup>, a bag full of books or DVD's for \$3. She also informed of their 50<sup>th</sup> Annual Celebration on November 4<sup>th</sup>.

Secretary Chien thanked all for their presentations.

Vice President Bratton informed that he participated in National Night Out and enjoyed it and thanked everyone for the presentations.

Board member Armijo commented on the following & thanking where appropriate:

- National Night Out, she participated and visited the three locations and enjoyed it very much.
- Thanked Library Directors for attending OMSD kickoff, and their support
- Thanked Library staff for their participation in OMSD and Library -Summer School programming
- Built on Water VIP event which she enjoyed very much, and thanked CLC for the invite
- Ontario Reads and entire program and has encouraged others to participate, appreciated the program.
- Thanked the entire Library Team for their willingness to partner with OMSD

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Board President Mena thanked all staff for the great presentations and thanked Mayor Pro Temp Porada for her support of the Library and looks forward to the great things happening and the hiring of new staff to help the community.

FUTURE AGENDA ITEMS

Library Mission Vision & Values exercise  
Material Review Policy update  
Educator Card  
Robert E. Ellingwood Model Colony History Room Yearly Update

ADJOURNMENT

Board President Mena adjourned the meeting at 7:19 p.m.

Submitted

  
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Nelva Costello, Senior Administrative Assistant

APPROVED:

  
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