

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
October 8, 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 Secretary Felicia Chien
MEMBERS PRESENT	Board member Aaron Bratton, Board Vice President Crisol Mena
MEMBERS ABSENT	Board member Devlin Smith
ALSO, PRESENT	Library Director, Shawn Thrasher, 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 Vice President Mena and unanimously carried to approve the Consent Calendar for September 2024.

SPECIAL CEREMONY

Former board member Nancy Bumstead was honored for her 17 years of service on the Ontario City Library Board of Trustees.

DIRECTOR'S REPORT

Library Director Thrasher spoke about the following items:

- CLA Conference attendance guidelines for Library Board members to be compliant with the Brown Act: the Library Board members may attend the conference without needing to post an agenda. However, they must limit their conversations about matters that are within their subject matter jurisdiction to times when they are attending scheduled conference programming. They cannot go to lunch/dinner together outside of the conference and talk about matters within their subject matter jurisdiction; that would be a prohibited serial meeting.
- Ovitt Family Community Library will be a stop on the Halloween parade and costume contest while also providing a variety of Halloween programming throughout the month of October.
 - Halloween Haunt for Little Learners Friday, October 12 from 10:30 am to 12:00 pm
 - Spooktacular Halloween for school age children Monday, October 28 from 5 to 6 pm
 - Vampire Ball for teens Thursday, October 10 from 5 to 7 pm
- Lewis Family Branch will also host some Spooky Season programs.

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- Stitchenstein's Teddy Transmutation Workshop for tweens and teens Wednesday, October 23 from 4:15 to 5:15 pm
- Little Pumpkins Sitting on a Fence for families on Tuesday, October 29 at 6:30 pm
- Halloween Hullabaloo for Little Learners on Tuesday, October 29 from 4:15 to 5:15 pm
- National Novel Writing Month is always in November, and this year we'll be hosting workshops for budding novelists at Ovitt Family Community Library the first three Saturdays of the month from 10:30-11:30am.
- KinderGo was a success! Readers visited 86 classrooms and read to 1,883 students. KinderFair had 350 attendees!
- Instagram Reel stats from September 1 through the morning of October 8:
 - 20 reels created since September
 - 80,883 views total and counting
 - 593 shares
 - 2,348 likes
 - Most viewed Reel last month: Patron Services did a funny reel where they tripped, accidentally scanned their ID, and ended up with a library card. The "Trip" was a trend; we don't know what it was called. It was for National Library Card Sign Up Month, and it received 13,400+ views.
 - Most liked Reel in the last month: A funny Twilight reel that we just put up, and already has 300 likes, 7,291 views, and 64 comments.

No Board comments or questions.

STAFF REPORT

Services to Spanish Speakers

Supervising Librarian, Veronica Cortez presented.

Background:

The Ontario City Library is deeply committed to empowering, enriching, and welcoming its diverse community by providing access to information, inclusive resources, and compassionate and engaging staff, all while fostering a love for learning. The library strives to fulfill this mission by offering a wide range of services to all its visitors, including members of the Spanish-speaking community.

According to the U.S. Census Bureau, in Ontario, households that speak a language other than English account for 54.8%. The primary other language spoken is Spanish. By offering Spanish services, the library ensures that Spanish speakers have equal access to all its resources.

The library has a significant number of full-time and part-time bilingual staff as well as an in-house Spanish translation team. The bilingual staff provide both interpretation and translation services as needed. Bilingual staff are called upon regularly to answer technology questions, assist with patron accounts, assist parents with education questions regarding their children, and other reference questions. The Spanish translation team is responsible for overseeing the translation of signage and social media content. These efforts help improve engagement with the Spanish-speaking community.

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The Ontario Living Magazine includes a dedicated section in Spanish to inform Spanish-speaking patrons of upcoming programs. Moreover, there is a special collection of Spanish books, "Libros en Español," at both the Ovitt Family Community Library and the Lewis Family Branch, catering to readers of all ages. In addition to the Spanish collection, the library offers language learning resources such as an adult literacy program, which has been beneficial not only to English speakers but also to bilingual and Spanish speakers seeking to enhance their language skills.

The library provides enriching programs to Spanish speakers. Cuentos y Cantos is a bilingual storytime session that allows young learners to engage with the Spanish language through reading and music. The library collaborates with Chaffey Community College to provide English as a Second Language classes at the library, making these classes accessible beyond the traditional classroom setting. Technology programs are also presented in Spanish in the library's Lightspeed makerspace. Classes taught in Spanish have included sewing, Cricut, and laser cutting programs. The programs are planned based on the needs of the community and their feedback, ensuring that valuable and relevant services are provided.

The library plans to expand services for Spanish speakers over the next few years. This includes reintroducing English language conversation clubs, where Spanish speakers can practice their English skills in a safe and friendly environment. A similar program was offered before the pandemic closures. Additionally, the library will offer "back to basics" computer classes taught in Spanish, focused on teaching fundamental computer skills.

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

Board President Armijo thanked Library staff for their focus on the Spanish-speaking community and expressed her personal connection to adult literacy through first-hand experience. She also asked if the library would offer an introduction to Spanish class or program for non-Spanish-speaking community members. Supervising Librarian Cortez responded that staff previously offered something similar and are looking into bringing this back. Board President Armijo asked if there was any data to support the Spanish programs and collections. Supervising Librarian Cortez explained that 14,000 Spanish-related books, CDs, and DVDs get checked out by patrons, and staff look for feedback from the community to see what programs they would like to see at the library.

Board member Bratton inquired how much of the Spanish collection is material that is translated to Spanish or was originally published in Spanish. Supervising Librarian Cortez explained that the library purchases a variety of authors, primarily Spanish authors for the Spanish collection and that one librarian works with the collection through Baker & Taylor and other libraries to look for popular titles. Director Thrasher added that some distribution is more difficult to get in the United States as opposed to other countries, so although we have a lot of translated items, we also have a healthy amount of original items. Board member Bratton asked how much of the entire library catalog is for the Spanish-speaking community. Supervising Librarian Cortez responded that the collection is fairly small but it is growing.

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Board Vice President Mena asked if the library has worked with the Mexican consulate or Green Books. Supervising Librarian Cortez explained that they have been trying to connect with them through the OMSD parent group. Board Vice President Mena added that she has a contact and will get that information to Supervising Librarian Cortez.

STAFF REPORT

Lewis Family Branch: Outreach, Off-Site Programming and Marketing

Senior Librarian, Rachelle Chasey presented.

Background:

Lewis Family Branch is a joint use library facility located on the campus of Colony High School. The City and Colony High School share the facility and library materials. Prior to May 2023, the City operated the library 48 hours per week, including during Colony High School's official school hours. In May 2023, the Lewis Family Branch hours of operation were changed so that the public library operates only after school. Colony High School now operates the library exclusively for Colony High School students during the school day. When these hours changed, Lewis Family Branch staff pivoted to provide the already scheduled daytime programming to off-site locations to maintain a continuity of service for the public. Lewis Family Branch is now open Monday through Thursday 4:00pm – 8:00pm and Saturday 10:00am – 6:00pm. When it is open to the public, Colony High School students are also welcome. Lewis staff have maintained a relationship with Colony High School staff, providing support as needed to ensure that Colony High School students receive a high level of library service. Colony High School staff operate the library facility during school hours, Monday – Friday until 4:00pm. While Lewis Family Branch staff are not directly serving Colony High School students during these hours, Lewis staff do assist school staff with large scale projects such as creating library cards for incoming freshmen each new school year. Lewis Family Branch is currently staffed by six part-time employees and three full-time employees.

With the change to the hours at Lewis Family Branch the work schedules for staff also changed. Part-time employees work afternoons and evenings, and full-time staff work mornings at Ovitt Family Community Library and afternoons and evenings at Lewis Family Branch. This change has provided full-time Lewis staff at Ovitt an opportunity to strengthen relationships with their Ovitt counterparts, and it has helped encourage collaboration on large-scale programs and operations. One example is Patron Services: the supervisor at Ovitt and the supervisor at Lewis and their staff work together to streamline procedures and services between the two branches, and they have collaborated on projects such as Fine Forgiveness Day and National Library Card Sign Up Month. Also, the teen librarians at both branches are working closely together on restructuring Teen Services. They have been able to work together in person, assisting one another in planning large programs and planning outreach to high schools and teen centers. Lewis staff working part of their day at Ovitt has improved communication among the individual library units, and it has also allowed Lewis staff to cross train at Ovitt, making Lewis Family Branch and Ovitt Family Community Library better connected.

The Lewis library staff still provide popular and innovative programming during its open hours but to reach those who have limited time in the afternoons and evenings, staff have formed collaborations with other city departments. Staff have assisted Recreation and Community Services with outreach to

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their Teen Advisory Committee, tot camps, Tiny Tots program and summer camps with story times, art activities and training. Lewis' teen librarian is also collaborating with Westwind Community Center staff and its Teen Advisory Committee to provide a winter festival for teens this December, which will include entertainment and learning activities. Staff have also collaborated with Housing Services to provide a program to residents at Vista Verde Apartments with story time, art activities and a workshop that was provided by San Bernardino County Workforce Development.

Staff are working to broaden Lewis Family Branch's scope of outreach. Outreach is the activity of going out into the community to provide services and programs to populations that might not otherwise have access to the library. This can be in the form of story times that are held in a park, running a booth at a school's open house, or visiting classrooms to talk about what the library offers students. Lewis Family Branch staff have formed many new partnerships with nearby housing developments such as Park Place, New Haven and Esperanza. Staff have provided outreach booths at events small and large such as Park Place's Holiday Extravaganza and its Easter parade. Staff have provided story times and story time training off-site at the Westwind Community Center, staffed outreach booths at RodeoX Market Night, and have partnered with Brew Haven to offer the community a Board Game Trivia Night which was held on Thursday, June 20th.

Marketing with posters, flyers and social media has been crucial to encouraging the community to physically visit Lewis Family Branch to take advantage of services, programs and story times, and staff have been busy creating engaging and creative social media posts and graphics. Staff also create on-trend in-house marketing such as bulletin boards, passive programming, and displays to encourage patrons to check out our library materials and programs.

The Friends of the Library book sale and Lightspeed area have both expanded at Lewis Family Branch. Lewis Family Branch has a dedicated Friends of Ontario City Library volunteer who visits the library weekly to replenish materials for sale, maintain the area and accept donations. The Lightspeed area has new equipment for patrons to use such as a knitting machine, an embroidery machine and a LEGO Education Spike Set. Lewis previously offered Lightspeed services only by appointment, but as of spring 2024 offers open hours: Wednesday and Thursday from 4:00pm to 7:00pm and Saturday from 12:00pm to 3:00pm.

Lewis Family Branch has some exciting programming starting up. "Lewis on the Go" started on Monday, October 7, 2024. Library staff provide a story time for little learners, 0-5 years, and their families. This first series of off-site programs will run from October 7th to November 4th. There are also afternoon programs scheduled the week of Thanksgiving, so that families have program options during the break from school. Lewis Family Branch is utilizing the Ontario on the Go vehicle to provide these services at off-site locations in south Ontario. The story times will be held at Creekside Park, which is near Lewis Family Branch, and offers plenty of space, amenities, and parking. Afternoon programs will be held at Celebration Park, which will provide library programming to some of Ontario's newest residents. Library materials will be available for check out at these off-site programs. The teen librarian at Lewis Family Branch has established a partnership with Reach Out, an organization that provides health and wellness

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support to communities, to provide mental health awareness programs for teens. The teen librarian does outreach for students on the Colony High School campus during its lunches as well.

Lewis Family Branch staff, which oversees the library's Ontario Promise Corps program, mentors and supervises Americorps members who provide early literacy programs for caregivers and children. Lewis Family Branch is one of two locations where these programs are offered, and the programs held at Lewis on Saturdays have proven to be successful. As a result, more Saturday programs are being planned and implemented.

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

Board Secretary Chien commended staff on their outreach services and asked if they have noticed a change in the library's patronage with the new hours and what their plans are to increase the numbers if so. Senior Librarian Chasey explained that while they have seen a change in patronage, they are hopeful they can build the numbers through Ontario On The Go with story time for local residents.

Board Vice President Mena asked if the City or Colony High School owns the Lewis Family branch. Senior Librarian Chasey explained that it is a joint-use facility. Colony High School owns the space, and the City rents it to the library. Board Vice President Mena went on to question if the Ontario On The Go van was attending fall festivals at schools because some local families are not aware that Ontario On The Go exists. Senior Librarian Chasey clarified that there are a lot of future collaborations with Recreation for the Ontario On The Go van.

Board President Armijo expressed her gratitude for the presentation and the staff's flexibility. She went on to explain that she would like to see more partnerships with small businesses and facilitate more meetings and programs about this topic.

STAFF REPORT

One Book, One Ontario

Librarian, Starla Villalba presented.

Background:

Each year, the Ontario City Library holds a month-long community read initiative One Book, One Ontario. This program provides an opportunity for the Ontario community to read, share and discuss the same book. This initiative provides a meaningful literacy experience for the adult community of Ontario.

The One Book, One Ontario 2024 program commenced on September 1st and concluded on September 30th, with *The Measure* by Nikki Erlick selected as the title for the year.

Programming for 2024 One Book, One Ontario:

- Launch Party: To celebrate the program's kickoff.
- Craft Program: Participants painted small chests, symbolic of the boxes in *The Measure*.

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- Vision Board Workshop: Attendees created personalized vision boards to explore themes of self-reflection and purpose.
- Passive Program: Patrons were asked whether they would open a box revealing the length of their life.
- Author Event: Attendees had the opportunity to ask questions and discuss the themes within the book with the author.

Participation Statistics:

- In-Person Attendance: 62 attendees participated in the in-person programs.
- Passive Program Interactions: 240 patrons engaged with the passive program.

For future programming, a selection of titles will be curated by the expertise of the current library staff and subsequently presented to the community for their input. The selected title will be recently published and available in the library's current collection. In addition, the author will be available for an in-person discussion.

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

Board member Bratton asked if the book had already been selected for next year's One Book, One Ontario. Librarian Villalba explained that the book has not been selected, and there will be community input for the decision. Board member Bratton further questioned if the title is state-determined, similar to KinderGo. Librarian Villalba responded that the State does not select the One Book, One Ontario title. Board member Bratton asked if the author is selected because they are able to attend events in the City. Librarian Villalba clarified that staff will narrow down authors based on their availability to attend events in the City. Board member Bratton suggested that the selection process be opened up to the public and asked how far in advance staff begin the process of selection. Librarian Villalba explained that the process began for the 2024 One Book, One Ontario in December of 2023 to ensure author attendance.

Board President Armijo expressed her gratitude that the library puts together One Book, One Ontario.

PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

BOARD MEMBER COMMENTS

Board Secretary Chien thanked the presenters, congratulated Nancy Bumstead, and shared her excitement for how much the library has grown and to see what the rest of the year holds.

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Board Vice President Mena thanked the presenters and commented that there were not enough words to thank Friends of Ontario City Library for their commitment to fundraising and helping the library. She also thanked Nancy Bumstead for all her years of service and wished everyone a Happy Halloween.

Board member Bratton expressed his gratitude to the presenters and the great knowledge they bring to each meeting. He commented on the great programs for the Spanish-speaking community, how creative and great Lewis has been while needing to be flexible, and how impressed he was with One Book, One Ontario. Board member Bratton mentioned that he participated in KinderGo at Sultana Elementary School and had a great time and shared his gratitude for Nancy Bumstead's service over the years.

Board President Armijo thanked the entire Library staff and was excited to share that California Assembly Bill 1825, the Freedom to Read Act, was signed into law protecting public access and librarians. She mentioned how proud she is to support Ontario City Library and that we already have a complete procedure for handling any Requests for Reconsideration. Board President Armijo went on to Thank Nancy Bumstead for blazing the trail and her years of service to the community. She also encouraged everyone eligible to vote in the upcoming election.

FUTURE AGENDA ITEMS

Electronic Use Policy

ADJOURNMENT

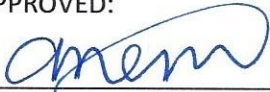
Board President Armijo adjourned the meeting at 6:53 p.m.

SUBMITTED:



Charlotte Marteney, Administrative Assistant

APPROVED:



Elisabeth Armijo, Board President

Crisol Mena, Vice President