

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



CITY COUNCIL CHAMBERS
303 E. B STREET • ONTARIO, CA 91764
March 8, 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 February 24, 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.

SPECIAL CEREMONY

CITY COUNCIL REPRESENTATIVE

CONSENT CALENDAR

MOTION TO APPROVE CONSENT CALENDAR FOR February, 2022 /

Bumstead

Lanthripe

Lawliss

Mena

Ricci

DIRECTOR'S REPORT

STAFF REPORT

1. Naming of Ontario City Library Facilities, Rooms or Collection (Shawn Thrasher)
2. State of the City (Shawn Thrasher)
3. National Library Week (Steven Arechiga)

OLD BUSINESS

NEW BUSINESS

1. Board Election

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
SPECIAL MEETING MINUTES
CITY COUNCIL CHAMBERS
303 East B Street
Ontario, CA 91764
February 24, 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, Lawliss, Lanthripe, and Mena were present.

MEMBERS ABSENT

ALSO PRESENT Executive Community Life & Culture Agency Director Helen McAlary.

INTRODUCTIONS

There were no introductions

MINUTES

Motion: Moved by Mena, seconded by Lawliss and unanimously carried to approve the November 9, 2021, minutes.

PUBLIC COMMENTS

Brock Lanthripe, age 10, commented that he found a curse word in a children's book and wanted to know how children's books are selected. McAlary responded that library staff will put together a presentation as to how library materials are selected.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada was present.

Dorst-Porada passed out a Medfly map quarantine, explained that there is a Medfly outbreak, and advised that people should not share their citrus fruit beyond their general area, and dispose of dead fruit so that we can keep our citrus healthy. Bumstead asked if they could share the map on Facebook and Dorst-Porada said yes. Lanthripe clarified if you can still give your citrus to a neighbor and just not the next city over and Dorst-Porada confirmed.

Dorst-Porada explained that a thriving city is composed of 1/3 residence, 1/3 industrial, and 1/3 commercial and advised that this balance is needed for sales tax, jobs, and parks, libraries, and recreation centers and that it cannot be a majority of just residential or it will not thrive financially. Dorst-Porada continued to advise that Ontario keeps four firemen on a truck so they can begin firefighting operations sooner than a three-person manned truck thus providing better service and lowering insurance rates and that this same notion is applied to Ontario PD.

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Dorst-Porada then made a point of explaining that warehouses do not always mean distribution centers but also medical and other important fields. Dorst-Porada explained that she cannot attract Fortune 500 companies because Ontario's education level is not up to par and these companies want educated people. Dorst-Porada said she has been meeting with elementary teachers to ask what can be done and they advised that it must start before kindergarten. Dorst-Porada then asked what the library is doing about Ontario's low education levels because she doesn't want people leaving the area to go work in in other regions. Dorst-Porada also advised that online shopping is not helping Ontario Mills. Finally, Dorst-Porada asked the board members to go on Zillow and look at local school scores.

Dorst-Porada asked board members to make a list of non-profits in Ontario to see where there is overlap, find gaps, and ask some non-profits to focus energies in gaps found. Bumstead asked about city education programs and Dorst-Porada said it would be a school board issue they could discuss later. Lanthripe asked if there was a narrowing of non-profits to approach. Dorst-Porada said to make a list and go from there and that the current Help card and Homeless Point Count had made her think of this.

CONSENT CALENDAR

November and December 2021 and January 2022.

Motion: Moved by Lanthripe, seconded by Lawliss and unanimously carried to approve the Consent Calendar for November and December 2021 and January 2022

DIRECTOR'S REPORT

McAlary invites all Board member to State of the City on March 16 for pre-network event at 5pm followed by main event at 6 pm then followed by a final networking reception. McAlary also invites all Board members to the second State of the City event for the public at 1 pm on March 19 where there will be a City open house event.

STAFF REPORT

1. Code of Conduct and Expulsion Policy (Kelly Zackmann)

Zackmann read over the current Code of Conduct and Expulsion Policy and emphasized the proposed changes and the sections that are remaining unchanged.

City Council Representative Dorst-Porada asked for clarification where it states not to engage in certain behaviors and Zackmann pointed to the beginning of the policy that states "A person engaged in the following behaviors will be asked to stop the behavior, and may be asked to leave the library:..." followed by the accompanying bullet point listed behaviors.

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Board member Lanthripe asked what “bodily hygiene” means and if the language can be clarified. City Attorney, Henry Castillo advised that another option is to add California penal code 370 that defines bodily hygiene as a nuisance if others cannot use space due to odor. McAlary asked Castillo to read penal code aloud. Castillo read “...Anything which is injurious to health, or is indecent, or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property by an entire community or neighborhood, or by any considerable number of persons, or unlawfully obstructs the free passage or use , in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin, or any public park, square, street, or highway, is a public nuisance.” Dorst-Porada asked that library staff contact Mercy House to have their staff come to talk to individuals who’s bodily hygiene need to be corrected and Zackmann affirmed that this is regular library practice. Dorst-Porada then advised that if the individual does not have the capacity to get to Mercy House, then library staff, please ask for that to be asked for of Mercy House as well. Zackmann affirmed that is also a practice the library regular asks for as well when Mercy House is available to answer.

Bumstead asked about service animals and how library staff monitors and approaches service animals. Zackmann had library staff minute taker, Danielle Sanchez, answer “There are only two ADA compliant questions that can be asked which are: Is this a service animal? And what is the service animal trained to perform?” Bumstead then asked if comfort animals allowed and Zackmann answered no, only service animals, and it can only be a dog or a mini horse.

Bumstead asked if California penal code 602 would be used for trespass in the library and McAlary answered no, penal code 370 replaced it.

Mena asked for clarification about what “unsanitary items” are. Zackamann answered for example dirty blankets, things with bugs, visible dirt, and the most concerning issue overall is pests.

Bumstead then asked about motioning for the revised code of conduct. McAlary reminded “with the addition of the new penal code” and Castillo affirmed, penal code 370.

Motion: Moved by Lanthripe, seconded by Bumstead and unanimously carried to approve the revisions of the code of conduct and expulsion policy.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BOARD COMMENTS

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Lanthripe expressed excitement over the State of the City events and asked if it is open to the public. McAlary answered that it is and it is a ticketed event where the public has to buy tickets. Lanthripe then asked if board members would have a plus one and McAlary clarified that the board members tickets are paid for by the library but that all others will have to purchase a ticket.

Mena wanted to remind everyone that it is Black History Month and to learn about Black History. Mena also commented that Ontario, California's Baptist Mt. Zion Church turns 100 years old this year.

FUTURE AGENDA ITEMS

President Bumstead invites Brock Lanthripe back to view presentation about how library materials are selected.

ADJOURNMENT

President Bumstead adjourned the meeting at 6:43 pm.

Respectively Submitted

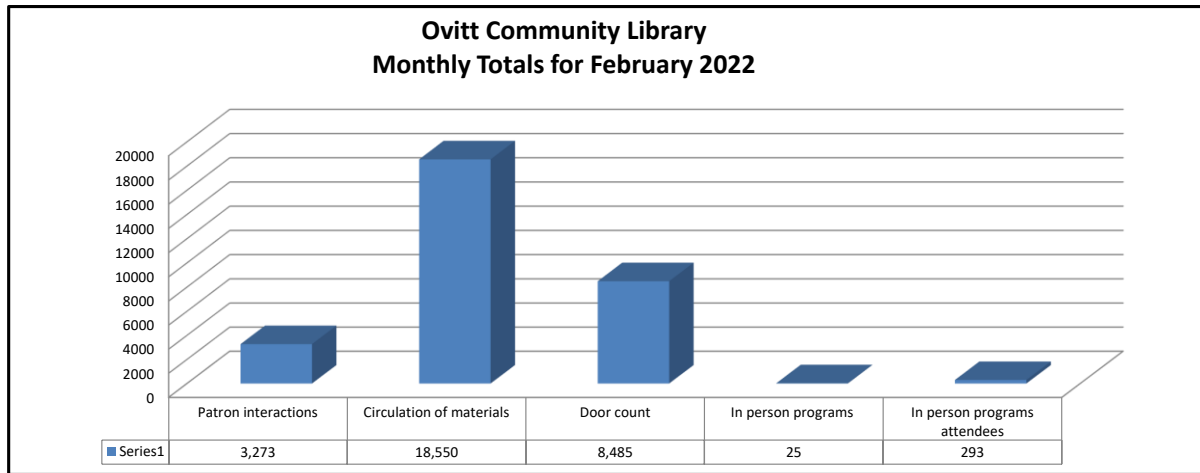
Danielle Sanchez, Librarian

APPROVED:

Nancy Bumstead, PRESIDENT

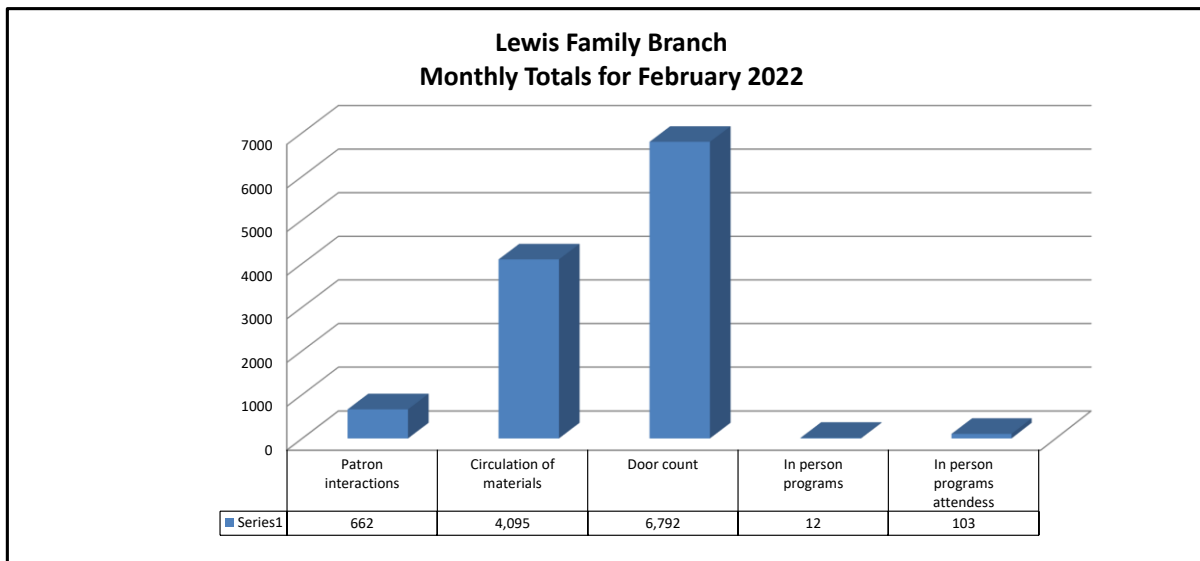
**City of Ontario Ovitt Community Library
Total Statistics for the Month of February 2022 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Ovitt	3,273	18,550	8,485	25	293



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

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Lewis	662	4,095	6,792	12	103





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
March 8, 2022

SECTION: NEW BUSINESS

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

Action: Choose an item.

SUBJECT

Library Board of Trustees review, comment and recommendation to City Council regarding City of Ontario Administrative Policy for Naming of Ontario Library facilities, rooms or collections.

AGENDA REPORT SUMMARY

The name given to a library facility, room or collection is important and requires thoughtful consideration. Facility names represent the City of Ontario and that facility for the future. The City of Ontario also receives requests occasionally to name or rename facilities, rooms, or collections. An administrative policy has been written to address these situations.

This report summarizes the administrative policy.

Naming Application Process and Procedures. A request to name a facility, collection or room (hereafter referred to as a facility) may be initiated by one or more city residents, business owners, property owners or City of Ontario staff by written application. The application must identify the facility, the proposed name change, and include at least three letters of support from community members as well as articles, documents and other evidence demonstrating community support.

Library Director and Community Life & Culture Executive Director will determine if an application is consistent with the policy. If so, the application will be included as a Library Board agenda item and presented by Library Director or designee no more than 60 days after receipt of the application. Prior notice will be given to community members allowing them the opportunity to speak in favor or against the application at the library board meeting. Library board then reviews application and staff report, and then votes on a recommendation to City Council.

City Council then votes to approve, modify or deny the application. All decisions with respect to the naming or renaming of a library facility are at the discretion of City Council.

Incomplete applications or those otherwise inconsistent with the policy will be returned within 60 days of receipt. Applications can be resubmitted.

Naming Criteria

The following criteria have been established to assist the Library Board and City Council in the decision-making process regarding the naming of a facility.

Priority given to:

- Historic names
- Places and feature names
- Individuals of note
- Longstanding affiliation with the City of Ontario
- Significant community service

The policy also includes exclusions. Names will not be considered that promote an unhealthy lifestyle, including but not limited to tobacco, alcohol, and gambling and that promote a political organization or affiliation.

The policy lays out termination of naming rights. City Council can reject any sponsor request or naming request at any time during the approval process. City Council may remove a name from a library facility when deemed to be in the best interest of the City of Ontario. City Council may suspend or terminate the use of a name in circumstances involving fraud, poor moral character, criminal activity, or other actions which would reflect poorly on the city. Should an organization or group cease to exist, their naming rights will be terminated.

Library Board of Trustees can do the following.

1. Move to recommend that the Naming Policy be recommended to City Council for approval as written.
2. Move to recommend that the Naming Policy be recommended to City Council for approval with suggested changes and/or additions.
3. Instruct staff to do further research on prescribed items within the Naming Policy to be presented at a future meeting for review, comment and recommendation to City Council.

Policy for Naming of Ontario City Library Facilities, Rooms or Collections

Presented By:

Shawn Thrasher, Library Director

March 2022



Why do we even need a naming policy?

1. Purpose
2. Scope

How does a community member make a naming request?

3.1.1 – 3.1.2 Naming
or

Renaming Existing Library Facilities, Collections or Rooms

What is the Library Board of Trustee's role in this process?

Review and Recommendation:
3.1.3 – 3.1.5

The Library Board recommends a name – then what?

Review by City Council:
3.2.1 – 3.2.4



How do we evaluate the request?

3.3 Naming Criteria

3.3.1 Priorities

a. Historic Names

b. Place and Feature Names



3.3 Naming Criteria

c. Individuals

What kinds of names will never work?

3.4 General Conditions and Exclusions

What if something happens and we need to change our minds?

3.5 Termination of Naming Rights

What do we do tonight?

Library Board of Trustees can do the following.

1. Move to recommend that the Naming Policy be recommended to City Council for approval as written.
2. Move to recommend that the Naming Policy be recommended to City Council for approval with suggested changes and/or additions.
3. Instruct staff to do further research on prescribed items within the Naming Policy to be presented at a future meeting for review, comment and recommendation to City Council.

SUBJECT Naming of Ontario City Library Facilities, Rooms or Collections.	Number: Property & Equipment, PE-001
	Effective Date: [Date]
	Policy Owner(s): Helen McAlary, Executive Director, Community Life and Culture
	Approved by: [Approver name, Title]

1. PURPOSE

The name given to a library branch or other facility is important as that name becomes a part of the City of Ontario and symbolizes the facility for time to come. Because of this, the selection of a name should receive the greatest consideration.

Additionally, the City receives requests to name or rename public facilities from time to time.

This policy establishes a fair, objective, and consistent procedure for formally naming or re-naming Ontario City Library facilities, collections, and rooms.

2. SCOPE

Ontario City Library facilities, collections, and rooms.

3. POLICY

3.1. Naming or Renaming Existing Library Facilities, Collections or Rooms

3.1.1. A request to name or rename a library facility, collection or room may be initiated by one (1) or more City resident(s), business owner(s), property owner(s) or City staff using the Commemorative Dedication and Names Application ("Application") which shall be submitted to the Library Director. .

3.1.2. The Application shall identify the library facility, collection or room, state the reason(s) for the proposed name change, and specify the proposed new name(s).

3.1.3. The Library Director and Executive Director of Community Life and Culture shall review the Application and determine whether it is consistent with the policy. If consistent, the Application will be included in the agenda packet for a Library Board of Trustees meeting within 60 days of receipt of the Application. Prior notice will be given to the board that the item will be on an upcoming agenda. Library Director or designee will present the Application to the Library Board of Trustees. Prior notice will be given to allow community members to speak during public comment at the board meeting.

3.1.4. Applications that are determined to be incomplete, without the items of support listed above or are otherwise inconsistent with this policy will be returned to the applicant with a written explanation for the return within 60 days of receipt of the Application. The applicant may resubmit the Application at any time with new or additional information

to correct the identified insufficiencies.

3.1.5. The Library Board of Trustees shall review the submitted Application and staff report and shall vote on a recommendation to the City Council to approve, modify, or deny the Application together with the reasons therefor.

3.2. Review by City Council

3.2.1. The Application, staff report and Library Board of Trustees' recommendation, will be presented to the City Manager's Office.

3.2.2. The City Manager or designee will present the Application to City Council in the form of a council agenda report. Community members in support of the Application may be asked to speak during public comment at the council meeting.

3.2.3. The City Council shall review the Application and staff report submitted by the City Manager for its review and consideration.

3.2.4. All decisions with respect to the naming or renaming of library facilities, collections or rooms will be at the discretion of City Council, which shall determine whether a library facility, collection or room shall be named or renamed.

3.3. Naming Criteria for All Library Facilities, Collections or Rooms.

3.3.1 Priorities to be considered in naming library facilities, collections or rooms shall be as follows:

a. Historic Names. Names of historic events, groups or organizations that had a positive and significant national, regional, or local impact. Special consideration can be given to events, groups or organizations celebrating Ontario history/heritage.

b. Places and Feature Names. The following criteria will be used in evaluating the use of places or feature names:

i. Recognizable area or neighborhood, e.g. Ontario Ranch. Names that aid in locating a library facility, collection or room are acceptable. If the facility is located on a park or school site, the facility need not share the name of the park or school site.

ii. Theme Names. If a facility is located in an area with a specific theme, due consideration may be given to that theme.

iii. Natural Features. Natural and geographic features, such as creeks and terrain.

iv. Horticultural features. Horticultural features or characteristics of a certain area.

c. Individuals. The following criteria will be used in evaluating the use of names of persons (whether living or deceased):

i. Persons who made significant and positive contributions at the local, regional, or national level of major significance. Such individuals may include:

1. Deceased persons of significance. Special consideration can be given to former or deceased Ontario residents.
 2. Significant authors, musicians or artists who were born or resided in Ontario at some time.
 3. National and/or local heroes.
- ii. General Criteria. Names of persons, groups or organizations having longstanding affiliation with the City of significant community service, involvement or contribution beyond the ordinary interest level whose efforts have:
1. Enhanced the quality of life and well-being of City residents.
 2. Contributed to the preservation of City history or culture.
 3. Made exemplary or meritorious contributions to the City or its residents.
 4. Created a significant or exemplary body of literature or art.
 5. Contributed to the acquisition, development, or conveyance of land, buildings, structures, or other amenities to the City or community.
 6. Special consideration can be given to former or current Ontario residents.
- iii. Living Persons. Facilities, collections or rooms may be named after living persons only after a thorough study has been completed by city staff relative to the individual's background and qualifications pursuant to the criteria in Section 3.3.1.c.i-ii subsection of this policy.
- iv. Groups and Organizations. Facilities, collections or rooms may be named after groups or organizations pursuant to the criteria set forth in Section 3.3.1.c.i of this policy.
- v. Alignment. The significance and notability of an individual should align with the suggested facility, collection or room. The contributions to the community or mission of the library should be commensurate with the facility, collection, or room being named.

3.4 General Conditions and Exclusions

- a. Naming that promotes an unhealthy lifestyle, including but not limited to alcohol or tobacco use, or gambling will not be considered.
- b. Naming that promotes any political organization or affiliation will not be considered.

3.5 Termination of Naming Rights

3.5.1 Due to the high-profile nature of public facilities such as libraries, diligence and discretion must be exercised in their naming. Significant review and higher standard of care will be applied in the use of a name of an individual, organization or business. The City of Ontario reserves the right to reject any sponsor requests or naming request at any time during the approval process.

3.5.2 The City Council may remove a name from a library facility, collection or room when deemed by the City Council to be in the best interest of the City.

3.5.3 The City Council reserves the right to suspend and/or terminate the use of a name in the case of circumstances involving fraud, poor moral character, criminal activity or other actions which would reflect poorly on the reputation, image or good-will of the City.

3.5.4 Should an organization or group cease to exist, their naming rights may be terminated.



**CITY OF ONTARIO
COMMUNITY LIFE & CULTURE**

Agenda Report
March 8, 2022

SECTION: STAFF REPORTS

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

Action: Report & File

SUBJECT

2022 State of the City Update

AGENDA REPORT SUMMARY

The 2022 State of the City Business Address will be held on Wednesday, March 16, 2022 at the Ontario Convention Center. Doors open at 5 PM. All Library Board of Trustees are invited to attend.

Additionally, the City will also put on a Community Open House & Taste of Ontario event on Saturday, March 19, 2022 from 1 PM – 5 PM at Ontario Town Square.



Library Board of Trustees Roles and Responsibilities



Program Format – Business Address

Wednesday, March 16, 2022
Ontario Convention Center

- 5 PM – Registration & Pre Event Networking
- 6 PM – State of the City Program – Ontario’s Mayor and City Council
- Networking Forum immediately following



THE ONTARIO CITY COUNCIL PROUDLY PRESENTS THE

2022

CITY OF ONTARIO
STATE OF THE CITY

MARCH 16 • 5 PM
ONTARIO CONVENTION CENTER

JOIN PROMINENT SHAREHOLDERS, INVESTORS
& TOP GOVERNMENT OFFICIALS.

Register Today! OntarioCA.gov/SOC

MAYOR PAUL S. LEON • MAYOR PRO TEM ALAN D. WAPNER
COUNCIL MEMBERS JIM W. BOWMAN, DEBRA DORST-PORADA AND RUBEN VALENCIA



Expectations

Dress to impress.

Find and partner with a Library Staff member.

Interact with attendees from other organizations.

Make yourself welcoming and available to attendees.

Ask people about their business and role in their organization.

Expectations

Share your positive experiences as a resident and leaders within the City.

Direct attendees to appropriate staff if they have questions, you cannot answer.

Share all the great programs and services the Library has to offer!



About Ontario City Library

Library Information

2 locations

1 mobile library & recreation vehicle

120,000 patrons

270,000 items including books

33,000 e-books

Hotspots and google chrome books for checkout



About Ontario City Library

Library Programs and Services

Adult Literacy

Friends of Ontario City Library

Little Learners, Big Futures

Lightspeed Makerspace

Model Colony History Room

Ontario Learns

Ontario On the Go

Teen Services

Veterans Resource Center

Workforce Development



Community Open House & Taste of Ontario

Saturday, March 19, 2022
Ontario Town Square

1 PM – 5 PM

New event featuring City Departments and Agencies displaying the services and programs that we provide to our community.

Taste of Ontario will feature some local Ontario establishments!



THE ONTARIO CITY COUNCIL PROUDLY PRESENTS THE

2022

CITY OF ONTARIO
STATE OF THE CITY

COMMUNITY OPEN HOUSE & TASTE OF ONTARIO

MARCH 19 • 1 PM
ONTARIO TOWN SQUARE

For information OntarioCA.gov/SOC

MAYOR PAUL S. LEON • MAYOR PRO TEM ALAN D. WAPNER
COUNCIL MEMBERS JIM W. BOWMAN, DEBRA DORST-PORADA AND RUBEN VALENCIA





Share your passion and enthusiasm for all things Ontario!





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
March 8, 2022

SECTION: NEW BUSINESS

Department: Library
Prepared By: Steven Arechiga
Staff Member Presenting:
Steven Arechiga
Approved By:

Action: Choose an item.

SUBJECT

Review of National Library Week offerings at Ontario City Library.

AGENDA REPORT SUMMARY

National Library Week is an annual celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening communities.

This year, National Library week will occur from April 3 – 9, 2022. The Ontario City Library will create programming to connect the community to the services and resources available. The library will also use social media and passive programming to create engaging content that will engage the public.

On Wednesday, April 6, the Ovitt Family Community Library will be hosting a three-hour open house event titled "Date Your Library" From 5 pm – 8pm, members of the community and library partners will be invited to visit a series of informational and fun booths to become refamiliarized or discover a library service. The thematic approach will be akin to speed-dating, where patrons can receive compartmentalized information on resources and services in a short span of time. There will be collectible goodies that patrons can receive by visiting booths to incentivize patrons to learn as much as they can about the Ontario City Library.

On Monday, April 4, the Lewis Family Branch will be hosting a similar program titled "Lewis Library On Display" at 4 pm. Staff will provide tours of the library and create opportunities for attendees to learn about the library's services through various displays and demonstrations.

Throughout the week, there will also be a youth coloring page contest of our mascot Charlie and a social media campaign highlighting the staff and services at the Ontario City Library. This is also the time of year Ontario City Library customarily offers "2 for 1 DVD" checkouts. This promotion serves as a way for patrons to enjoy the library's extensive movie collection by taking two movies home instead of one. The "2 for 1" incentive has been proven to be a strong driver for increasing material check-outs. National Library Week has statistically shown to have a 72% increase in DVD rentals compared to the rest of the month.

The Ontario City Library would like to ask Library Board of Trustees to review and decide whether Ontario City Library will offer two for the price of one DVD checkouts during National Library Week.

National Library Week

Presented By:

Steven Arechiga, Senior Library Assistant

March 8, 2022



What is National Library Week?

National Library Week is an annual celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities



April 3-8 2022



**NATIONAL
LIBRARY
WEEK**

- This year, the Ontario City Library will be presenting a new theme.





LEWIS LIBRARY
On Display



*Date your
Library*

Plans for the Event

- We hope to continue for to offer 2 for the price of 1 DVD checkouts
- Our DVD checkouts see an increase of 72% during National Library Week

