



CITY OF ONTARIO

Library Board of Trustees

NOVEMBER 12, 2024

City Council Chambers
303 East B Street, Ontario CA 91764

PRESIDENT ELISABETH ARMIJO • VICE PRESIDENT CRISOL MENA
SECRETARY FELICIA CHIEN

TRUSTEES: AARON BRATTON • DEVLIN SMITH

WELCOME TO A MEETING OF THE LIBRARY BOARD OF TRUSTEES

All documents for public review are on file with the Records Management/City Clerk's Department located at 303 East B Street, Ontario, CA 91764.

Anyone wishing to speak in person during public comment or on a particular item will be required to fill out a blue slip. Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Clerk will not accept blue slips after that time. To comment by email, submit your comments no later than 4:00 p.m. on the day of the meeting by emailing your name, agenda item you are commenting on and your comments to publiccomments@ontarioca.gov. All comments received by the deadline will be forwarded to the City Council for consideration before action is taken on the matter and will be entered into the record.

Comments will be limited to 3 minutes. Speakers will be alerted when they have 1 minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.

In accordance with State Law, remarks during public comment are to be limited to subjects within Council's jurisdiction. Remarks on other agenda items will be limited to those items.

Remarks from those seated or standing in the back of the chamber will not be permitted. All those wishing to speak including Council and Staff need to be recognized by the Chair before speaking.

CALL TO ORDER

6:00 PM

Pledge of Allegiance

Roll Call

- Armijo, Bratton, Chien, Mena, Smith

Introductions

PUBLIC COMMENTS

6:30 PM

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.

CITY COUNCIL REPRESENTATIVE

CONSENT CALENDAR

MINUTES FOR THE LIBRARY BOARD MEETING ON OCTOBER 8, 2024

The Library Board of Trustees approve the Minutes for October 8, 2024

ATTACHMENT: [Library Board Meeting Minutes 10.08.24](#)

CONSENT CALENDAR FOR OCTOBER 2024

That the Library Board of Trustees approve the consent calendar for October 2024

ATTACHMENT: [Library Stat Infographic 11.12.24](#)

DIRECTOR'S REPORT

DIRECTOR'S REPORT (SHAWN THRASHER, LIBRARY DIRECTOR)

ATTACHMENT: [Director's Report](#)

ATTACHMENT: [Dashing Through The Shelves](#)

ATTACHMENT: [Veterans Holiday Tree](#)

STAFF REPORT

WINTER HOLIDAY EVENTS (RECREATION & COMMUNITY SERVICES)

ATTACHMENT: [Winter Holiday Events](#)

VOLUNTEERS AT ONTARIO CITY LIBRARY (KELLY ZACKMANN, LIBRARY SERVICES MANAGER)

ATTACHMENT: [Volunteers at Ontario City Library](#)

CALIFORNIA LIBRARY ASSOCIATION CONFERENCE 2024 (JOHN CARLO ENCARNACION, LIBRARIAN)

ATTACHMENT: [California Library Association Conference 2024](#)

OLD BUSINESS

NEW BUSINESS

ELECTRONIC USE POLICY (DAISY FLORES, LIBRARY SERVICES MANAGER)

Vote to update the proposed policy.

ATTACHMENT: [Ontario City Library Electronic Resources Policy](#)

ATTACHMENT: [Electronic Use Policy FINAL DRAFT](#)

ATTACHMENT: [Electronic Use Policy](#)

BOARD COMMENTS

As a reminder, please make sure board comments pertain to the library and library business.

FUTURE AGENDA ITEMS

- Confidentiality Policy
- Election of Officers (January)
- Staff Display Policy

ADJOURNMENT

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.

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)

- 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.

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)

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.

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)

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

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)

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

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)

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.

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)

- 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.

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)

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

ONTARIO CITY

LIBRARY

YEAR TO DATE



Patron Interactions
33,885



New Library
Card Sign Ups
2,277



Programs
284



Attendance
7,526



Volunteers Hours
1,774



Circulation of Physical Materials
128,779



Circulation of Digital Materials
11,650

ONTARIO CITY

LIBRARY

(OCTOBER)



Patron Interactions
7,931



New Library
Card Sign Ups
468



Programs
67



Attendance
1,699



Volunteers
53



Hours
359



Circulation of Materials
32,198

OVITT FAMILY COMMUNITY

LIBRARY

YEAR TO DATE



Patron Interactions

29,849



Circulation of
Physical Materials

114,383



Programs

229



Attendance

6,568



Volunteers Hours

1,761

OVITT FAMILY COMMUNITY

LIBRARY

(OCTOBER)



Patron Interactions

6,915



Circulation of
Physical Materials

28,266



Programs

52



Attendance

1,479



Volunteers

53



Hours

359

LEWIS FAMILY BRANCH

LIBRARY

YEAR TO DATE



Patron Interactions

4,036



Circulation of Physical Materials

14,396



Programs

55



Attendance

958



Volunteers Hours

13

LEWIS FAMILY BRANCH

LIBRARY

(OCTOBER)



Patron Interactions

1,016



Circulation of Physical Materials

3,932



Programs

15



Attendance

220



Volunteers

0



Hours

0

Director's Report

Presented By:
Shawn Thrasher, MLIS
Library Director



Director's Report



ONTARIO CITY LIBRARY INVITES YOU TO START...

DASHING THROUGH THE SHELVES

Join your fellow OCL
staff members in the
5K REINDEER RUN AND
RUDOLPH'S DASH!

**SATURDAY
DECEMBER 14TH,
2024**

7AM - 12PM

*ALL PROCEEDS WILL BE
DONATED TO THE CITY'S
EMPOWERMENT SCHOLARSHIP!

<https://secure.rec1.com/CA/City-of-Ontario/catalog/index/7badee2278f196c24aff8ee573021b68?filter=c2VhcmNoPTVL>

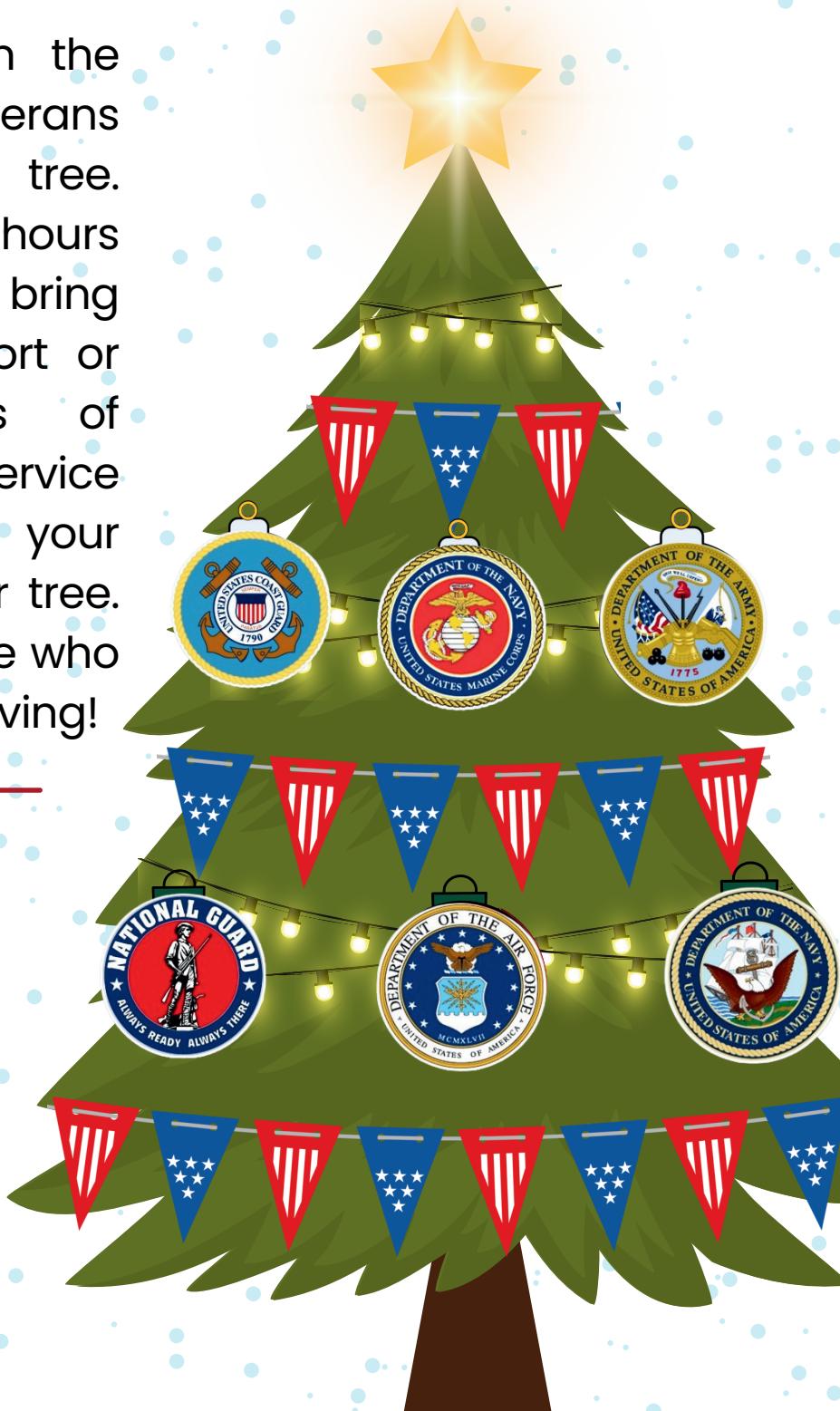


Veterans' HOLIDAY TREE

Honor local veterans with the Ontario City Library's Veterans Resource Center's holiday tree. During library operating hours throughout December, bring paper messages of support or copies of photographs of veterans, active-duty service members, or reservists in your community to hang on our tree. Honor the sacrifices of those who have served and are still serving!



December
1 - 31



**LIBRARY BOARD OF
TRUSTEES**

*Agenda Report
November 12, 2024*

**SECTION:
STAFF REPORT**

Department: Recreation & Community Services Item No:

Prepared By: Kathleen Hickey

Department:

Prepared By: Jose Coria

Staff Member Presenting: Kathleen Hickey, Jose

Coria

SUBJECT: WINTER HOLIDAY EVENTS (RECREATION & COMMUNITY SERVICES)

RECOMMENDATION:

PRIORITY VALUES:

BACKGROUND & ANALYSIS: The annual Holiday Light Parade began in December 2021 and quickly became a beloved tradition, occurring alongside the Annual Tree Lighting Event at Ontario Town Square. Over the years, the parade has attracted over 10,000 spectators. This year, the 12th Annual 5K Reindeer Run and Rudolph's Dash will take place on Saturday, December 14. The race will be held in partnership with the Christmas on Euclid Craft Fair, sponsored by Greater Ontario California. Proceeds from the race will benefit the Ontario-Montclair Promise Scholars Foundation and the Recreation & the City's Empowerment Scholarship program. Last year, more than 3,500 runners participated in this exciting event.

Holiday Light Parade & TREE LIGHTING



Presented By:
The Recreation & Community Services Department
Kathy Hickey, Manager
Jose Coria, Sr. Recreation Supervisor
November 12, 2024



Holiday Light Parade

- Saturday, December 7 @ 6:30 PM
- Euclid Ave from 4th Street to B Street
- Draws in over 20,000 spectators
- Parade announcers along the route

*Holiday
Light Parade
& TREE LIGHTING*



Tree Lighting Ceremony

- Held after the parade in Ontario Town Square
- Festive Drone Show
- Partnership with the Ontario Convention Center
- Santa and Mrs. Claus arrive in their sled
- Cookie decorating and an opportunity to send a letter to Santa himself

*Holiday
Light Parade
& TREE LIGHTING*



There's a 5K in the Air

Theme: Holiday Haunt

- The 2024 5K Reindeer Run & Rudolph's Dash will be held on Saturday, December 14, along Euclid Avenue and through historic neighborhoods
- Proceeds from the race towards the Ontario Montclair Promise Scholars Program and the City's Empowerment Scholarship
- Registration can be done online at Ontario5KRun.com



Packet Pick-up Palooza Extravaganza

- Thursday, December 12
 - 3 PM – 7 PM at Ontario Town Square
 - On-site Registration
 - Holiday Crafts
 - Festive Vendors
 - Performances
 - Free Photos with Santa and Rudolph
 - All are welcome to the festivities



Race Day Information – Rain or Shine

- 7:00 AM – Check-in
- 7:00 AM – Rudolph's Roundup
- 7:45 AM – Mascot Run
- 8:00 AM – Rudolph's Dash
- 8:30 AM – 5K Reindeer Run
- 10:30 AM – Awards



Awards

- Best Overall Time
- Top Male & Top Female
- Best in Category (Male & Female)
- Team Award
- Santa's Spirit Award
- Funky Frosty Award
- Holiday Hound Award





5K RUN

REINDEER

and Rudolph's Dash

Other Holiday Events Greater Ontario California

- Ontario Town Square - December 14
 - Christmas on Euclid Craft Fair: 10 AM – 5 PM
 - Community Sing-A-Long: 6 PM – 9 PM
- Menorah Procession – December 29
 - Procession begins at 6:30 PM at Ontario Town Square

Thank you.
Questions?

LIBRARY BOARD OF TRUSTEES

Agenda Report

November 12, 2024

SECTION: STAFF REPORT

Department: Library Item No:
Prepared By: Sofia Araya
Staff Member Presenting: Kelly Zackmann

SUBJECT: VOLUNTEERS AT ONTARIO CITY LIBRARY (KELLY ZACKMANN, LIBRARY SERVICES MANAGER)

RECOMMENDATION:

PRIORITY VALUES:

BACKGROUND & ANALYSIS: Volunteers are integral to the operations of libraries, contributing to community engagement, offering specialized skills, and assisting with various tasks. The Ontario City Library has experienced fluctuations in volunteer participation, particularly during the COVID-19 pandemic. However, as the world has normalized post-Covid, we have had an increase in volunteers. This report outlines the current status of volunteer engagement, the processes for managing volunteers, their contributions to different library units, and plans for enhancing volunteer recognition.

In 2023, the Ontario City Library had a total of 108 volunteers. In 2024, this number has increased to 149, which includes adult volunteers, volunteers (teen volunteers), literacy volunteers, and those participating in special events. Specifically, adult volunteers rose from 27 last year to 40 this year.

Applications for volunteer positions can be submitted at any service desk within the Ontario City Library. The library also utilizes online platforms such as NeoGov and Volunteer Match to recruit volunteers on a quarterly basis. This approach ensures a consistent influx of new volunteers and facilitates effective management and integration of new volunteers into the organization's units.

Upon receiving volunteer applications, the Supervising Librarian of Branch and Volunteer Services contacts applicants to discuss current opportunities, gauge their interest, and assess their commitment. This information is then relayed to designated volunteer liaisons within each library unit. These liaisons oversee volunteer tasks, provide assignments, and track volunteer hours. Potential volunteers meet with liaisons to discuss assignments and schedules and undergo an informal interview to determine suitability. Successful applicants must complete a background check approved by the City before beginning their volunteer service.

In addition to long-term volunteer positions, the library offers short-term opportunities for Special Project Volunteers, who may volunteer for a maximum of three consecutive days or three separate

occasions within a calendar year without undergoing the background check process. These volunteers typically assist with one-day events such as parades and are required to complete a liability form.

The City of Ontario has implemented Better Impact, an online volunteer management software, to streamline the application process and enable each unit's volunteer liaison to monitor completed volunteer hours.

Each unit within the library benefits from the support of adult volunteers, who assist in various capacities:

- **Youth Services:** This unit has the majority of volunteers that assist with programs, craft preparations, and other assigned duties. Several adult volunteers of varying abilities maintain the space and shelve books. A long-term volunteer leads the successful "Tinker the Robot" program series.
- **Adult Services:** This unit currently has a Lightspeed volunteer who assists with managing 3D print reviews and program preparation. There are volunteers who have led adult programs, such as the chess program and Yarntario. Adult Literacy volunteers, after completing tutor training, work with adult learners in weekly sessions aimed at improving reading and writing skills. The Liftoff to Literacy program is heavily reliant on these dedicated volunteers.
- **Patron Services:** Adult volunteers in this unit assist with shelving returned books, which is particularly valuable during peak times. One of the library's standout volunteers supports both Patron Services and Support Services by greeting patrons, helping unpack shipments, and delivering mail or books carts to various library units.
- **Support Services:** A long-time volunteer in this unit labels new and re-cataloged books, repairs damaged books, and processes withdrawn items.
- **Friends of Ontario City Library (FOCL) Bookstore:** The Friends bookstores at both library locations rely on volunteers to maintain organization, manage inventory, and engage with patrons during book sales.

A primary goal for the library is to revamp volunteer services by streamlining processes and enhancing recognition programs. Currently, volunteers who reach 500 hours of service have their names added to a plaque in the administration hallway at Ovitt, celebrating their achievement as STAR volunteers. With the original plaque now full, a second plaque has been initiated. Additionally, volunteers who achieve 300 hours of service receive staff library card privileges. The library also plans to introduce new incentives for volunteers for additional incremental hours of service.

The Ontario City Library recognizes the invaluable contributions of its volunteers and is committed to enhancing their experience through improved recruitment processes and recognition programs. Continued efforts to engage and celebrate volunteers will strengthen the library's community ties and service capacity.

Volunteers at Ontario City Library

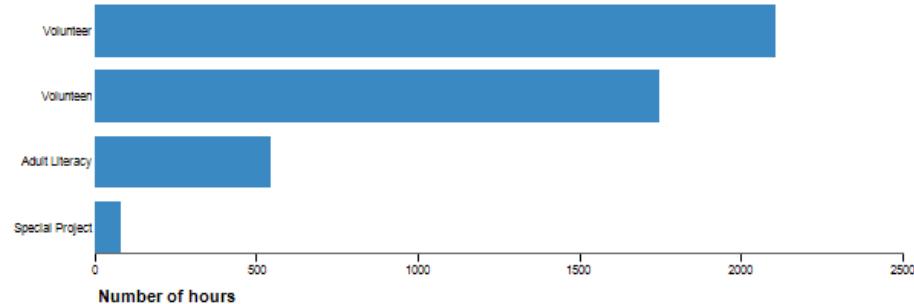
Presented By:
Kelly Zackmann, MLIS
Library Services Manager
November 11, 2024



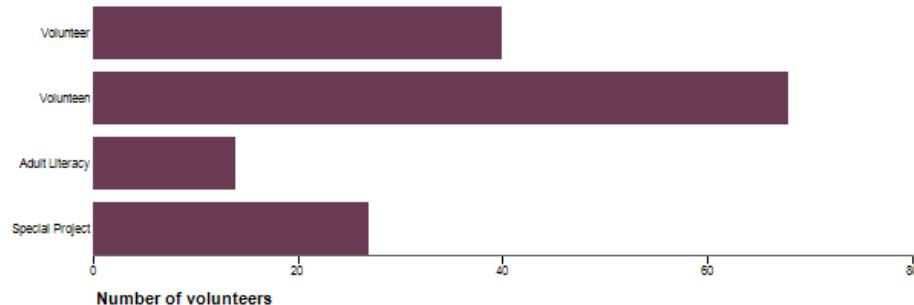
Volunteer Overview

January-October 2024

Logged Hours By Activity Category



Number Of Volunteers By Activity Category



Activity Category	Hours	Volunteers
Volunteer	2107	40
Volunteer	1748	68
Adult Literacy	547	14
Special Project	81	27
Total Hours	4483	

Volunteer Application Process



 **ONTARIO CITY LIBRARY**
Please fill out in ink

Date: _____

Name (First, Last, and Preferred) _____

Gender pronoun preference (optional): _____

She/Her He/Him They/ Them Other _____

Program (circle): Volunteer Adult (18+ years old) Volunteer (13 – 17 years old)

Birthdate for Teens 13 to 17 years old (ex. 03/01/2006) _____

Phone # _____

Email _____

Which library location would you prefer to volunteer at? (Please select one.)
 Covitt Family Community Library Lewis Family Branch

Are there a certain number of hours you need to complete? If so, how many?

By what date do you need your hours completed? _____

Are there specific days or times you are hoping to volunteer?

Do you have any special skills or interests that you would like to share with us?

If you are 18 years of age or older, please answer the following question:
Have you ever been convicted of an offense (not including receiving a traffic infraction)?
This includes any convictions which have been expunged from our record or have been dismissed after conviction. If so, please state the nature of the offense, date, City, state, and disposition. A conviction will be considered only as it relates to the volunteer position you are applying for. NO YES If yes, please explain below:

The library does not accept court mandated hours. Adults 18+ will have to go through a full criminal background check. The start date depends on library needs and available opportunities.

STAFF USE ONLY:	Date when submitted to volunteer coordinator:
First and last name of volunteer supervisor reviewing form:	

Unit Volunteers

- Youth Services
- Adult Services



Unit Volunteers

- Patron Services
- Support Services



Friends of the Ontario City Library Bookstore Volunteers



Volunteer Recognition



Thank you for all you do!



Thank you.
Questions?

LIBRARY BOARD OF TRUSTEES

Agenda Report

November 12, 2024

SECTION: STAFF REPORT

Department: Library Item No:
Prepared By: John Carlo Encarnacion
Staff Member Presenting: John Carlo
Encarnacion

SUBJECT: CALIFORNIA LIBRARY ASSOCIATION CONFERENCE 2024 (JOHN CARLO ENCARNACION, LIBRARIAN)

RECOMMENDATION:

PRIORITY VALUES:

BACKGROUND & ANALYSIS: The California Library Association, or CLA, is a nonprofit organization that advocates for libraries and library professionals in California. It is also the California chapter of the American Library Association. Along with providing professional development through virtual and in-person training and support resources to bolster a library's services and programs, CLA also hosts an annual conference.

The CLA Annual Conference offers opportunities for library professionals in the form of workshops and peer-presented programs, networking opportunities, a variety of speakers, special events such as the Awards Gala and Youth Literature Awards, and a chance to meet vendors providing different services and equipment to libraries.

This year's conference was held in the Pasadena Convention Center from October 17 to October 19. Ontario City Library's Director Shawn Thrasher was this year's CLA President and helped choose this year's conference theme: Balancing Act: Self Care and Shelf Care. This theme highlights the delicate balance of navigating the responsibilities of the library professional's work (shelf care) while prioritizing their mental health and well-being (self-care). As a result of this theme, there was a combination of mental health-focused presentations, library discipline presentations, and many topics in between.

This year's conference had over 1,700 attendees from over 100 different organizations ranging from libraries, businesses, and nonprofit organizations.

The Special Events at the conference consisted of the Keynote Speaker, ABC News' chief national correspondent Matt Gutman, who spoke at length about his experience as a news correspondent and the anxiety that comes with that type of work; the CLA Awards Gala, which awarded peer-nominated individuals for their work in libraries; the Youth Literature Awards, which celebrates and

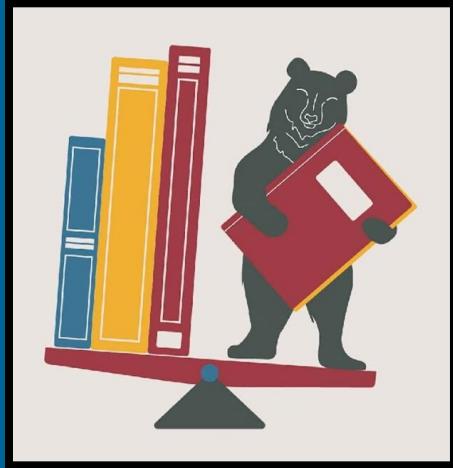
honors authors who have written a distinguished book for children and young adults; and the Closing Session Speaker with Mychal Threets, which took the form of a fireside chat with Library Services Manager Daisy Flores.

For the CLA Annual Conference 2024, the City of Ontario sent 29 library staff and the Library Board of Trustees this year to attend. Several library staff volunteered their time at different programs and conference booths, while ten other library staff presented on various topics highlighting mental health, specific Ontario City Library programs and services, and librarianship.

Library staff who attended benefitted from learning practical information that invigorates their passion for libraries and librarianship. Staff also learned about new resources or strategies that will help bolster the library's existing resources, help create new resources and empower staff in their responsibilities and their engagement with the community.

The resources and information from the conference presentations covered topics such as applying NASA's multimedia resources to create STEAM-based programs in the library; how to support English as a Second Language learners in the library through the concept of conversation clubs; providing better access to print materials to blind and print-disabled patrons by using the Braille Institute's resources, such as e-readers, digital collections, and braille books; and how a library can better engage with social media by building an audience within a community rather trying to "go viral."

In conclusion, the CLA Annual Conference offered a wealth of knowledge, innovative ideas, and valuable networking opportunities. The diverse range of sessions and workshops provided insights into the latest trends, practices, and strategies in library management. Lastly, the interactions with fellow librarians and industry experts were particularly enriching, facilitating the exchange of best practices and potential collaborations.



Balancing Act: Self Care & Shelf Care

California Library Association
Annual Conference
October 17-19, 2024

Presented By:
John Carlo Encarnacion, MLIS
Adult Services Librarian
November 2024



What is the CLA Conference?



Why Go to the CLA Conference?



About this Year's Conference

- Pasadena Convention Center, 10/17 - 10/19
- Balancing Act: Self Care and Shelf Care
- Over 1,700 attendees
- Over 100 different organizations were represented by attendees and exhibitors
 - Libraries, businesses, and nonprofit organizations

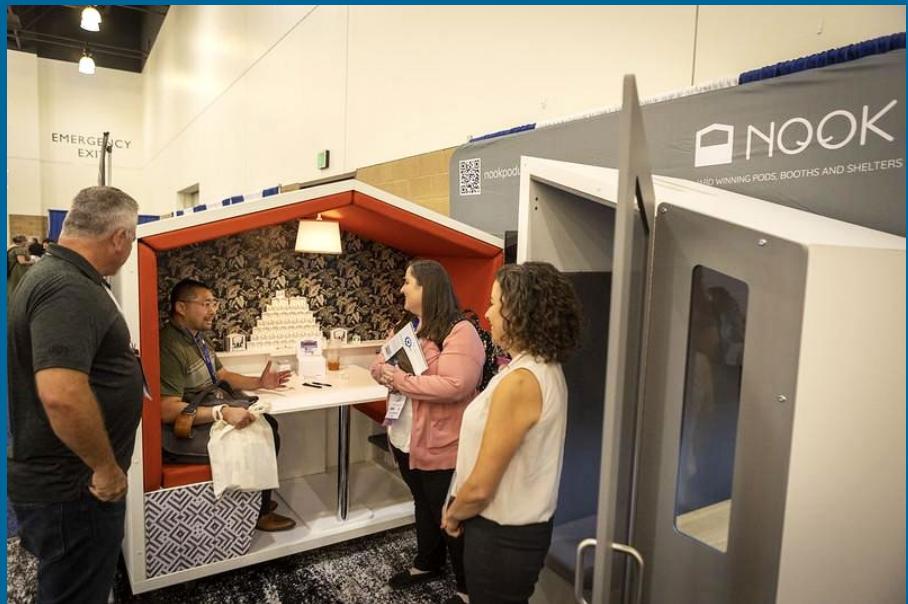
About this Year's Conference



Networking



Vendors



Keynote Speaker: Matt Gutman



CLA Awards Gala



Youth Literature Awards



Fireside Chat with Mychal Threets and Daisy Flores



Representing City of Ontario



Volunteering at the CLA Booth



From the Pages



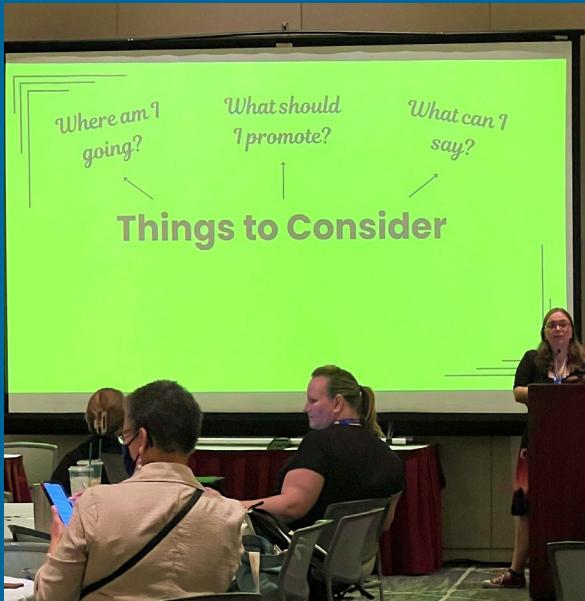
REFORMA Inland Empire



Never-Ending Work Shift and Lunch at the Library



Volunteering at the CLA Booth



Books to Boots



Cats, Crafts, and Crime



Clarity Through Coaching



Help from My Friends



Local History and Special Collections



What Did We Learn?

- ConnectWell
- Be Sensitive, Be Brave
- Los Angeles Public Library social media
- Braille Institute resources
- How to Support ESL in the Library
- NASA's STEAM-based programs

Thank You!

LIBRARY BOARD OF TRUSTEES

Agenda Report

November 12, 2024

SECTION: NEW BUSINESS

Department: Library Item No:
Prepared By: Daisy Flores
Staff Member Presenting: Daisy Flores

SUBJECT: ELECTRONIC USE POLICY (DAISY FLORES, LIBRARY SERVICES MANAGER)

RECOMMENDATION: Vote to update the proposed policy.

PRIORITY VALUES:

BACKGROUND & ANALYSIS: The Ontario City Library promotes accessibility to technology by providing free access to community members. Library patrons with a valid library card may have access to personal computers (PC), the internet, printing, copying, scanning, and other electronic equipment for creative, educational, or leisure activities including equipment in the library's makerspace. The Electronic Resources Policy adopted by the Ontario City Library Board of Trustees in July 2002, governs patron use of technological resources in the library.

Library staff are proposing an update to the Electronic Resources Policy. The proposed updates to the policy include the change of name from Electronic Resources Policy to Electronic Use Policy to better describe the policy's governance – patron's use of electronic resources in the library. The Electronic Use Policy provides requirements and guidelines for patrons accessing the library's various technological equipment and services.

The policy outlines the types of access, responsibilities, parameters, and consequences of misuse of the resources. Patrons are required to comply with various guidelines governing the use of electronic resources. These encompass the authentication process using a valid library card, constraints on altering equipment configurations, and adherence to the library's Code of Conduct. While the library facilitates access to these resources, patrons are responsible for any repercussions from their usage, including personal data loss. Additionally, it delineates the protocol for managing minors' internet access and describes library PCs' internet filtering in compliance with the Children's Internet Protection Act (CIPA). It outlines the parent or guardian's responsibility for a minor's access and use of the internet and library PCs.

The policy also details the procedure for suspending access in cases of policy violations. This process involves documentation, review by library management, and potential appeal to the Library Director or Library Board. Patrons can appeal a suspension decision to the Library Director and subsequently to the Library Board within specified timelines.

The notable updates to the policy include the inclusion of the library's makerspace equipment, the addition of the suspension of access and appeal process, a change on options of internet access levels for minors, an accurate description of internet access levels for minors in compliance with CIPA, and the removal of equipment locations. The Electronic Use Policy regulates patrons' access to electronic resources while emphasizing responsibility, compliance with guidelines, and avenues for dispute recourse. It ensures equitable access to library resources for all patrons.



ONTARIO CITY LIBRARY ELECTRONIC RESOURCES POLICY

The library provides patrons with computer workstations that offer a variety of computer-based tools, as well as internet access. A library card and PIN (usually the last four digits of the phone number used when registering for a library card or four-digit birthyear) is required for all internet computers. The library cannot assure the validity of internet information, nor can it protect the public from offensive material. Currently, all computers are filtered to some degree. The library recommends that parents and guardians accompany and supervise their children when using the internet.

If \$10 or more in fines and fees is owed, patrons will not be able to use the internet computers or use the public printer/copier.

Library staff cannot provide detailed help or individual instruction on the use of the internet or websites the patron may be accessing. Staff may provide general assistance as time and personnel allow.

Internet Permission and Access Levels:

- *Full* Adult Internet access – All workstations are filtered and restrict access to inappropriate websites. This software is not effective in blocking all questionable websites; however, a staff member is always on duty and anyone looking at inappropriate websites will be asked to stop. Repeat offenders will have their computer usage blocked according to library policy.
- *Limited* filtered Internet access – All workstations are filtered and restrict access to inappropriate websites. This software is not effective in blocking all questionable websites; however, a staff member is always on duty and anyone looking at inappropriate websites will be asked to stop. Repeat offenders will have their computer usage blocked according to library policy.
- *No Internet Access* – Allows use of computers but will block internet access (Ovitt and Lewis).

Guidelines:

- Computer access is on a first-come first-served basis, maximum of two people at each workstation. Staff may make exceptions for families or specific circumstances.
- A PIN is required to use the internet computers. The PIN is usually the last four digits of the person's phone number given when registering for a library card or four-digit birthyear.
- Waiting patrons must remain in the vicinity of the computers. If they do not sign on to the computers during their assigned time, they will need to make another reservation.
- The Ontario City Library is not liable for costs incurred through use of fee-based services.

- Files may only be downloaded onto a flash drive. If a flash drive is needed, one may be purchased at the circulation desk.
- **Ovitt Library:** Files may be printed and copied in the Business & Copy Center or in the lower level near the Robert E. Ellingwood Model Colony History Room.
 - Black & white: 15¢ per page with library card only
 - Color: 50¢ per page with library card only
- **Lewis Family Branch Library:**
 - Black & white: 15¢ per page with library card only
 - Color: 50¢ per page with library card only
- The Ontario City Library may limit use of all internet workstations to a maximum of one hour per day, per person.
- On request library patrons must show their library card to the appropriate staff member and adults must present a photo ID.

Misuse:

- Use of a library card belonging to another person may result in the loss of internet privileges for both parties.
- Materials copied from electronic sources may be subject to copyright laws; responsibility for the consequences of copyright infringement lies with the user, not the Ontario City Library.
- Patrons shall not access material that is obscene or includes child pornography. Such use will result in loss of internet privileges. Per the library's Code of Conduct, illegal activity will be reported to the police.
- Patrons shall not display material that is harmful to minors.

Authority:

The Library Director is authorized to make changes to these procedures to provide for the fair and best use of the electronic resources. Changes may be made as needed and without any advance notice.

Computer & Internet Areas:

Ovitt Family Community Library

Internet Computers:

There are numerous one-hour internet computer workstations and one fifteen-minute workstation. These workstations are for patrons age 13 - 17 whose parent/guardian has granted them internet access and for adults over 18. Library staff are on duty to provide basic assistance with computers and printing.

Children's Room Computers:

There are internet workstations and AWE educational/game workstations in the Children's Room for use by children 12 years of age and younger. Adults may not use the computers in the Children's Room. Adults may sit with a child under their care to assist them.

Microsoft Office Computers:

Anyone can use the Microsoft Office computers without logging on to them. A flash drive must be used to save any files. A library card is required for printing.

Wireless Internet:

Wireless internet access is available throughout the building. Wireless access is also filtered.

Business & Copy Center:

Prints and copies can be obtained using an Ontario City Library card in the Business & Copy Center or the lower level near the Robert E. Ellingwood Model Colony History Room. Faxing is also available in the Business & Copy Center (cash only, 15¢ per page).

Lewis Family Branch Library

The Lewis Branch has filtered workstations. One of the workstations is limited to fifteen minutes; the others can be used for up to one hour.

There are AWE educational/game workstations for use by children 12 years or younger.

Prints or copies can be obtained using an Ontario City Library card. Faxing is also available (cash only, 15¢ per page).

Neighborhood Children's Protection Act NCIPA* Internet Safety Policy:

In accordance with the NCIPA Internet Safety Policy, the Ontario City Library has adopted the following guidelines for internet access by minors under 18 years of age:

1. Minors shall not access material that is obscene, pornographic, child pornography, "harmful to minors," or otherwise inappropriate for educational use.
2. Minors shall not use library resources to engage in "hacking" or attempts to otherwise compromise system security.
3. Minors shall not engage in any illegal activities on the internet.
4. Minors should use caution in their use of electronic mail, chat rooms, and other forms of direct electronic communications, as these forms of communication can expose minors to dangerous situations.
5. Minors should never disclose personal information, such as name, school, address, and telephone numbers to strangers on the internet.

Minors are expected to use the internet as an educational resource. Any violation of the above library policy and rules may result in loss of library-provided access to the internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Adopted by Ontario City Library Board of Trustees, July 2002

Revised by Ontario City Library Board of Trustees, May 2011

Revised by Ontario City Library Board of Trustees, March 2021

ELECTRONIC USE POLICY

The Ontario City Library (library) provides patrons with a valid library card access to personal computers (PC), the internet, printing, copying, scanning, and other electronic equipment for creative, educational, or leisure activities. Library PCs have internet filtering in compliance with the Children's Internet Protection Act (CIPA).

The library will not be held responsible for any damage or loss of personal data or media while patrons are using equipment or the internet or for any activities patrons perform while using the equipment. Materials acquired/created/copied/printed may be subject to copyright law. Responsibility for the consequences of copyright infringement lies with the patron, not the library or city.

The library staff provides reasonable guidance and suggestions for basic, general use of equipment and the internet. Library staff cannot provide detailed help, individual instruction, or assistance in decision-making regarding the patron's use of websites or equipment.

Types of Electronic Resources

As technology develops, the library may add new electronic resources whose use will follow this policy.

Personal Computers

Computer workstations and/or laptops are available at library locations. At the Ovitt Family Community Library computer workstations may be physically organized by the intended audience. In the Beverly Cleary Young Readers Room, internet computer workstations can only be used by children aged 12 and under. Other computer workstations are for individuals aged 13 and over.

Copy Machines

Copy machines with printing and scanning capabilities are available at library locations.

Wireless Internet (Wi-Fi)

Wi-Fi is available at library locations. Patrons may bring their own devices to use the library or city Wi-Fi.

Makerspace

Equipment in or related to the library makerspace is available at library locations, including but not limited to PCs, laser cutters, 3D printers, sewing machines, sergers, robots, virtual reality, etc. Patrons using this equipment are also subject to statements agreed to in the participant waiver and release of liability required before use.

Guidelines for Use

- The patron using the equipment must be the named person on the library card. Patrons must show their library card to library staff members and adult patrons must present a photo ID upon request.
- Patrons may not add or remove apps, download any programs, or change the configuration of library equipment in any way.
- Patrons must save their work to their personal removable storage device, such as a USB drive.
- Access is on a first-come, first-served basis.

- A maximum of two people can be seated at each library computer workstation. Exceptions can be made at the discretion of library staff.
- Patrons must follow library staff's safety instructions.
- Patrons must follow the library's Code of Conduct.

Disallowance of Use

Patrons may be unable to use the library's electronic equipment for various reasons including, but not limited to:

- Fines/fees of \$10 or more on their library card account.
- Use of a library card belonging to another person. Such use may result in the suspension of access for both parties.
- Accessing material that is obscene. Such use will result in suspension of access. Per the library's Code of Conduct, illegal activity will be reported to law enforcement.
- Displaying material that is harmful to minors.
- Creating or printing weapons and any instruments or parts of weapons/firearms using library equipment.

Internet Access for Minors

During the library card application and registration process, the parent/guardian registering the minor's library card will determine whether or not the minor should have access to the internet when using library PCs. Library PCs have internet filtering in compliance with the Children's Internet Protection Act (CIPA). The library staff does not monitor minors' use of PCs. Responsibility for, and any restriction of, a minor's access and use of PCs and the internet lies with the minor's parent/guardian.

Suspension of Access

Violating the Electronic Use Policy can result in suspension of access to the library's electronic equipment. If a violation of the policy has occurred, library staff will:

1. Involve the Library Director or Library Services Manager(s), or a Supervising Librarian or assigned Building Lead if unavailable.
2. Gather information about the patron, including library card number, name, address, and phone number.
3. Complete an incident report along with details about the potential suspension of access and make a recommendation for the duration of the suspension.

After review, if the Library Director/Library Services Manager(s) agrees with the reasons for the suspension, the Library Director or designee will mail a "Suspension of Access" letter by email and/or certified mail within 14 working days of the violation of the Electronic Use Policy. This notification shall include the patron's right to appeal the suspension of access.

Appeal of Suspension of Access

Notice of Appeal. A notice of appeal may be made to the Ontario City Library Board of Trustees (Library Board). The notice of appeal must be made in writing within 14 business days of the date the email and/or certified mail was sent. Two copies of such notice shall be filed: One to the Library Director and one to the Library Board President, c/o Ontario City Library, 215 East C Street, Ontario, CA 91764. The Library Board will discuss the notice of appeal at the next available Library Board meeting, at which time the appellant may speak on behalf of the appeal.

Decision. The Library Board shall issue a written decision to the appeal within 60 days of the meeting. The Library Board shall have the power to affirm or reverse the suspension of access or to remand it to the Library Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of review.

Suspension of Access Letter Template

To:

Care Of (*if patron is a minor*):

On (date) at approximately (time), you were observed at the (library location). At that time, you violated the Electronic Use Policy.

COMMENTS:

Because of the Electronic Use Policy violation, your access to electronic library equipment is suspended at all Ontario City libraries until the date listed below. You may be banned from the library if you use any electronic library equipment at any Ontario City Library location before the end date listed below.

You may file a written request to the Library Director, Ontario City Library, 215 East C Street, Ontario, CA 91764, to reconsider this suspension of access to electronic library equipment from all Ontario City libraries. Your written request shall set forth your reasons for reconsideration of the suspension.

THE LENGTH OF THIS SUSPENSION OF ACCESS TO USE ELECTRONIC LIBRARY EQUIPMENT FROM ALL ONTARIO CITY LIBRARIES SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE LIBRARY DIRECTOR OR LIBRARY BOARD ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

Access suspended: (date)

Access reinstatement: (date)

Staff initials: _____

Authority

The Library Director is authorized to change these procedures to provide for the fair and best use of electronic resources. Changes may be made as needed and without any advance notice.

Adopted by Ontario City Library Board of Trustees, July 2002

Revised by Ontario City Library Board of Trustees, May 2011

Revised by Ontario City Library Board of Trustees, March 2021

Revised by Ontario City Library Board of Trustees, Month **YYYY**

Electronic Use Policy

Presented By:
Daisy Flores, MLIS
Library Services Manager



Types of Electronic Resources

- Personal Computers (PCs)
- Print/Copy/Scan
- Wi-Fi
- Makerspace Equipment – **NEW!**

Guidelines & Disallowance of Use

- Fines/fees over \$10
- Not using own card
- Accessing obscene material
- Accessing material that is harmful to minors
- Creating/Printing weapons

Internet Access for Minors

Full Access

Partial Access

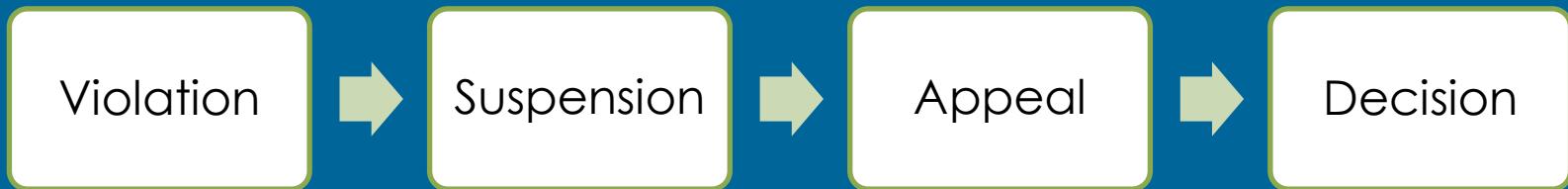
No Access



Full Access

No Access

Suspension of Access & Appeal



Next Steps



- Motion to adopt the Electronic Use Policy.
- Motion to adopt the Electronic Use Policy with modifications.
- Motion to reject the agenda item.