

LIBRARY BOARD MEETING
4:30pm, Tuesday, September 12, 2023
City Council Conference Room/ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81035234679?pwd=Y0dZRXA2Wk1YZjJjc1RFczBScVFFUT09>

Meeting ID: 810 3523 4679

Passcode: 055424

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of July 2023 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends of the Library Report
- VI. Unfinished Business**
 - A. None
- VII. New Business**
 - A. Library Anniversary Event
 - i. DOB January 20, 1910
 - ii. 1st Library Ball January 24, 1910
- VIII. Upcoming Programs/Events**
 - Sept. 11 Spanish/English Convo Club, 5:30pm, HH
 - Sept. 11 Library Book Club, 3:00pm, HH
 - Sept. 12 Children's Storytime begins
 - Sept. 16 FOL Book Sale, 10:30am-1:30pm
 - Sept. 19 FOL Meeting, 3:30pm HH
 - Sept. 26 Merit: Let's Talk Addiction, 5pm, HH

IX. Unscheduled Business

Next regular meeting will be October 10, 2023
Location: City Council Conference Room or ZOOM



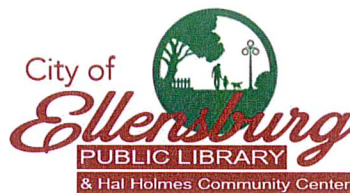
International Primate Day Sept. 1st
Display by Ilmi (staff)

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

July 11, 2023

4:30 p.m.

City Council Chamber

Marty Blackson, Chair, term expires December 31, 2027

Loretta Gray, Secretary, term expires December 31, 2027

Mary Holmgren, term expires December 31, 2026

Andreina Delgado, term expires December 31, 2023

Melina Meador, term expires December 31, 2024

Andrea Sledge, term expires December 31, 2026

Mary James, term expires December 31, 2027

I. CALL TO ORDER

Holmgren called the meeting to order at 4:32 pm.

II. ATTENDANCE

PRESENT: Andreina Delgado, Mary Holmgren, Mary James, Melina Meador, Andrea Sledge

COUNCIL LIASON: None

ABSENT: Marty Blackson, Loretta Gray

VISITOR: None

STAFF: Sue Hart

III. APPROVAL OF AGENDA

Motion made by Sledge to approve the agenda, motion seconded, **motion approved**. Motion passed 5-0.

IV. APPROVAL OF MINUTES

Motion made by Sledge to approve the June 2023 minutes, motion seconded, **motion approved**. Motion passed 5-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director's Report: (1) Interviews for open Library Assistant/Circulation position will take place on July 17 (2) Director and some supervisors attended virtual training called A Supervisor's Guide to Effectively Resolving Conflicts Among Subordinates (3) Summer Reading Program continues to go well with good participation (4) Circulation of physical and downloads have increased slightly

B. Budget Report: No report

C. Friends of the Library Report: Mary Holmgren and Sue Hart reported

VII. UNFINISHED BUSINESS

A. None

VIII. NEW BUSINESS

A. None

IX. UPCOMING PROGRAMS/EVENTS

Sue Hart reported on the July and early August events as listed in the agenda.

X. UNSCHEDULED BUSINESS

A. Mary James proposed that in September the Board discuss the library anniversary event. Perhaps the Board and Friends of the Library can collaborate.

XI. NEXT MEETING

September 12, 2023

XII. ADJOURNMENT

With no further discussion, meeting adjourned by Holmgren at 4:55p.m.

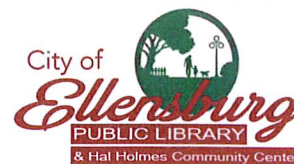
Respectfully submitted,
Mary James, Board Member

LIBRARY DIRECTOR REPORT

TO: Library Board, Assitant City Manager/City Attorney

FROM: Josephine Camarillo, Library Director

DATE: September 2023



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director:

The Library gained two new employees: Sarita Dasgupta (Circulation Assistant) and J'aime Wells (Library Substitute). Position for Reference float will be posted soon, currently in HR department to be finalized. Summer reading program for adults and youth went very well. Adult finishers continue to grow with the highest being this year and adult programming was at an all-time high!

Adult Services:

Pyper and RJ are looking forward to a new team member! Patrons turned in Adult Reading logs throughout August. 23 patrons completed logs. Pyper assisted Kim with the 3rd Jigsaw Puzzle Competition of the year. There will be one more in October before the final showdown between winners in December. Pyper took a shift staffing the EPL table at Morgan Middle School Bulldog Day. Pyper trained with Regina on donations as a part of Collection Development. Pyper trained Sarita on the Adult Services section of New Employee: Orientation and Information. RJ continues to grow in Local History knowledge and research skill.

Technical Services: 436 physical items added, 485 physical items deleted during the last month. Regina continues to work on "fixing" records on Enterprise. Regina continues searching for a training to better her understanding of Enterprise. Staff continues to inventory various collections. Regina weeded a few 600 and 700 sections of ANF. Fiction collection weeding continues.

Youth Services:

It is good to be close to completing the Summer Reading Program 2023. Families were thrilled about the Jerrols gift cards & craft kit as prizes. Many logs have been returned already (148 youth & 23 teens) and we will accept more until school starts. We had a Library Lego Day and a Library Art Day – stations throughout the library with various activities for all ages – perfect for those hot days this month. 2 school backpacks full of supplies will be given via drawings on September 1st thanks to Freemasons Lodge #39. And FISH had 2 big boxes of empty school backpacks for the public to take as needed. 120 backpacks were given away in 1 week.

Hal Holmes: 57 events total: 9 Private event; 5 Non-Profit events; 43 sponsored

In August Hal Holmes wrapped up being a programming space for SRP. We supplied furnishings to multiple city departments to take off site for National Night Out. We hosted 2 American Red Cross Blood Drives, the Kiwanis Dance, and facilitated the Jig Saw Puzzle Competition with the Reference department and The Friends of the Library. We had several large multiple day private events requiring additional personal staffing and customer service for the events for AV needs, set changes and coffee service. The facility is in high demand, and we have begun tracking our "denials" of reservation requests to better see the trends happening and needs of the facility.

Circulation:

Circulation Statistics	23-Aug	23-Jul	% chg	22-Aug	% chg	2023 YTD	2022 YTD	% chg
Physical Items	12038	11071	8%	11191	7%	83996	80581	4%
Electronic Items	4753	5037	-6%	4294	10%	36071	30890	14%
TOTAL	16791	16,108	4%	15485	8%	116652	111471	4%

Library Visits: 11,863

New Cardholders: 147

Total Cardholders: 16,543



Bulldog Day at Morgan Middle School



CITY OF ELLENSBURG

August 2023 Monthly Budget Update Report

For the Eight Months Ending Thursday, August 31, 2023

66.67% of year complete

62.50% of payrolls complete

	Monthly %		YTD		YTD	
	Budget	August	Rev/Exp	Rev/Exp	Budget	Rev/Exp
Dept 023- Library						
Revenues:						
001-023-333-45-31-000-000 Federal Indirect Grant-Prof Development			0.00%	151	-151	0.00%
001-023-341-81-30-000-000 Data/Word Processing, Printing - Photocopy	2,000	292	14.62%	1,769	231	88.43%
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%	33	168	16.25%
001-023-347-20-31-000-000 Kittitas County Library Share	111,000	28,750	25.90%	86,250	24,750	77.70%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	18	0.20%	85	8,799	0.96%
001-023-347-90-00-000-000 Proctor Fees	240	20	8.33%	185	55	77.08%
001-023-359-70-30-000-000 Library Fines		210	0.00%	1,754	-1,754	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside	20,000	2,099	10.49%	14,390	5,610	71.95%
001-023-362-53-00-000-000 Hal Holmes Lease Fees - Long Term	1,200		0.00%	1,200	0	100.00%
001-023-367-11-30-000-000 Donations - Library	2,800		0.00%	195	2,605	6.98%
001-023-369-10-30-000-000 Sale of Books	200		0.00%		200	0.00%
001-023-369-90-30-000-000 Misc - Library	1,000	18	1.85%	133	867	13.28%
Total Revenues	147,524	31,408	21.29%	106,145	41,379	71.95%
Library						
Library Admin:						
001-023-518-20-44-000-000 Library Rental Property- Taxes			0.00%	15	-15	0.00%
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	125,626	9,962	7.93%	74,977	50,649	59.68%
001-023-572-10-20-000-000 Library Admin- Retirement	13,053	935	7.17%	7,614	5,439	58.33%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	9,611	744	7.74%	5,597	4,014	58.23%
001-023-572-10-22-000-000 Library Admin- L&I	330	19	5.74%	160	170	48.41%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	21,408	1,770	8.27%	14,157	7,251	66.13%
001-023-572-10-24-001-000 Library Admin - VEBA Expense		100	0.00%	750	-750	0.00%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	528	45	8.57%	317	211	59.96%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	6	8.33%	40	29	58.33%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	202	22	10.74%	163	39	80.86%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000	374	37.40%	614	386	61.36%
Total Library Admin	171,827	13,976	8.13%	104,403	67,424	60.76%
Library (Public Service):						
001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	593,939	46,423	7.82%	341,752	252,187	57.54%
001-023-572-21-11-000-000 Library (Public Service)- Overtime	13,900		0.00%	42	13,858	0.30%
001-023-572-21-20-000-000 Library (Public Service)- Retirement	63,167	4,157	6.58%	32,747	30,420	51.84%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	46,507	3,606	7.75%	26,421	20,086	56.81%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,618	457	12.63%	3,397	221	93.90%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	132,099	11,687	8.85%	93,494	38,605	70.78%
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense		100	0.00%	750	-750	0.00%

CITY OF ELLENSBURG

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For the Eight Months Ending Thursday, August 31, 2023

66.67% of year complete

62.50% of payrolls complete

	Budget	August	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,568	156	6.06%	988	1,580	38.46%
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	767	40	5.25%	282	485	36.73%
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	986	104	10.53%	761	225	77.14%
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	1,200	9.52%	7,500	5,100	59.52%
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	-402	-5.02%	5,695	2,305	71.19%
001-023-572-21-35-000-000 Library (Public Service)- Small Tools	500		0.00%		500	0.00%
001-023-572-21-41-000-000 Library (Public Service)- Professional Services	10,000	419	4.19%	2,974	7,026	29.74%
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500	6,172	49.38%	8,143	4,357	65.14%
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	553	13.83%	3,230	770	80.75%
001-023-572-21-44-000-000 Library (Public Service)- Advertising	500		0.00%		500	0.00%
001-023-572-21-45-000-000 Library (Public Service)- Rentals & Leases	4,200		0.00%		4,200	0.00%
001-023-572-21-48-000-000 Library (Public Service)- Repairs and Maintenance	2,000		0.00%		2,000	0.00%
001-023-572-21-49-000-000 Library (Public Service)- Miscellaneous	300		0.00%		300	0.00%
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library Loan Chgs	1,020	1,093	107.15%	1,760	-740	172.55%
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675	6,682	142.94%	10,440	-5,765	223.30%
001-023-572-21-64-000-001 Library (Public Service)- Adult Books	18,100	3,277	18.11%	17,128	972	94.63%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	141	2.67%	3,898	1,402	73.54%
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	135	1.83%	4,871	2,504	66.05%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000	191	6.37%	729	2,271	24.30%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000	30	0.99%	86	2,914	2.87%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	323	10.75%	2,079	921	69.29%
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-Electronics	16,000		0.00%	15,969	31	99.80%
001-023-572-21-64-000-009 Library (Public Services)- Juvenile Books	8,750	324	3.71%	5,935	2,815	67.83%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000		0.00%		3,000	0.00%
001-023-572-21-64-000-012 Library (Public Services)- Juvenile Audio Music	200		0.00%		200	0.00%
001-023-572-21-64-000-013 Library (Public Services)- Juvenile DVD	1,200		0.00%	285	915	23.78%
001-023-572-21-64-000-014 Library (Public Services)- Spanish Adult Books	500		0.00%		500	0.00%
001-023-572-21-64-000-015 Library (Public Services)- SP Adult Periodicals	200		0.00%		200	0.00%
001-023-572-21-64-000-016 Library (Public Services)- SP Adult Audio Books	200		0.00%		200	0.00%
001-023-572-21-64-000-017 Library (Public Service)- SP Adult Audio Music	300	24	7.95%	24	276	7.95%
001-023-572-21-64-000-018 Library (Public Services)- SP Adult Video	300		0.00%		300	0.00%
001-023-572-21-64-000-019 Library (Public Services)- SP Juvenile Books	500		0.00%	94	406	18.82%
001-023-572-21-64-000-021 Library (Public Service)- SP Juvenile Audio Music	200		0.00%		200	0.00%
001-023-572-21-64-000-022 Library (Public Services)- SP Juvenile DVD	200		0.00%		200	0.00%
001-023-572-21-91-100-531 Library (Public Service)- Interfund Warehouse Chgs	2,330	192	8.25%	1,537	793	65.98%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comprtr Rental	24,221	1,828	7.55%	14,621	9,600	60.37%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	88,719	6,695	7.55%	53,558	35,161	60.37%
001-023-591-72-70-000-000 Library - Leases GASB 87		140	0.00%	3,100	-3,100	0.00%
Total Library (Public Service)	1,104,441	95,747	8.67%	664,290	440,151	60.15%

CITY OF ELLENSBURG

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Library (Organization of Materials):						
001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750		0.00%	787	1,963	28.63%
001-023-572-22-41-000-000 Library (Organization of Materials)- Prof Services	19,355		0.00%		19,355	0.00%
Total Library (Organization of Materials)	22,105		0.00%	787	21,318	3.56%
Donation Expenditures:						
001-023-572-23-31-000-000 Donation Expenditures- Supplies	3,217		0.00%	81	3,136	2.53%
001-023-572-23-35-000-000 Donation Expenditures- Small Tools	600		0.00%		600	0.00%
001-023-572-23-64-000-000 Donation Expenditures- Library Materials	791		0.00%		791	0.00%
Total Donation Expenditures	4,608		0.00%	81	4,527	1.76%
Library Training:						
001-023-572-40-43-000-000 Library Training- Travel	2,000		0.00%	174	1,826	8.68%
001-023-572-40-49-000-000 Library Training- Miscellaneous	3,018		0.00%	1,233	1,786	40.84%
Total Library Training	5,018		0.00%	1,406	3,612	28.02%
Library Facilities:						
001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rent	77,990	6,499	8.33%	51,993	25,997	66.67%
Total Library Facilities	77,990	6,499	8.33%	51,993	25,997	66.67%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	49	2.44%	284	1,716	14.19%
001-023-575-50-35-000-000 Hal Holmes- Small Tools	1,500		0.00%		1,500	0.00%
001-023-575-50-41-000-000 Hal Holmes- Professional Services	1,450		0.00%	1,088	362	75.02%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	30	2.98%	240	760	23.99%
001-023-575-50-45-000-000 Hal Holmes- Rentals	400		0.00%		400	0.00%
001-023-575-50-49-000-000 Hal Holmes- Miscellaneous	200		0.00%		200	0.00%
001-023-575-50-91-100-531 Hal Holmes- Interfund Warehouse Charges	1,560	129	8.25%	1,029	531	65.98%
001-023-575-50-98-535-000 Hal Holmes-Interfund Facility Rent	15,522	1,294	8.33%	10,348	5,174	66.67%
Total Hal Holmes	23,632	1,501	6.35%	12,989	10,643	54.96%
Total Library	1,409,621	117,723	8.35%	835,950	573,671	59.30%

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Library/HH Building

Revenues:

500-535-348-00-95-008-000 Library/HH Building Rental Charges	77,990	6,499	8.33%	51,993	25,997	66.67%
500-535-348-00-95-008-001 Library/HH Building Rental Charges	15,522	1,294	8.33%	10,348	5,174	66.67%
Total Revenues	93,512	7,793	8.33%	62,341	31,171	66.67%

Expenditures:

500-535-518-30-10-000-008 Library/HH Building- Salaries and Wages		508	0.00%	1,430	-1,430	0.00%
500-535-518-30-31-000-008 Library/HH Building- Supplies	2,750	259	9.40%	948	1,802	34.49%
500-535-518-30-35-000-008 Library/HH Building- Small Tools	500		0.00%		500	0.00%
500-535-518-30-41-000-008 Library/HH Building- Professional Services	23,000	3,156	13.72%	15,908	7,092	69.17%
500-535-518-30-42-000-008 Library/HH Building- Communications		287	0.00%	287	-287	0.00%
500-535-518-30-45-000-008 Library/HH Building- Rentals & Leases			0.00%	60	-60	0.00%
500-535-518-30-47-000-008 Library/HH Building- Utilities	30,200	3,039	10.06%	18,481	11,720	61.19%
500-535-518-30-48-000-008 Library/HH Building- Repairs & Maintenance	5,000		0.00%	3,702	1,298	74.04%

Total Expenditures

Library/HH Building Revenue over(under) Expenses	61,450	7,249	11.80%	40,815	20,635	66.42%
	32,062	544	1.70%	21,526	10,536	67.14%