

LIBRARY BOARD MEETING
4:30pm, Tuesday, November 14, 2023
City Council Conference Room/ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/83833466199?pwd=MGNsMGpjbHVIM0dqZ0VFeXljZmYrUT09>

Meeting ID: 838 3346 6199

Passcode: 632706

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of October 10, 2023 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends of the Library Report
- VI. Unfinished Business**
 - A. Library Anniversary Event Planning- January 20, 2024
 - i. Finalize Program
- VII. New Business**
 - A. Thank you, Andrea!
 - B. Board vacancies
- VIII. Upcoming Programs/Events**
 - Nov. 3 Noon Lunch Concert, 12pm, HH
 - Nov. 13 Library Book Club, 3:00pm, HH
 - Nov. 18 FOL Booksale, 10:30am-1:30pm, HH
 - Nov. 19 Human Powered Hundred Peaks, 2:00pm, HH
 - Nov. 21 FOL monthly meeting, 3:30pm, HH
 - Nov. 23-24 Library/HH Closed
 - Nov. 28 Cultural Conversations: Xiaoyin Zhong (China), 5:00pm, HH
- IX. Unscheduled Business**

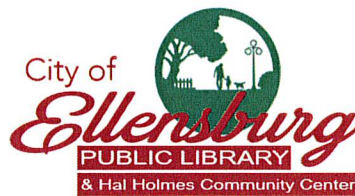
Next regular meeting will be December 12, 2023
Location: City Council Conference Room and ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

October 10, 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

Gray called the meeting to order at 4:30 p.m.

II. ATTENDANCE

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

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Marty Blackson

VISITOR: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

Motion made by Holmgren to approve the agenda, motion seconded, **motion approved**. Motion passed 6-0.

IV. APPROVAL OF MINUTES

Motion made by Delgado to approve the September 2023 minutes (date corrected), motion seconded, **motion approved**. Motion passed 6-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director's Report for October: (1) Educate Station is a new online database for kids to use at home or at school. (2) KCRLB will present a budget request to the County at the end of the month. (3) Staff in Adult Services continue training, liaising with schools, and taking advantage of professional development opportunities. (4) Technical services staff continues cleaning out and updating the collection. (5) Youth Services is busy with both morning and afternoon programs; the JNF collection has also been updated. (6) Hal Holmes continues to provide space for a variety of community events. (7) Circulation is up since a year ago.

B. Budget Report: The budget as of September 30, 2023 is on track.

C. Friends of the Library Report: (1) The big fall book sale is Saturday, October 21. (2) FOL is planning to create book-club sets.

VII. UNFINISHED BUSINESS

A. Ideas for an anniversary event were generated to celebrate 113 years of having a public library: (1) video with interviews of past and present patrons, (2) cake in the shape of a book, a stack of books, or the library, (3) invitations to past staff and board members, (4) early and late programs at Hal Holmes for all ages. A timeline was discussed. Additional ideas will be sent to the director.

VIII. NEW BUSINESS

A. A process for addressing book challenges was discussed.

IX. UPCOMING PROGRAMS/EVENTS

For October the following have been scheduled: (1) Solar Eclipse Program, (2) Noon Lunch Concert, (3) Library Book Club, (4) Puzzle Competition, (5) FOL Book Sale, (6) Audubon: Pygmy Odyssey, (7) Children's Halloween Storytime

X. UNSCHEDULED BUSINESS

A. Andrea Sledge is retiring from the Library Board. Her last meeting will be next month.

XI. NEXT MEETING

November 14, 2023

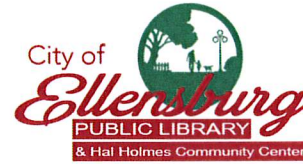
XII. ADJOURNMENT

With no further discussion, meeting adjourned by Gray at 5:13.

Respectfully submitted,
Loretta Gray, Secretary

LIBRARY DIRECTOR REPORT

TO: Library Board, Assistant City Manager/City Attorney
 FROM: Josephine Camarillo, Library Director
 DATE: November 2023



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director:

KCRLB did not present their budget to the County Commissioners. We were asked to only submit our reports. Youth Services Library Assistant, Sophia Smith, submitted her letter of resignation.

Adult Services:

Pyper and RJ are looking forward to a new team member! J'aime is fully trained to substitute in Reference. Pyper participated in two trainings: Weeding the Library Collection and Building Community Relationships for Better Library Services. RJ led the EPL portion of the Archives Crawl and interviewed with CWU's Pulse magazine. There's a Big Black Spot on the Sun Today: Eclipse Talk with Bruce Palmquist had 37 attendees. 860 pairs of eclipse glasses were distributed to the public. There were 3,029 website visits.



Technical Services: 621 physical items added, 856 physical items deleted during the last month.

Youth Services:

It is hopping in the Youth Services area with storytime, visiting classes, after school teens and families that hangout 😊 The Halloween Party was a riot of fun and noise with 141 participants! The Friends of the Library have approved the purchase of a Nintendo Switch gaming system for teen and adult programming. Monthly gaming times for teens have been booked in Hal Holmes starting in January. Weeding and inventory is now completed for the Juvenile fiction collection with attention going next to the Young Adult collection. Weeding and inventory now finished in the Juvenile Fiction area with attention going to Young Adult area next.

Hal Holmes: 59 events total: 5 Private event; 3 Non-Profit events; 51 sponsored

Busy month at Hal Holmes with the Friends of the Library big book sale, the last round of the Jigsaw Puzzle Competition and the seasonal restart of the Good Life Community Discussions.

Circulation:

Circulation Stats	23-Oct	23-Sep	% chg	22-Oct	% chg	2023 YTD	2022 YTD	% chg
Physical Items	10563	10097	4%	9940	6%	104656	100323	4%
Electronic Items	4634	4644	0%	3997	14%	45349	38748	15%
TOTAL	15197	14741	3%	13937	8%	150005	139071	7%

Library Visits: 10,499

New Cardholders: 134

Total Cardholders: 15,789



HUMAN LIBRARY[®]

unjudge someone.

Saturday, Nov 18, 2023

10:30 a.m. - 2:30 p.m.

Hal Holmes Community Center

Free and open to public (ages 16+)

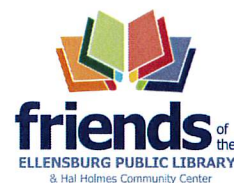
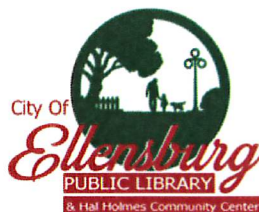
Explore topics like: mental health, disability, ethnicity, gender, ideology, dependence, occupation, and race

The Human Library hosts conversations that challenge stigma and stereotype. These are places where real people are on loan to readers and where difficult questions are expected, appreciated and answered.

Questions? ethicslab@cwu.edu



EthicsLab



Sponsors: CWU EthicsLab, CWU Libraries, City of Ellensburg, Ellensburg Public Library and Hal Holmes Community Center

CWU is an EEO/AA/Title IX Institution. For accommodation, email: DS@cwu.edu

Human Powered Hundred Peaks

Presentation and Slideshow

11.19.2023 | 2:00 PM

Hal Holmes Center



Jeff Hashimoto
Langdon Ernest-Beck

CULTURAL CONVERSATIONS

An opportunity to hear different views
through cultural storytelling

NOVEMBER 28, 2023

5:00 p.m.

**HAL HOLMES COMMUNITY CENTER & ONLINE
AT [CWU.LIBCAL.COM/EVENT/11015193](https://cwu.libcal.com/event/11015193)**

MEET OUR STORYTELLER:

Xiaoyin Zhong



Zhong, Xiaoyin is the Chinese language and culture Instructor and the Alumni Engagement/Relations Coordinator for the College of Education and Professional Studies at Central Washington University. Originally hailing from Guangzhou, Guangdong, China, Xiaoyin possesses a deep passion for both food and the exploration of Chinese culture.

Xiaoyin is deeply committed to community service, considering it a vital aspect of her life. These diverse experiences have introduced her to a wide range of people and cultures and have allowed her to inspire and provide warmth to those around her.

For more details:



SCAN ME



Libraries

CWU is an EEO/AA/Title IX Institution. For accommodations, email DS@cwu.edu



Co-sponsored by CWU Libraries, the Ellensburg Public Library, and CWU's Office for International Studies and Programs.

CITY OF ELLENSBURG

October 2023 Monthly Budget Update Report
For the Ten Months Ending Tuesday, October 31, 2023

83.33% of year complete

7901% of payrolls complete

	Budget	October	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
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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	201	10.05%	2,160	-160	107.98%
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%	43	158	21.25%
001-023-347-20-31-000-000 Kittitas County Library Share	111,000	28,750	25.90%	115,000	-4,000	103.60%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	12	0.14%	100	8,784	1.13%
001-023-347-90-00-000-000 Proctor Fees	240		0.00%	185	55	77.08%
001-023-359-70-30-000-000 Library Fines		324	0.00%	2,362	-2,362	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside	20,000	1,356	6.78%	17,381	2,619	86.91%
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	74	2.65%	270	2,530	9.63%
001-023-369-10-30-000-000 Sale of Books	200	250	125.03%	250	-50	125.03%
001-023-369-90-30-000-000 Misc - Library	1,000	17	1.71%	155	845	15.54%
Total Revenues	147,524	30,985	21.00%	139,257	8,267	94.40%

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	10,193	8.11%	95,132	30,494	75.73%
001-023-572-10-20-000-000 Library Admin- Retirement	13,053	949	7.27%	9,505	3,548	72.82%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	9,611	744	7.74%	7,084	2,527	73.71%
001-023-572-10-22-000-000 Library Admin- L&I	330	21	6.27%	201	129	60.80%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	21,408	1,770	8.27%	17,686	3,712	82.66%
001-023-572-10-24-001-000 Library Admin - VEBA Expense		100	0.00%	950	-950	0.00%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	528	45	8.57%	407	121	77.10%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	6	8.33%	52	17	75.00%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	202	22	10.74%	207	-5	102.34%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000		0.00%	676	324	67.56%
Total Library Admin	171,827	13,849	8.06%	131,925	39,902	76.78%

Library (Public Service):

001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	593,939	44,879	7.56%	433,851	160,088	73.05%
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	4,077	6.45%	41,042	22,125	64.97%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	46,507	3,503	7.53%	33,606	12,901	72.26%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,618	471	13.01%	4,326	-708	119.58%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	132,099	11,687	8.85%	116,868	15,231	88.47%
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense		100	0.00%	950	-950	0.00%
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,568	156	6.06%	1,299	1,269	50.57%

CITY OF ELLENSBURG

October 2023 Monthly Budget Update Report

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83.33% of year complete

7901% of payrolls complete

	Monthly %		Monthly %		YTD		YTD		YTD %	
	Budget	October	Rev/Exp	Rev/Exp	Budget	October	Remaining	Rev/Exp	Budget	Rev/Exp
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	767	40	5.25%		362	405		47.23%		
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	986	101	10.23%		967	19		98.12%		
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	1,400	11.11%		10,300	2,300		81.75%		
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	640	8.00%		8,185	-185		102.31%		
001-023-572-21-35-000-000 Library (Public Service)- Small Tools	500		0.00%		500	500		0.00%		
001-023-572-21-41-000-000 Library (Public Service)- Professional Services	10,000	2,140	21.40%		5,603	4,397		56.03%		
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500	7,056	56.45%		19,476	-6,976		155.81%		
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	510	12.74%		4,321	-321		108.02%		
001-023-572-21-44-000-000 Library (Public Service)- Advertising	500		0.00%		500	500		0.00%		
001-023-572-21-45-000-000 Library (Public Service)- Rentals & Leases	4,200		0.00%		4,200	4,200		0.00%		
001-023-572-21-48-000-000 Library (Public Service)- Repairs and Maintenance	2,000		0.00%		2,000	2,000		0.00%		
001-023-572-21-49-000-000 Library (Public Service)- Miscellaneous	300		0.00%		300	300		0.00%		
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library Loan Chgs	1,020	-77	-7.58%		1,700	-680		166.70%		
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675	-529	-11.31%		9,911	-5,236		212.00%		
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	2,246	12.41%		20,454	-2,354		113.01%		
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	225	4.25%		4,179	1,121		78.85%		
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	99	1.35%		5,455	1,920		73.97%		
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000	8	0.26%		737	2,263		24.57%		
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000		0.00%		99	2,901		3.30%		
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	585	19.51%		2,938	62		97.95%		
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	908	10.37%		7,653	1,097		87.47%		
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000		0.00%		3,000	3,000		0.00%		
001-023-572-21-64-000-012 Library (Public Services)- Juvenile Audio Music	200		0.00%		200	200		0.00%		
001-023-572-21-64-000-013 Library (Public Services)- Juvenile DVD	1,200	57	4.77%		384	816		32.03%		
001-023-572-21-64-000-014 Library (Public Services)- Spanish Adult Books	500		0.00%		500	500		0.00%		
001-023-572-21-64-000-015 Library (Public Services)- SP Adult Periodicals	200		0.00%		200	200		0.00%		
001-023-572-21-64-000-016 Library (Public Services)- SP Adult Audio Books	200		0.00%		200	200		0.00%		
001-023-572-21-64-000-017 Library (Public Services)- SP Adult Audio Music	300	33	10.88%		57	243		18.84%		
001-023-572-21-64-000-018 Library (Public Services)- SP Adult Video	300	132	43.86%		132	168		43.86%		
001-023-572-21-64-000-019 Library (Public Services)- SP Juvenile Books	500	19	3.80%		113	387		22.62%		
001-023-572-21-64-000-021 Library (Public Service)- SP Juvenile Audio Music	200		0.00%		200	200		0.00%		
001-023-572-21-64-000-022 Library (Public Services)- SP Juvenile DVD	200		0.00%		200	200		0.00%		
001-023-572-21-91-100-531 Library (Public Service)- Interfund Warehouse Chgs	2,330	192	8.25%		1,945	385		83.49%		
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comprtr Rental	24,221	1,828	7.55%		20,565	3,656		84.91%		
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	88,719	6,695	7.55%		75,329	13,390		84.91%		
001-023-591-72-70-000-000 Library - Leases GASB 87			0.00%		3,100	-3,100		0.00%		

Total Library (Public Service)

1,104,441

89,179

8.07%

851,920

252,521

77.14%

CITY OF ELLENSBURG

October 2023 Monthly Budget Update Report

83.33% of year complete

For the Ten Months Ending Tuesday, October 31, 2023

7901% of payrolls complete

	Budget	October	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
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Library (Organization of Materials):

001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750	458	16.65%	1,563	1,187	56.82%
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	458	2.07%	1,563	20,542	7.07%
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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%
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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%
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Library Facilities:

001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rent	77,990	6,499	8.33%	64,992	12,998	83.33%
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Total Library Facilities

	77,990	6,499	8.33%	64,992	12,998	83.33%
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Hal Holmes:

001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	171	8.56%	635	1,365	31.73%
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%	1,428	22	98.47%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	31	3.05%	300	700	30.03%
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%	1,303	257	83.50%
001-023-575-50-98-535-000 Hal Holmes-Interfund Facility Rent	15,522	1,294	8.33%	12,935	2,587	83.33%

Total Hal Holmes

	23,632	1,624	6.87%	16,600	7,032	70.24%
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Total Library

	1,409,621	111,610	7.92%	1,068,487	341,134	75.80%
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