

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING

4:30pm, Tuesday, January 9, 2024

Hal Holmes/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 December 12, 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 Event

ii. Board Members to be present

B. Library Board Vacancy

VII. New Business

A. Library Board Retreat

B. 2023 Statistics

VIII. Upcoming Programs/Events

Jan. 5 Noon Lunch Concert, 12pm, HH

Jan. 6 FOL Booksale, 10:30am-1:30pm, HH

Jan. 8 Library Book Club, 3:00pm, HH

Jan. 15 Library/HH Closed MLK Jr. Day

IX. Unscheduled Business

Next regular meeting TBD

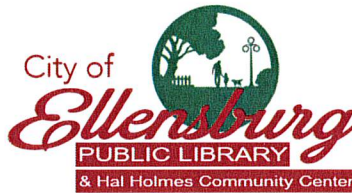
Location: City Council Conference Room and ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

December 12, 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

Blackson called the meeting to order at 4:40 p.m.

II. ATTENDANCE

PRESENT: Marty Blackson, Loretta Gray, Mary Holmgren, Mary James, Melina Meador

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Andreina Delgado

VISITOR: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

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

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

Christmas cards were sent to staff thanking them for their great work.

VI. REPORTS

A. Director's Report for December: (1) Hiring taking place for Youth Services Assistant and Reference Specialist (2) KCRLB is working with CWU Lion Rock Series to host Roy Scranton as One Book One County Speaker. (3) Staff in Adult Services have been holding events and participating in trainings. (4) RJ's interview was published in CWU Pulse Magazine. (5) Technical services staff continue updating the collection, with more items deleted than added this month. (6) Youth Services have been preparing holiday programs. (7) With cleaned carpets, Hal Holmes continues to provide space for a variety of community events. This month saw more large community events than small private events. (8) Circulation is down a little compared with last month, but up compared to last year.

B. Budget Report: The budget is on track.

C. Friends of the Library Report: Several FOL members will be helping at the library birthday party.

VII. UNFINISHED BUSINESS

A. Plans for the Library Anniversary on January 20 were finalized.

B. Discussion of Library Board vacancy. Board will actively recruit potential candidates to apply.

VIII. NEW BUSINESS

A. None

IX. UPCOMING PROGRAMS/EVENTS

For November the following have been scheduled: (1) Noon Lunch Concert, (2) Library Book Club, (3) FOL Book Sale, (4) Children's Christmas Storytime, and (5) Puzzle Tournament of Champions.

X. UNSCHEDULED BUSINESS

None

XI. NEXT MEETING

January 9, 2024

XII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:01pm.

Respectfully submitted,
Loretta Gray, Secretary

LIBRARY DIRECTOR REPORT

TO: Library Board, Assistant City Manager/City Attorney

FROM: Josephine Camarillo, Library Director

DATE: December 2023



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director:

Reference Specialist posting closed on Jan. 2. The top 3-4 candidates will be interviewed Jan. 23. New Council member Joshua Thompson toured the library and was highly impressed. Staff enjoyed an Employee Appreciation coffee/donut treat hosted by our City Manager.



Adult Services:

Pyper and RJ are looking forward to a new team member!

The Library Specialist position has posted externally with a closing date of 1/2/24. Reference conducted a Reference Question Audit; the average number of questions per day is 350. Pyper assisted Tech Services in Inventory and Youth Services with the Christmas Program and testing of Youth Services Assistant applicants. Study carrels were rewired. Jolabokaflod (Christmas Book Flood) Raffle had 56 participants and the Puzzle Competition Grand Salami had 42 in attendance. We have resumed offering full newspapers through Newsbank. Impressively, Kanopy had 370 checkouts. eAudio books had 2064 checkouts and eBooks had 2747. Look for the Winter Book Bingo in the new year!

Technical Services:

394 physical items added to the collection, 847 physical items deleted from the collection during the last month.

Since January 2023 staff have been inventorying various adult and juvenile collections. As of January 2, 2024 the statistics for percentage of loss for all collections is 0.373!!

Youth Services:

We have had a full month with library visitors. Thank goodness for the subs supporting the department to cover some desk time! New YS Assistant. Cecilia Murray was hired and she will start 1/16/24. Our special holiday programs and passive activities were well attended in December! All of the department's inventory is finished for 2023. It is time to begin the Summer Reading Program planning and preparations.



Hal Holmes: 56 events total: 2 Private event; 5 Non-Profit events; 49 sponsored

Hal Holmes hosted another successful and fully attended lunchtime concert, the YS department had a special Christmas visitor and Storytime and the Audubon Society held their annual bird count and holiday potluck. HH was a site for several non-profit holiday parties and music studio recitals. The grand finale of the month was the 2023 Jigsaw Puzzle Competition with the first ever champion winning with a record setting time for puzzle completion.

Circulation:

Circulation Statistics	23-Dec	23-Nov	% chg	22-Dec	% chg	2023 YTD	2022 YTD	% chg
Physical Items	9365	10393	-10%	8998	4%	124414	119020	4%
Electronic Items	4811	4469	7%	4005	17%	54685	46800	14%
TOTAL	14176	14,862	-5%	13003	8%	179099	165820	7%

Library Visits: 10,089

New Cardholders: 96

Total Cardholders: 14,608

Library 114th Birthday Celebration Schedule**Video Clips**

January 15-January 19

January 20th Birthday Party Open House

11:00am- Welcoming Music

11:30am- Storytime/Archives Tour

12:00pm- Cake Cutting

12:45pm- Start Cleaning Up

1:00pm- Finish

Video Interviews:

1. Jackie Herum
2. Tamara Holms
3. Amy Bush (kids)

Greeters/Cake Cutting/Serving:

FOL- Carolyn Miller, Beth Habib, Mary Holmgren

FOL Table/Info

Karen Stansbury, Cecilia Crow, Debby DeSoer, Emily Suggs

Other Volunteers on hand

Cynthia Mitchell and Diane Ota

Music

Melina and friends

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 Totals	2022 Totals
Database Usage														
Ancestry	13	16	15	9	12	7	9	0	7	3	4	5	100	188
Consumer Reports *	12	6	11	12	28	14	16	18	10	13	35	13	188	144
EBSCO Databases	35	37	23	26	24	27	48	67	71	49	137	74	618	468
HeritageQuest	6	2	0	0	0	0	0	1	1	0	2	0	12	54
Learning Express	0	1	5	47	47	0	27	15	66	2	5	10	225	3
Overdrive eAudio	1854	1847	1998	1932	2169	2205	2379	2295	2176	2199	2034	2064	25152	21,583
Overdrive eBooks	2564	2145	2531	2331	2351	2354	2658	2458	2468	2491	2435	2747	29533	25,217
Proquest *	279	112											391	9
Kanopy	206	295	255	288	227	241	214	364	296	283	302	370	3341	2,770
Gale	1	5	3	0	3	0	3	0	1	1	2	0	19	48
AtoZ Food America	0	1	2	0	0	0	1	1	1	2	0	0	8	17
Calatlog Usage - Google Analytics	2137	1960	2058	2014	2031	1985	0	0	0	0	0	0	12185	21,756
Laptop Checkouts	5	13	9	6	3	9	5	5	5	4	6	4	74	51
Wifi Checkouts	9	9	8	10	9	8	6	10	6	8	5	7	95	97
Wireless Prining	57	187	313	275	235	238	256	498	368	270	172	319	3188	1,751
Adult Public Computer Log-ons	335	252	381	274	285	287	299	356	283	332	262	300	3646	7,648
Adult Public Computer Visitors	166	131	173	141	136	179	148	138	121	147	89	137	1706	2,342
Youth Public Computer Log-ons	215	169	203	182	199	217	135	195	125	170	164	132	2106	
Youth Public Computer Visitors	109	116	122	153	126	103	56	142	174	209	163	176	1649	
Reference Questions	250	250	250	250	250	250	250	350	350	350	350	350	3500	3,000