

209 North Ruby Street, Ellensburg WA 98926

**LIBRARY BOARD MEETING
4:30pm, Tuesday, March 12, 2024
Council Conference Room/ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/85215776355?pwd=UERJRU5SaGJVZTEvWEdrTmg1Tnpudz09>

Meeting ID: 852 1577 6355

Passcode: 549661

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of February 16, 2024, minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends of the Library Report
- VI. Unfinished Business**
 - A. Library Board Applicants
- VII. New Business**
 - A. Board resignation
 - B. Board Elections (Chair/CoChair)
- VIII. Upcoming Programs/Events**
 - March. 2/16 FOL Booksale, 10:30am-1:30pm, HH
 - March 13 Jigsaw Puzzle Tournament, 5:30pm, HH
 - March 15 Library/HH Closed for Spring Cleaning
 - March 20 Eclipse Program with Cassandra Fallscheer (CWU), 6:30pm, HH
- IX. Unscheduled Business**

Next regular meeting April 9, 2024

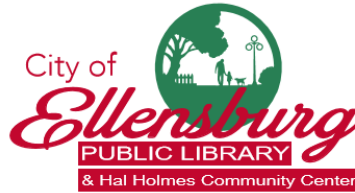
Location: City Council Conference Room and ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

February 16, 2024

5:00 p.m.

Hal Holmes

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, 2028

Melina Meador, term expires December 31, 2024

Mary James, term expires December 31, 2027

Vacant, term expires December 31, 2026

I. CALL TO ORDER

Blackson called the meeting to order at 5:05 p.m.

II. ATTENDANCE

PRESENT: Marty Blackson, Andreina Delgado, Loretta Gray, Mary James, Melina Meador

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Mary Holmgren

VISITOR: Vikki Carpenter, Rich Moreno

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

Motion made by James to approve the January 2024 minutes, motion seconded, **motion approved**. Motion passed 5-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None.

VI. REPORTS

A. Director's Report for January: (1) Staff retreat took place earlier today. The Board attended the last hour. (2) A new reference specialist was hired. (3) Stats are up from last year. (4) The number of cardholders has increased.

B. Budget Report: No big changes. Overtime payment funds were used for staff helping with the warming station.

C. Friends of the Library Report: None.

VII. UNFINISHED BUSINESS

A. The Library Anniversary Event was a great success.

VIII. NEW BUSINESS

A. Library Board applicants have put in their applications. They will be interviewed soon.

IX. UPCOMING PROGRAMS/EVENTS

For February the following have been scheduled: (1) Noon Lunch Concert, (2) Library Book Club, (3) FOL Book Sale, (4) Cultural Conversations.

X. UNSCHEDULED BUSINESS

None.

XI. NEXT MEETING

Tuesday, March 12, at City Hall

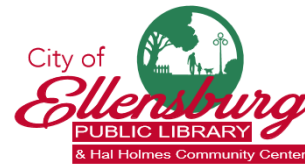
XII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:22.

Respectfully submitted,
Loretta Gray, Secretary

LIBRARY DIRECTOR REPORT

TO: Library Board, Assistant City Manager/City Attorney
FROM: Josephine Camarillo, Library Director
DATE: February 2024



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director:

Library/HH held its annual staff retreat on Feb. 16th. Morning session included a Communications training with Phil Backlund and the afternoon session was service animal training and supervisors year end highlights and upcoming goals.

Adult Services:

Welcome Reference Specialist Alyssa Ceja! She began Reference training on February 23rd. She will work solely in Reference until Sue returns for Youth Services training in April. RJ led a Local History refresher training for Reference staff and Pyper created a Local History Quick Guide based on the training. Reference staff attended the Staff Retreat and Pyper presented Reference Highlights and Goals at the Library Board Retreat. Computer Labs #5, #6, and #7 have been removed to align with department and community needs. RJ has facilitated visits from Mr. McCloskey's Morgan Middle School class with support from EPL staff. Impressively, there were 537 wireless prints for the month. Kanopy had 414 checkouts. eAudio books had 2108 checkouts and eBooks had 2583.



Reference Specialist
Alyssa Ceja

Technical Services: 422 physical items added to the collection, 632 physical items deleted from the collection during the last month.

Youth Services:

New Youth Services Assistant receiving many praises from patrons. Sue will be off starting Feb 27 and will be returning April 1. Winter session storytime will end March 8 and Spring session will begin on April 2.

Hal Holmes: 54 events total: 2 Private event; 1 Non-Profit events; 51 sponsored

The month of February started off on an interesting path, proving the need for the use of this facility (EPL/HH) for the greater good of our community. Several of our regular patrons, many experiencing homelessness, were diagnosed with scabies, lice and fleas and we needed to quarantine EPL's furnishings and use HH to facilitate a visit by the KC Health Department and several doctors from Community Health to help diagnose and treat several of the patrons. The staff assisted in accommodating the patrons in HH while being treated and worked together to help stop the spread through the facility.

Circulation:

Statistics	Feb-24	Jan-24	% chg	Feb-23	% chg	2024 YTD	2023 YTD	% chg
Physical Items	10771	10917	-2%	9832	9%	21688	21313	1%
Electronic Items	4691	5582	-19%	3992	15%	10073	8410	17%
TOTAL	15462	16,499	-7%	13824	11%	31761	25971	18%

Library Visits: 11,685

New Cardholders: 132

Total Cardholders: 13,392

CITY OF ELLENSBURG

Preliminary February 2024 Monthly Budget Update Report
For the Two Months Ending Thursday, February 29, 2024

16.67% of year complete

12.50% of payrolls complete

	Monthly %				Budget	YTD %
	Budget	February	Rev/Exp	YTD	Remaining	Rev/Exp
Dept 023- Library						
Revenues:						
001-023-341-81-30-000-000 Data/Word Processing, Printing - Pho	2,000	295	14.75%	559	1,441	27.96%
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%		200	0.00%
001-023-347-20-31-000-000 Kittitas County Library Share	111,000		0.00%		111,000	0.00%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	15	0.17%	9,391	-507	105.71%
001-023-347-90-00-000-000 Proctor Fees	240		0.00%	20	220	8.33%
001-023-359-70-30-000-000 Library Fines		376	0.00%	630	-630	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside	20,000	294	1.47%	2,706	17,294	13.53%
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	267	9.53%	267	2,533	9.53%
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	19	1.94%	31	969	3.14%
Total Revenues	147,524	1,265	0.86%	14,804	132,720	10.04%
Library						
Library Admin:						
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	133,558	10,578	7.92%	16,189	117,369	12.12%
001-023-572-10-20-000-000 Library Admin- Retirement	13,877	1,008	7.26%	1,512	12,365	10.90%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	10,218	806	7.89%	1,229	8,989	12.02%
001-023-572-10-22-000-000 Library Admin- L&I	330	22	6.73%	34	296	10.19%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	25,483	2,099	8.24%	4,198	21,285	16.47%
001-023-572-10-24-001-000 Library Admin - VEBA Expense	1,200	100	8.33%	150	1,050	12.50%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	528	48	9.09%	48	480	9.09%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	6	8.33%	6	63	8.33%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	215	22	10.40%	34	181	15.86%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000	287	28.75%	287	713	28.75%
Total Library Admin	186,478	14,977	8.03%	23,687	162,792	12.70%
Library (Public Service):						
001-023-572-21-10-000-000 Library (Public Service)- Salaries and	613,676	48,315	7.87%	72,565	541,111	11.82%
001-023-572-21-11-000-000 Library (Public Service)- Overtime	13,900		0.00%	1,387	12,513	9.98%
001-023-572-21-20-000-000 Library (Public Service)- Retirement	65,215	4,389	6.73%	6,683	58,532	10.25%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	48,019	3,702	7.71%	5,659	42,360	11.78%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,618	484	13.37%	690	2,928	19.08%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insur	168,290	13,849	8.23%	27,698	140,592	16.46%
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expen	1,200	100	8.33%	150	1,050	12.50%
001-023-572-21-26-000-000 Library (Public Service)- Disability Insu	2,570	162	6.29%	162	2,408	6.29%

CITY OF ELLENSBURG

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001-023-572-21-27-000-000 Library (Public Service)- Life Insuranc	767	40	5.25%	40	727	5.25%
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical	1,019	105	10.31%	161	858	15.75%
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	1,400	11.11%	2,000	10,600	15.87%
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	581	7.26%	747	7,253	9.34%
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	10,000	930	9.30%	930	9,070	9.30%
001-023-572-21-41-000-007 Public Services (Library)- Database Li	12,500	510	4.08%	510	11,990	4.08%
001-023-572-21-42-000-000 Library (Public Service)- Communicat	4,000	513	12.83%	950	3,050	23.76%
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 & Le	4,200		0.00%		4,200	0.00%
001-023-572-21-48-000-000 Library (Public Service)- Repairs and	2,000		0.00%		2,000	0.00%
001-023-572-21-49-000-000 Library (Public Service)- Miscellaneou	300	11	3.67%	11	289	3.67%
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library	1,020	9	0.87%	9	1,011	0.87%
001-023-572-21-64-000-000 Library (Public Service)- Library Mater	4,675	32	0.68%	72	4,603	1.54%
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	1,907	10.54%	2,775	15,325	15.33%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large	5,300	213	4.01%	213	5,087	4.01%
001-023-572-21-64-000-003 Library (Public Services)- Adult Perioc	7,375	199	2.69%	212	7,163	2.88%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio	3,000		0.00%		3,000	0.00%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio	3,000	59	1.97%	59	2,941	1.97%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	309	10.28%	309	2,691	10.28%
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-E	16,000		0.00%	18,583	-2,583	116.15%
001-023-572-21-64-000-009 Library (Public Services)- Juvenile Bo	8,750	817	9.34%	2,951	5,799	33.73%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Au	3,000	113	3.76%	113	2,887	3.76%
001-023-572-21-64-000-012 Library (Public Services)- Juvenile Au	200		0.00%		200	0.00%
001-023-572-21-64-000-013 Library (Public Services)- Juvenile DV	1,200		0.00%		1,200	0.00%
001-023-572-21-64-000-014 Library (Public Services)- Spanish Adi	500		0.00%		500	0.00%
001-023-572-21-64-000-015 Library (Public Services)- SP Adult Pe	200		0.00%		200	0.00%
001-023-572-21-64-000-016 Library (Public Services)- SP Adult Au	200		0.00%		200	0.00%
001-023-572-21-64-000-017 Library (Public Service)- SP Adult Auc	300		0.00%		300	0.00%
001-023-572-21-64-000-018 Library (Public Services)- SP Adult Vic	300		0.00%		300	0.00%
001-023-572-21-64-000-019 Library (Public Services)- SP Juvenile	500		0.00%		500	0.00%
001-023-572-21-64-000-021 Library (Public Service)- SP Juvenile /	200		0.00%		200	0.00%
001-023-572-21-64-000-022 Library (Public Services)- SP Juvenile	200		0.00%		200	0.00%
001-023-572-21-91-100-531 Library (Public Service)- Interfund Wa	2,330	194	8.33%	388	1,942	16.65%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Cor	24,221	1,892	7.81%	3,784	20,437	15.62%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT &	81,820	6,779	8.29%	13,558	68,262	16.57%
001-023-591-72-70-000-000 Library - Leases GASB 87		394	0.00%	394	-394	0.00%
Total Library (Public Service)	1,158,265	88,008	7.60%	163,763	994,502	14.14%

CITY OF ELLENSBURG						
Preliminary February 2024 Monthly Budget Update Report					16.67% of year complete	
For the Two Months Ending Thursday, February 29, 2024					12.50% of payrolls complete	
	Monthly %				Budget	YTD %
	Budget	February	Rev/Exp	YTD	Remaining	Rev/Exp
Library (Organization of Materials):						
001-023-572-22-31-000-000 Library (Organization of Materials)- Su	2,750	566	20.59%	574	2,176	20.86%
001-023-572-22-41-000-000 Library (Organization of Materials)- Pr	19,355		0.00%		19,355	0.00%
Total Library (Organization of Materials)	22,105	566	2.56%	574	21,531	2.60%
Donation Expenditures:						
001-023-572-23-31-000-000 Donation Expenditures- Supplies	3,217		0.00%		3,217	0.00%
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 Mater	791		0.00%		791	0.00%
Total Donation Expenditures	4,608		0.00%		4,608	0.00%
Library Training:						
001-023-572-40-43-000-000 Library Training- Travel	2,000		0.00%		2,000	0.00%
001-023-572-40-49-000-000 Library Training- Miscellaneous	3,018	800	26.51%	800	2,218	26.51%
Total Library Training	5,018	800	15.94%	800	4,218	15.94%
Library Facilities:						
001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rer	77,990	6,499	8.33%	12,998	64,992	16.67%
Total Library Facilities	77,990	6,499	8.33%	12,998	64,992	16.67%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	30	1.49%	30	1,970	1.49%
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	128	8.84%	128	1,322	8.84%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	34	3.40%	68	932	6.81%
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 Ch	1,560	130	8.33%	260	1,300	16.67%
001-023-575-50-98-535-000 Hal Holmes-Interfund Facility Rent	15,522	1,294	8.34%	2,588	12,934	16.67%
Total Hal Holmes	23,632	1,616	6.84%	3,074	20,558	13.01%
Total Library	1,478,096	112,466	7.61%	204,895	1,273,201	13.86%