

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
4:30pm, Tuesday, May 14, 2024
Council Conference Room/ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/86453610593?pwd=VUFwWUloaEU1TFFTnmYzY1VQUEV4UT09>

Meeting ID: 864 5361 0593

Passcode: 853525

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of April 9, 2024, minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends of the Library Report- Mary James
- VI. Unfinished Business**
 - A. New Board Member Recruitment
 - B. Board Elections (Cochair/Secretary)
- VII. New Business**
 - A. New Board Member review
 - B. SB 5444- Prohibiting Open Carry of Weapons in Libraries
 - C. 2025 Library Birthday Party – January 24, 2025
 - D. Hidden talents to share
- VIII. Upcoming Programs/Events**
 - May 7 CWU Ethics Lab The Good Life: Freedom and Manipulation
 - May 13 Library Book Club
 - May 14 WA Humanities Speaker: Josephine Ensign *Homelessness and the meaning of home*
- IX. Unscheduled Business**

Next regular meeting June 11, 2024

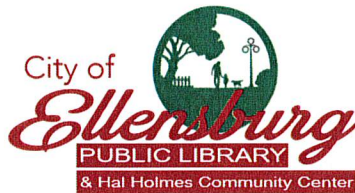
Location: City Council Conference Room/ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

April 9, 2024

4:30 p.m.

Council Conference Room

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

James called the meeting to order at 4:31 p.m.

II. ATTENDANCE

PRESENT: Vikki Carpenter, Andreina Delgado, Mary James, Melina Meador, Richard Moreno

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Marty Blackson, Loretta Gray

VISITORS: None

STAFF: Josephine Camarillo, Aaron Reiman

III. APPROVAL OF AGENDA

Motion made by James to approve the agenda with amendment to begin with Robert's Rules of Order training , seconded, **motion approved**. Motion passed 5-0.

IV. GUEST PRESENTER

A. Robert's Rules of Order training with Aaron Reiman

V. APPROVAL OF MINUTES

Motion made by Meador to approve the February 16, 2024 minutes, motion seconded, **motion approved**. Motion passed 5-0.

VI. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None.

VII. REPORTS

A. Director's Report for January: (1) Eclipse program with Cassandra Fallscheer offered free viewing glasses to attendees (2) Library Spring cleaning day went well. Nearly 70% of public areas were completed. (3) Sue's is back from leave. (4) Jigsaw puzzle competition was held with 70s disco theme. Event was super groovy!

B. Budget Report: No report.

C. Friends of the Library Report: Upcoming Big Upstairs Book Sale scheduled for May 4th.

VIII. UNFINISHED BUSINESS

A. None

IX. NEW BUSINESS

A. Mary Holmgren submitted her resignation from the Board due to medical reasons. There is now one seat open. Board members asked to help recruit potential candidates.

X. UPCOMING PROGRAMS/EVENTS

For April the following have been scheduled: (1) Children's storytime resumes April 2, (2) WA Humanities Speaker Elise Hooper on April 15, (3) Cultural Conversations on April 23, (4) OBOC author Roy Scranton on April 26.

XI. UNSCHEDULED BUSINESS

None.

XII. NEXT MEETING

Tuesday, April 9, at City Hall

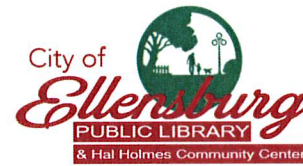
XIII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:02.

Respectfully submitted,
Josephine Camarillo, staff

LIBRARY DIRECTOR REPORT

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



Meetings: Staff, Supervisors, City Attorney, Morning Rotary, City Council Retreat

Director:

Washington Humanities Speaker Elise Hooper, author of *Fast Girls: Trailblazing Women Olympians* presented on April 10th. Our Kittitas County One Book One County author Roy Scranton presented a panel discussion on Climate Change. I attended a City Council Retreat on Saturday, April 27th. Library staff teams competed in City Puzzle tournament. They placed 1st and 3rd.



Adult Services:

There have been lots of transitions happening over the course of April. We migrated fully to Princh, as well as electronic timesheets. Alyssa has transitioned well into balancing her roles in Reference and Youth Services. She created the displays for the month including two pop-up displays for Earth Day and Arbor Day. Pyper attended Developing Emotional Intelligence training and Leadership Strategies for Building Connections and Defusing Difficult Situations. The first in the Humanities Washington Speaker's Bureau Fast Girls: Trailblazing Women Olympians was held on April 10 with 21 in attendance.

There were 111 visits to EBSCO databases; 752 wireless prints for the month; 527 Kanopy checkouts. 2361 eAudio books checkouts; 2468 eBooks checkouts.

Technical Services: 373 physical items added to the collection, 448 physical items deleted from the collection during the last month.

Youth Services:

Alyssa is fitting right into the department. She is working on doing storytime and will jumping into a storytime to participate with Cece next week. School visits for most Thursdays and Fridays in April and May. Sue is taking an online supervisor training. Summer Reading Program preparation is in full force.

Hal Holmes: 62 events total: 2 Private event; 3 Non-Profit events; 57 sponsored

For the month of April, Hal Holmes hosted the Civics Bee with the KC Chamber of Commerce, annual FOL Book Club Tea Party, poetry night with the Ellensburg Poet Laureate, Washington Humanities Speaker Elise Hooper and CWU's Cultural Conversations.

Circulation:

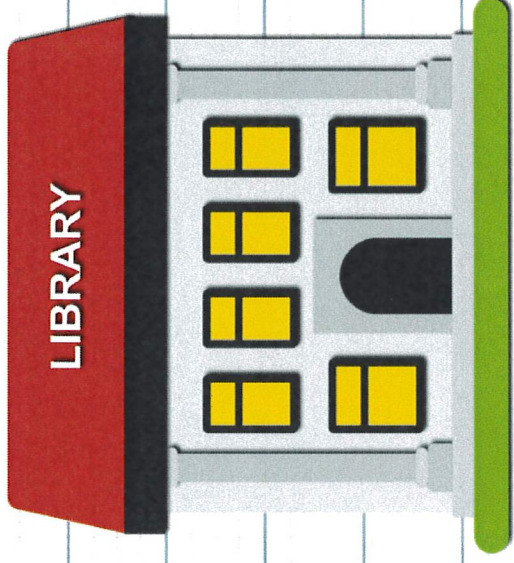
Circulation Statistics	April-24	Mar-24	% chg	Apr-23	% chg	2024 YTD	2023 YTD	% chg
Physical Items	10047	10354	-3%	9006	11%	42608	41608	5%
Electronic Items	4829	5063	-5%	4263	12%	19965	17202	14%
TOTAL	14876	15,417	-4%	13269	11%	62573	58810	6%



LIBRARY/HAL HOLMES

SPACE

As our community grows, the Library/HH capacity to fulfill their needs becomes challenged. Program attendance exceeds space capacity; need for private study rooms continue to be a constant request; limited seating areas.



RELEVANCE

We aim to keep up with technological advances to better serve patrons while maintaining traditional operations to preserve historic integrity.

FUNCTIONALITY

We serve the community beyond educational and literacy needs. We are a safe and welcoming place responding to needs of our diverse community (shelter, programs, special services).

PUBLIC AWARENESS

Libraries are becoming more scrutinized with varying public opinion, currently with censorship, First Amendment rights, and necessity of libraries in general.

CONNECTION

Libraries provide a marketplace for knowledge and ideas to be exchanged. A space for connection regardless of socioeconomic status. A free community hub. The library does not generate revenue and must compete with other departments within the general fund.

CITY OF ELLENSBURG
April 2024 Monthly Budget Update Report
For the Four Months Ending Tuesday, April 30, 2024

33.33% of year complete
29.17% of payrolls complete

Dept 023- Library

Revenues:

001-023-341-81-30-000-000 Data/Word Processing, Printing - Photocopy
001-023-347-20-30-000-000 Non-Residential Charges
001-023-347-20-31-000-000 Kittitas County Library Share
001-023-347-21-00-000-000 Interlibrary Use Fees
001-023-347-90-00-000-000 Proctor Fees
001-023-359-70-30-000-000 Library Fines
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside
001-023-362-53-00-000-000 Hal Holmes Lease Fees - Long Term
001-023-367-11-30-000-000 Donations - Library
001-023-369-10-30-000-000 Sale of Books
001-023-369-90-30-000-000 Misc - Library

Total Revenues

Library Expenditures

Library Admin:

001-023-518-20-44-000-000 Library Rental Property- Taxes
001-023-572-10-10-000-000 Library Admin- Salaries and Wages
001-023-572-10-20-000-000 Library Admin- Retirement
001-023-572-10-21-000-000 Library Admin- Fica/Medi
001-023-572-10-22-000-000 Library Admin- L&I
001-023-572-10-24-000-000 Library Admin- Medical Insurance
001-023-572-10-24-001-000 Library Admin - VEBA Expense
001-023-572-10-26-000-000 Library Admin- Disability Insurance
001-023-572-10-27-000-000 Library Admin- Life Insurance
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave
001-023-572-10-49-000-000 Library Admin- Miscellaneous

Total Library Admin

Library (Public Service):

001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages
001-023-572-21-11-000-000 Library (Public Service)- Overtime
001-023-572-21-20-000-000 Library (Public Service)- Retirement
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi
001-023-572-21-22-000-000 Library (Public Service)- L&I
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave

	Budget	April	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
	2,000	329.74	16.49%	1,189	811	59.46%
	200		0.00%		200	0.00%
	111,000	30,000.00	27.03%	30,000	81,000	27.03%
	8,884	9.25	0.10%	9,412	-528	105.95%
	240	40.00	16.67%	60	180	25.00%
		222.78	0.00%	1,182	-1,182	0.00%
	20,000	3,599.00	18.00%	6,959	13,042	34.79%
	1,200		0.00%	1,200	0	100.00%
	2,800	-147.96	-5.28%	290	2,510	10.36%
	200		0.00%		200	0.00%
	1,000	18.45	1.85%	60	940	6.00%
Total Revenues	147,524	34,071.26	23.10%	50,352	97,172	34.13%
		15.40	0.00%	15	-15	0.00%
	133,558	10,578.00	7.92%	37,345	96,213	27.96%
	13,877	1,008.08	7.26%	3,528	10,349	25.43%
	10,218	805.74	7.89%	2,840	7,378	27.80%
	330	23.47	7.11%	79	251	23.84%
	25,483	2,098.86	8.24%	8,395	17,088	32.95%
	1,200	100.00	8.33%	350	850	29.17%
	528	48.02	9.09%	144	384	27.28%
	69	5.75	8.33%	17	52	25.00%
	215	22.36	10.40%	79	136	36.66%
	1,000		0.00%	312	688	31.25%
Total Library Admin	186,478	14,705.68	7.89%	53,106	133,372	28.48%
	613,676	49,575.79	8.08%	172,545	441,131	28.12%
	13,900		0.00%	1,387	12,513	9.98%
	65,215	4,515.23	6.92%	15,731	49,484	24.12%
	48,019	3,814.05	7.94%	13,351	34,668	27.80%
	3,618	456.70	12.62%	1,583	2,035	43.76%
	168,290	13,848.93	8.23%	55,396	112,894	32.92%
	1,200	100.00	8.33%	350	850	29.17%
	2,570	161.78	6.29%	485	2,085	18.88%
	767	40.25	5.25%	121	646	15.74%
	1,019	108.16	10.61%	379	640	37.15%

CITY OF ELLENSBURG
 April 2024 Monthly Budget Update Report
 For the Four Months Ending Tuesday, April 30, 2024

33.33% of year complete
 29.17% of payrolls complete

	Budget	April	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	1,600.00	12.70%	5,200	7,400	41.27%
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	501.68	6.27%	1,867	6,133	23.33%
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	471.79	4.72%	2,318	7,682	23.18%
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500	422.00	3.38%	6,222	6,278	49.78%
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	437.05	10.93%	1,517	2,483	37.93%
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%		278	7.33%
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library Loan Chgs	1,020	4.13	0.40%	18	1,002	1.80%
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675		0.00%	72	4,603	1.54%
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	2,513.39	13.89%	8,032	10,068	44.37%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	173.10	3.27%	470	4,830	8.87%
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	117.45	1.59%	804	6,571	10.91%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000		0.00%	15	2,985	0.51%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000	104.17	3.47%	185	2,815	6.17%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	320.38	10.68%	786	2,214	26.20%
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-Electronics	16,000		0.00%	18,583	-2,583	116.15%
001-023-572-21-64-000-009 Library (Public Services)- Juvenile Books	8,750	586.95	6.71%	4,395	4,355	50.22%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000	49.47	1.65%	162	2,838	5.41%
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%	19	1,181	1.58%
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	13.98	4.66%	24	276	7.98%
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	38.13	7.63%	492	8	98.41%
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	194.00	8.33%	776	1,554	33.30%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comprtr Rental	24,221	2,061.00	8.51%	7,737	16,484	31.94%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	81,820	6,831.00	8.35%	27,168	54,652	33.20%
001-023-591-72-70-000-000 Library - Leases GASB 87			0.00%	394	-394	0.00%
Total Library (Public Service)	1,158,265	89,060.56	7.69%	348,607	809,658	30.10%
Library (Organization of Materials):						
001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750		0.00%	574	2,176	20.86%
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%	574	21,531	2.60%

CITY OF ELLENSBURG
April 2024 Monthly Budget Update Report
For the Four Months Ending Tuesday, April 30, 2024

	Budget	April	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
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 Materials	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		0.00%	800	2,218	26.51%
Total Library Training	5,018		0.00%	800	4,218	15.94%
Library Facilities:						
001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rent	78,582	6,565.00	8.35%	26,062	52,520	33.17%
Total Library Facilities	78,582	6,565.00	8.35%	26,062	52,520	33.17%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000		0.00%	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		0.00%	128	1,322	8.84%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	33.75	3.38%	136	864	13.58%
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	130.00	8.33%	520	1,040	33.33%
001-023-575-50-98-535-000 Hal Holmes-Interfund Facility Rent	15,640	1,306.00	8.35%	5,188	10,452	33.17%
Total Hal Holmes	23,750	1,469.75	6.19%	6,002	17,748	25.27%
Total Library	1,478,806	111,800.99	7.56%	435,151	1,043,655	29.43%