

LIBRARY BOARD MEETING

4:30pm, Tuesday, September 10, 2024

Council Conference Room/ZOOM

<https://us02web.zoom.us/j/87912303154?pwd=WZGtIR8VK6CBCiPcgjSmNGSxCftgul.1>

Meeting ID: 879 1230 3154

Passcode: 777382

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of July 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. 2025 Library Birthday Party – January 15, 2025
 - i. Date change
 - ii. Action plan for duties assigned
 - B. Library Board Advocacy
 - i. Expansion Plan- getting started
- VII. New Business**
 - A. 2025-2026 Budget Request Update
 - B. Board Secretary
 - C. Board Meeting time
- VIII. Upcoming Programs/Events**
 - Sept. 10 Children's storytime resumes
 - Sept. 17 National Voters Registration Day, 10am-2pm, HH lobby
 - Sept. 19 Friends of the Library Pint Night at Iron Horse,
 - Sept. 24 Bite of the Burg, Library table, 2pm-4pm, downtown
- IX. Unscheduled Business**

Next regular meeting October 8, 2024

Location: City Council Conference Room/ZOOM

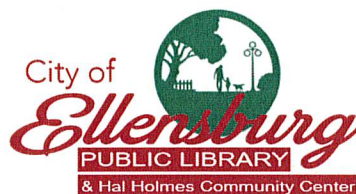


CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

July 9, 2024

4:30 p.m.

City Hall

Mary James, Chair, term expires December 31, 2027

Vikki Carpenter, Co-Chair, term expires December 31, 2028

Loretta Gray, Secretary, term expires December 31, 2027

Marty Blackson, term expires December 31, 2027

Andreina Delgado, term expires December 31, 2028

Melina Meador, term expires December 31, 2024

Richard Moreno, term expires December 31, 2026

I. CALL TO ORDER

James called the meeting to order at 4:35 p.m.

II. ATTENDANCE

PRESENT: Vikki Carpenter Andreina Delgado, Mary James, Rich Moreno

COUNCIL LIASON:

ABSENT: Marty Blackson, Loretta Gray, Melina Meador, Sarah Beauchamp

STAFF: Josephine Camarillo, Sue Hart

III. APPROVAL OF AGENDA

Motion made by Moreno to approve the agenda, motion seconded, **motion approved**. Motion passed 4-0.

IV. APPROVAL OF MINUTES

Motion made by Moreno to approve June 2024 minutes, motion seconded, **motion approved**. Motion passed 4-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

No correspondence or citizen comments

VI. REPORTS

A. Director Report

- (1) New facility assistant Sharona Klahn effective 7/16/2024; Ken Paschen, Circulation Supervisor has returned from medical leave.
- (2) Adult services are in full swing; good attendance. They have done things like journal making, and D&D Jamboree. 190 attendees at the five programs offered.
- (3) Two new hotspots were added for a total of five.
- (4) Technical Services 373 physical items added, and 117 items deleted. Richard asked if deleted items go to the Friends of the Library, and they do.
- (5) Kids kick off was a huge success with lots of people until 7:30 p.m. Around the World Culture also had a large attendance. Storytime in the park is connected with FISH free lunch program. The next goal is a neurodivergent story time which will be from 9:30 to 10:00, when the library opens. This program will include interactive stories, tactile and other sensory options, fidget toys, headphones, story time for the visually impaired.

- B. Budget Report: 2025-2026 budget proposals are being prepared. Camarillo will request increases in operations budgets for materials, books, and databases. Will request additional overtime hours needed for staffing the heating and cooling center services provided in the Hal Holmes Center.
- C. Friends of the Library Report: No meeting in June. No report.

VII. UNFINISHED BUSINESS

- A. Birthday party January 24, 2025. Meador is consulting with her band about playing. Moreno is developing ideas for creating community interest and enthusiasm. Delgado will do posters. Library staff will create displays. James noted that at the September meeting, it will be time to develop an action plan.

VIII. NEW BUSINESS

- A. The Library Board Advocacy Discussion
James shared a diagram prepared by Director Camarillo on Library/Hal Holmes for a city supervisors retreat. Topics included space, relevance, functionality, public awareness, and connection. James opened the discussion by inviting Camarillo and Hart to talk about space. Hart spoke about the need for a dedicated space for Storytime, more bathrooms, and activity space for families. Camarillo noted to meet this need an addition to the Library building would be required. No formal proposal has been created, but we do need to do a feasibility study. James asked how such a project is funded. Camarillo explained that we would need to fund raise. Moreno and Delgado suggested targeting audiences with social media, doing testimonials about the library, etc. to increase advocacy awareness. James commented that the Library staff's creative programing is also excellent outreach that creates support in the community.
- B. Cooling center on Friday had three people, Saturday one person Sunday, two people.
- C. Nancy Jurenka bequeathed monies for Youth Department.

IX. UPCOMING PROGRAMS/EVENTS

X. UNSCHEDULED BUSINESS

Need to look for additional Library Board Members

XI. NEXT MEETING

Tuesday, September 10, at City Hall

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by James at 5:18 p.m.

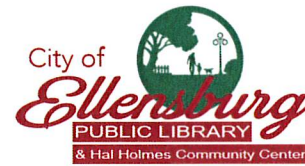
Respectfully submitted,
Vikki Carpenter and Mary James

LIBRARY DIRECTOR REPORT

TO: Library Board, Assistant City Manager/City Attorney

FROM: Josephine Camarillo, Library Director

DATE: August 2024



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director:

New Facilities Assistant, Sharona Klahn, has stepped down from her position due to a scheduling conflict. She will work as a Hal Holmes substitute instead. Circulation Supervisor, Ken Paschen, will be increasing his hours and will be working M-F 9am-Noon. CeCe and I staffed Library table at Community Connect Day.

Adult Services:

Summer Reading Program continued through July with Humanities Speaker Joel Underwood and his That Ribbon of Highway: Woody Guthrie in the Pacific Northwest and Mountain Climbing 101. Run Eburg Historical Tour was postponed to September due to heat and Adventures in Printmaking rescheduled for August 6th due to staff on sick leave. Pyper attended ChatGPT + AI Bootcamp for Libraries and Librarians. Phone charging cords are now available upon request at the Reference Desk for patron use. The Friends of the Library approved a request to rollover computer lab redesign funds to accommodate a second request next year to cover the entire cost.

Quick stats- 557 Computer Lab users; 804 wireless printing.

Technical Services: 413 physical items added to the collection, 180 physical items deleted from the collection during the last month.

Youth Services:

What a wonderful and FULL month of liveliness and fun in the Library and outside in parks. Summer Reading Program has generated a lot of public enthusiasm and engagement. One of our biggest successes was the "Choose Your Own Adventure" at Kiwanis Park where kids of all ages cycled thru the story obstacle course where they took various paths to end up in the cave where a snoring bear was sleeping. Mid-Columbia Fisheries and CWU biology dept brought live reptiles and allowed for some viewing of wildlife from the local stream.



Hal Holmes: 70 events total: 3 Private event; 0 Non-Profit events; 67 sponsored

The summer reading program was in full swing at HH throughout July. League of Women Voters held a candidate forum for the judicial primary. We trained and lost a facility assistant due to scheduling conflicts and our needs for availability.

Circulation:

Circulation Statistics	24-Jul	24-Jun	% chg	23-Jul	% chg	2024 YTD	2023 YTD	% chg
Physical Items	12059	10516	14%	11071	8%	74790	71958	3%
Electronic Items	5041	4699	7%	5037	0%	34708	31318	10%
TOTAL	17100	15,215	11%	16108	6%	109498	103276	6%

New Card Holders: 139

Total Card Holders: 13,759

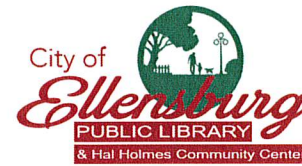


LIBRARY DIRECTOR REPORT

TO: Library Board, Assistant City Manager/City Attorney

FROM: Josephine Camarillo, Library Director

DATE: September 2024



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director: All summer programs have concluded successfully! HH Assistant interviews took place on 9/3. A candidate was selected, reference check in progress. Library/HH budget review with City Manager will take place 9/9.

Adult Services: Summer Reading Program concluded with Printmaking. It was well received with 21 in attendance. Over the course of the Summer Reading Program, 192 logs were distributed with 49 turning in completed logs. The grand prize drawing took place with prize was claimed the following day. Pyper trained with Regina on weeding in the 600s and updated the Suggestion to Purchase form in collaboration with Tech Services. Alyssa completed her probationary period. She has proven herself an asset to our team. There were 2386 eAudio books checkouts; 2411 eBooks checkouts; 571 Computer Lab users; 634 wireless printing.

Technical Services: 492 physical items added to the collection, 114 physical items deleted from the collection during the last month. Regina continues working on the "Damaged item" procedure as time permits. The first half of procedure has been in affect approximately one month. Large amount of damaged items coming back wet or damp or warped from water damage. Suggestions to Purchase: patrons now limited to 3 requests for purchase per month. Inventory soft-started with Cece doing inventory in the JNFs. Hard-start to begin in September.

Youth Services:

Game Day was a fun addition to our passive programming with games out on tables for all ages. In the Hal Holmes the Nintendo Switch was set up and was played by some adults and mostly teens. The final Teen event was a quality offering by professional musicians from the band Global Heat on how to write lyrics or poetry. It was inspiring, collaborative and offered tips from those who create music. The finale with this same band was a lot of fun at N. Alder Park. Loads of dancing kids and some spontaneous rapping from one of the band members. The Mason's Lodge #39 in Ellensburg purchased 2 school backpacks full of school supplies for patrons to win via a raffle.

Hal Holmes: August statistics unavailable due to new reservation system migration. SRP closed out with a world music band on the stage and songwriting workshop. We hosted another successful Jigsaw Puzzle competition and Nation Overdose Awareness Day fair with over 20 local agencies and guest speakers. Kiwanis club held their Family dance with a luau theme. The facility was lit up in purple to honor the week. Exciting news is our new reservation system "Local Hop" is in place and the previous Evance system has ended. Our instant hot water heater broke in the HH kitchen and will be replaced. The dead tree next to the reader board was removed along with deep pruning of other trees on the property and general trimming and cleaning of the landscape.

Circulation:

Circulation Statistics	24-Aug	24-Jul	% chg	23-Aug	% chg	2024 YTD	2023 YTD	% chg
Physical Items	10388	12059	-14%	12038	-14%	85178	83996	1%
Electronic Items	4797	5041	-5%	4753	1%	39505	36071	9%
TOTAL	15185	17,100	-13%	16791	-11%	123501	120067	3%

Library Visits: 10,356

New Card Holders: 145

Total Card Holders: 13901