

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING

4:30pm, Tuesday, November 11, 2025

Council Conference Room/ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/87101622825?pwd=jsz0rbFH07duXYabtFYNA9CuzJp9di.1>

Meeting ID: 871 0162 2825

Passcode: 311796

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of September 9, 2025, minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report –
 - B. Budget Report
 - C. Friends of the Library Report
 - D. Library Birthday Event
- VI. Unfinished Business**
 - A. Library Survey
- VII. New Business**
 - A. City Comprehensive Plan- Stacey Henderson
- VIII. Unscheduled Business**
- IX. Upcoming Programs/Events**
 - Nov. 1/15 FOL Book Barn Sale, 10:30pm-1:30pm
 - Nov. 6 Pod People- The Bone Reader, 6pm, Hal Holmes
 - Nov. 27-28 Library/HH Closed- Thanksgiving

Next regular meeting December 9, 2025

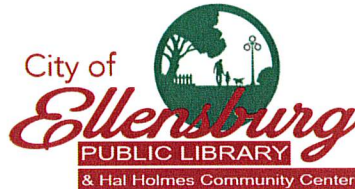
Location: City Council Conference Room/ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

September 9, 2025

4:30 p.m.

Council Conference Room

Richard Moreno, Chair term expires December 31, 2026

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

Mary James, term expires December 31, 2027

Marty Blackson, term expires December 31, 2027

Josh Aubol, term expires December 31, 2027

Andreina Delgado, term expires December 31, 2028

Emily Brown-Pratz, term expires December 31, 2030

I. CALL TO ORDER

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

II. ATTENDANCE

PRESENT: Josh Aubol, Marty Blackson, Emily Brown-Pratz, Vikki Carpenter, Andreina Delgado, Mary James, Rich Moreno

ABSENT (excused): none.

COUNCIL LIAISON: Sarah Beauchamp, absent.

GUEST(S): None

OTHERS PRESENT: Josephine Camarillo (Staff), Regina Tipton-Llamas (staff)

III. APPROVAL OF AGENDA

Motion made by Blackson to approve the agenda; motion seconded by Brown-Pratz.

Motion approved. Motion passed 7-0.

IV. APPROVAL OF MINUTES

Motion made by James to approve the July 2025 minutes; motion seconded by Blackson.

Motion approved. Motion passed 7-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

- A. Director Report: Library will be participating in the Collaborative Access for Rural Empowerment project based out of the University of Montana to develop a curriculum to help people with disabilities in rural communities. Four libraries in the US were selected to participate. New library card design has been ordered. Patrons can exchange their card for a new one at no cost till the end of October. Summer reading program was a great success with higher participation numbers.
- B. Budget Report: August budget final numbers not yet ready. July budget was revisited and reviewed.
- C. Friends of the Library Report: Fall Fun with Friends has been canceled. They will soon be selling canvas bags.
- D. Library Birthday Event: Date set for January 20, 2026, 4:30pm-6:00pm. Still looking for a music group to play during the event.

VII. UNFINISHED BUSINESS

- A. New Library Card Design- Megan Pickerel-Winer was the winning artist for our new library card design. The cards will soon be available. Patrons may exchange their card at no cost till the end of October.
- B. Library user survey- Survey questions were reviewed once more. Final version will be reviewed at next meeting.

VIII. NEW BUSINESS

- A. Regina Tipton-Llamas, Technical Services Supervisor, presented the process of how a book reaches the shelf. This demonstrates one of the tasks our Technical Services department performs daily.

IX. UNSCHEDULED BUSINESS

None

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, October 14, 2025, at Council Conference Room, City Hall/ ZOOM.

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by Moreno at 5:25 p.m.

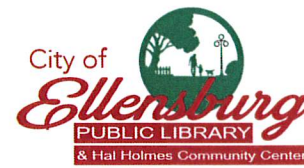
Respectfully submitted,
Josephine Camarillo, staff

LIBRARY DIRECTOR REPORT

TO: Library Board, City Manager

FROM: Josephine Camarillo, Library Director

DATE: November 2025



Meetings: Staff, Supervisors, City Manager, Morning Rotary, Dept. Directors, FOL, CARE

Director: KCRLB presented to County Commissioners on Oct. 9th and all funding requests were accepted. Facilities assistant Mitch Cook has now passed probation.

Adult Services: The Active Aging fair was a successful tabling event with 53 visitors. The Summer Reading Program raffle prize winners met at Gallery One for a class on clay hand building. Natalie Hammerquist did an author presentation on her newest book, Edible Plants of the Pacific Northwest with 29 in attendance. Ellensburg Public Library participated in the annual Archives Crawl. Mr. McCloskey's Middle School class visited the library for research projects on local history projects. Alyssa reviewed the website for broken links and outdated information for RJ to make current. There were 2197 eAudio books checkouts; 2197 eBooks checkouts; 512 Computer Lab Users; 1705 wireless printing; 11 hotspot checkouts.



Technical Services: 433 physical items added to the collection, 387 physical items deleted from the collection during the last month. Baker & Taylor closed operations in October leaving a gap as to where to acquire books for our library. The library is using Ingram Library Services beginning with the November adult order.

Youth Services: October has been a full month of programming and fun activity stations in the library including a paper pumpkin decorating contest AND book bundles available for check out. 50 bundles were circulated (each bundle with 5-7 books). Halloween Storytime Party was a big bunch of fun that included our new GIANT parachute to toss blown up jack-o-lantern balls into the air and to sing songs. We have completed the department inventory!



Hal Holmes: 4 Private/Govt, 1 Nonprofit, 57 sponsored: 63 total events
In October Hal Holmes hosted and staffed the final Community Conversations event. Outside of our usual monthly cosponsored events we hosted the successful and well attended Adult Activity Center's Active Aging Fair and the Kiwanis Halloween Dance.

Circulation:

Circulation Statistics	25-Oct	25-Sep	% chg	24-Oct	% chg	2025 YTD	2024 YTD	% chg
Physical Items	10102	9,903	2%	10139	-1%	100925	105053	-4%
Electronic Items	4762	5058	-6%	4350	9%	50066	48257	4%
TOTAL	14864	14961	-1%	14489	3%	150991	153310	-2%

Library Visits: 10,854

New Card Holders: 146

Total Card Holders: 15,536

CITY OF ELLENSBURG

September 2025 Monthly Budget Update Report

For the Nine Months Ending Tuesday, September 30, 2025

75% of year complete
70.83% of payrolls complete

Budget	September	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
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Pool

Revenues:

001-022-347-30-10-000-000 Pool Fees	60,000	2,124.37	3.54%	54,607	5,393	91.01%
001-022-347-32-10-000-000 Pool Passes	82,500	5,344.52	6.48%	66,377	16,123	80.46%
001-022-347-60-10-000-000 Swimming Lessons	74,500	11,553.55	15.51%	65,599	8,901	88.05%
001-022-347-61-10-000-000 Aquatic Exercise Program	30,000	2,833.00	9.44%	21,358	8,642	71.19%
001-022-362-10-10-000-000 Locker Rental	3,100	16.75	0.54%	865	2,235	27.90%
001-022-362-40-10-000-000 Pool Rental	9,925	1,247.93	12.57%	6,880	3,045	69.32%
001-022-362-80-10-000-000 Concession Proceeds - Pool	600	14.72	2.45%	760	-160	126.73%
001-022-367-11-10-000-000 Donations - Pool	15	3.40	22.67%	84	-69	557.93%
Total Revenues	260,640	23,138.24	8.88%	216,529	44,111	83.08%

Expenditures:

001-022-576-20-10-000-000 Pool- Salaries and Wages	560,404	36,932.09	6.59%	372,137	188,267	66.41%
001-022-576-20-12-000-000 Pool - Sick Leave		121.44	0.00%	2,908	-2,908	0.00%
001-022-576-20-20-000-000 Pool- Retirement	29,299	671.28	2.29%	31,471	-2,172	107.41%
001-022-576-20-21-000-000 Pool- Fica/Medi	42,877	3,212.75	7.49%	27,743	15,134	64.70%
001-022-576-20-22-000-000 Pool- L&I	22,196	1,675.07	7.55%	14,631	7,565	65.92%
001-022-576-20-24-000-000 Pool- Medical Insurance	15,118	937.28	6.20%	8,436	6,682	55.80%
001-022-576-20-24-001-000 Pool- VEBA	2,400	150.00	6.25%	1,275	1,125	53.13%
001-022-576-20-24-002-000 Pool - EAP		54.95	0.00%	535	-535	0.00%
001-022-576-20-26-000-000 Pool- Disability Insurance		42.43	8.90%	339	138	71.16%
001-022-576-20-27-000-000 Pool- Life Insurance	477	7.65	1.98%	61	326	15.81%
001-022-576-20-28-000-000 Pool- Paid Medical Leave	1,603	110.65	6.90%	961	642	59.96%
001-022-576-20-31-000-000 Pool- Supplies	20,000	3,276.56	16.38%	19,935	65	99.68%
001-022-576-20-35-000-000 Pool- Small Tool and Minor Equipment	5,000		0.00%	101	4,899	2.01%
001-022-576-20-41-000-000 Pool- Professional Services	15,000	2,953.16	19.69%	28,649	-13,649	190.99%
001-022-576-20-42-000-000 Pool- Communications	2,864		0.00%	214	2,650	7.46%
001-022-576-20-43-000-000 Pool- Travel expense-mileage	500		0.00%	95	405	19.04%
001-022-576-20-45-000-000 Pool- Rentals	100		0.00%	105	-5	104.72%
001-022-576-20-48-000-000 Pool- Repairs and Maintenance			0.00%	869	-869	0.00%
001-022-576-20-49-000-000 Pool- Miscellaneous	7,500	1,562.00	20.83%	6,264	1,236	83.52%
001-022-576-20-91-100-531 Pool- Interfund Warehouse Charges	1,965	164.00	8.35%	1,476	489	75.11%
001-022-576-20-95-502-550 Pool - Interfund Computer Rental	1,200	100.00	8.33%	900	300	75.00%
001-022-576-20-98-535-000 Pool-Interfund Facilities Rent	450,511		0.00%	184,392	266,119	40.93%
001-022-576-20-99-902-550 Pool - Interfund IT Support	9,757	813.00	8.33%	7,317	2,440	74.99%
001-022-591-75-70-000-000 Pools - Leases GASB 87	500		0.00%	768	-268	153.60%
Total Expenditures	1,189,658	52,784.31	4.44%	711,581	478,077	59.81%
Contribution To/From Fund Balance	-929,018	-29,646.07	3.19%	-495,052	-433,966	53.29%

CITY OF ELLENSBURG

September 2025 Monthly Budget Update Report

For the Nine Months Ending Tuesday, September 30, 2025

75% of year complete
70.83% of payrolls completeMonthly %
Rev/Exp

YTD

YTD

Budget

Remaining

YTD %

Rev/Exp

Park Maintenance

Revenues:

001-022-341-93-00-802-000 Interfund Payments - Paul Rogers Park	10,000	0.00%	10,000	0	100.00%
001-022-347-30-30-000-000 Field/Park Use Fees	30,000	1,810.00	55,792	-25,792	185.97%
001-022-362-40-05-000-000 Picnic Shelter	6,000	200.00	6,749	-749	112.48%
001-022-369-90-05-000-000 Misc Revenue - Park Maint		0.00%	50,000	-50,000	0.00%

Total Revenues

	46,000	2,010.00	122,541	-76,541	266.39%
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Expenditures:

001-022-517-10-96-545-932 Unemployment Insurance Assessment	6,149	0.00%	6,149	0	100.00%
001-022-576-80-10-000-000 Park Maintenance- Salaries and Wages	874,362	57,281.48	492,526	381,836	56.33%
001-022-576-80-11-000-000 Park Maintenance- Overtime	8,000	807.40	24,174	-16,174	302.17%
001-022-576-80-12-000-000 Park Maintenance- Sick Leave		1,730.48	11,088	-11,088	0.00%
001-022-576-80-13-000-000 Park Maintenance- EC/Holiday Hours		1,507.12	14,831	-14,831	0.00%
001-022-576-80-14-000-000 Park Maintenance- Vacation		3,289.68	21,339	-21,339	0.00%
001-022-576-80-16-000-000 Park Maintenance- Bank Days			1,284	-1,284	0.00%
001-022-576-80-19-000-000 Park Maintenance- Clothing Allowance			1,425	-1,425	0.00%
001-022-576-80-20-000-000 Park Maintenance- Retirement	79,654	3,524.50	39,500	40,154	49.59%
001-022-576-80-21-000-000 Park Maintenance- Fica/Medi	66,890	5,301.25	40,374	26,516	60.36%
001-022-576-80-22-000-000 Park Maintenance- L&I	27,815	2,191.64	15,880	11,935	57.09%
001-022-576-80-24-002-000 Park Maintenance - EAP		7.85	71	-71	0.00%
001-022-576-80-25-000-000 Park Maintenance- Medical Insurance	93,720	7,202.70	64,824	28,896	69.17%
001-022-576-80-25-001-000 Park Maintenance - HRA Expense	12,204	500.00	4,250	7,954	34.82%
001-022-576-80-26-000-000 Park Maintenance- Disability Insurance	1,647	148.26	1,186	461	72.01%
001-022-576-80-27-000-000 Park Maintenance- Life Insurance	210	28.75	230	-20	109.52%
001-022-576-80-28-000-000 Park Maintenance- Paid Medical Leave	2,494	183.91	1,403	1,091	56.24%
001-022-576-80-31-000-000 Park Maintenance- Supplies	85,625	3,564.90	84,597	1,028	98.80%
001-022-576-80-41-000-000 Park Maintenance- Professional Services	30,000	173.00	1,280	28,720	4.27%
001-022-576-80-42-000-000 Park Maintenance- Communications	1,000	211.92	2,230	-1,230	222.99%
001-022-576-80-43-000-000 Park Maintenance- Travel	2,200			2,200	0.00%
001-022-576-80-44-000-000 Park Maintenance- Taxes	500		3,823	-3,323	764.53%
001-022-576-80-45-000-000 Park Maintenance- Rentals	144,774	18,404.00	149,073	-4,299	102.97%
001-022-576-80-47-000-000 Park Maintenance- Utilities	190,000	45,746.81	214,798	-24,798	113.05%
001-022-576-80-48-000-000 Park Maintenance- Repairs and Maintenance	4,000		8,769	-4,769	219.21%
001-022-576-80-49-000-000 Park Maintenance- Miscellaneous	15,310	25.00	17,107	-1,797	111.74%
001-022-576-80-95-501-000 Park Maintenance- Interfund Storage Space Rental	10,659		10,659		0.00%
001-022-576-80-95-501-531 Park Maintenance- Interfund Storage Space Rental	65,687	5,473.92	49,265	16,422	75.00%
001-022-576-80-95-502-550 Park Maintenance - Interfund Computer Rental	1,025	85.00	765	260	74.63%
001-022-576-80-98-000-000 Park Maintenance- Interfund Repairs & Maint	51,000	799.02	7,527	43,473	14.76%
001-022-576-80-99-902-550 Park Maintenance-Interfund IT Support	8,334	695.00	6,255	2,079	75.05%

Total Expenditures

	1,783,259	158,883.59	1,286,024	497,235	72.12%
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Contribution To/From Fund Balance

	-1,737,259	-156,873.59	-1,163,483	-573,776	66.97%
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CITY OF ELLENSBURG

September 2025 Monthly Budget Update Report

For the Nine Months Ending Tuesday, September 30, 2025

75% of year complete
70.83% of payrolls complete

	Budget	September	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		595.00	0.00%	595	-595	0.00%
001-023-341-81-30-000-000 Data/Word Processing, Printing - Photocopy	2,000	314.18	15.71%	3,069	-1,069	153.44%
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%	33	168	16.25%
001-023-347-20-31-000-000 Kittitas County Library Share	123,000		0.00%	92,250	30,750	75.00%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	9.00	0.10%	9,247	-363	104.09%
001-023-347-90-00-000-000 Proctor Fees	240	40.00	16.67%	178	62	74.17%
001-023-359-70-30-000-000 Library Fines		325.23	0.00%	2,456	-2,456	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside	20,000	780.00	3.90%	8,914	11,086	44.57%
001-023-362-53-00-000-000 Hal Holmes Lease Fees - Long Term	1,200		0.00%		1,200	0.00%
001-023-367-11-30-000-000 Donations - Library	2,800		0.00%	198	2,602	7.06%
001-023-369-10-30-000-000 Sale of Books	200		0.00%		200	0.00%
001-023-369-81-00-000-000 Library over short			0.00%	-3	3	0.00%
001-023-369-90-30-000-000 Misc - Library	1,000		0.00%	81	919	8.10%
Total Revenues	159,524	2,063.41	1.29%	117,017	42,507	73.35%

Library Expenditures

Library Admin:						
001-023-518-20-24-000-000 Library Rental Property- Medical Insurance		361.32	0.00%	3,252	-3,252	0.00%
001-023-518-20-44-000-000 Library Rental Property- Taxes			0.00%	12	-12	0.00%
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	141,766	11,223.00	7.92%	95,658	46,109	67.48%
001-023-572-10-20-000-000 Library Admin- Retirement	12,915	626.24	4.85%	7,700	5,215	59.62%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	10,846	839.13	7.74%	7,153	3,693	65.95%
001-023-572-10-22-000-000 Library Admin- L&I	330	16.82	5.10%	189	141	57.13%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	22,727	1,876.22	8.26%	16,886	5,841	74.30%
001-023-572-10-24-001-000 Library Admin - VEBA Expense	1,800	150.00	8.33%	1,275	525	70.83%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	596	50.95	8.55%	408	188	68.39%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	5.75	8.33%	46	23	66.67%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	404	29.40	7.28%	251	153	62.03%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000	25.00	2.50%	1,293	-293	129.30%
Total Library Admin	192,453	15,203.83	7.90%	134,120	58,333	69.69%

Library (Public Service):

001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	658,174	52,167.36	7.93%	449,645	208,529	68.32%
001-023-572-21-11-000-000 Library (Public Service)- Overtime	16,000		0.00%		16,000	0.00%
001-023-572-21-20-000-000 Library (Public Service)- Retirement	58,661	2,783.37	4.74%	34,475	24,186	58.77%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	50,358	4,040.55	8.02%	34,564	15,794	68.64%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,778	472.07	12.50%	3,834	-56	101.48%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	128,713	7,063.92	5.49%	63,575	65,138	49.39%
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense	6,720	450.00	6.70%	3,825	2,895	56.92%
001-023-572-21-24-002-000 Library (Public Services)- EAP		14.13	0.00%	122	-122	0.00%