

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
ZOOM <https://us02web.zoom.us/j/9795257314>
4:30pm, Tuesday, January 12, 2021

AGENDA

- I. Call to order; welcome guests**
- II. Approval of the Agenda**
- III. Approval of December 8, 2020 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director's Report
 - B. Budget Report
 - C. Friends' Report
- VI. Old Business**
 - A. Board Retreat Agenda Planning
 - B. Elimination of late fines
- VII. New Business**
 - A. Board recruitment
 - B. Bulletin Board Policy
- VIII. Upcoming Programs/Events**
 - Jan. 18 Library closed
- IX. Unscheduled Business**

Next regular meeting will be February 9, 2021
Location: Zoom

LIBRARY BOARD MEETING
Tuesday, December 8, 2020

PRESENT: Marty Blackson, Julie Cloninger, Andreina Delgado, Loretta Gray, Mary Holmgren, PJ MacPhaiden, Andrea Sledge

COUNCIL LIASON: Tristen Lamb

ABSENT: None

STAFF: Josephine Camarillo

- I. CALL TO ORDER: Delgado called the meeting to order at 4:30 p.m.
- II. Approval of the Agenda: M/S/P
- III. Approval of the Minutes: M/S/P
- IV. Citizen Comment/Suggestions: None
- V. Reports
 - A. Director's Report: (1) The Governor's orders have not affected the Library. (2) Josephine has attended various trainings. (3) On the Library's website, Consumer's Reports has drawn users. (4) A grab-bag give-away and Storytime took place. (5) Circulation discussed.
 - B. Budget Report: Based on October's report, we're 5 percent lower, a good place to be.
 - C. Friends' Report: The twice-a-month book sales have continued.
- VI. Old Business
 - A. None
- VII. New Business
 - A. 2021 Board Officers
 - 1. Chair: Mary Holmgren
 - 2. Vice Chair: Marty Blackson
 - 3. Secretary: Loretta Gray
 - B. 2021 Planning
 - 1. Retreat: February, with mini-presentations
 - 2. Projects: Policies and Procedures, Library Expansion Plans
- VIII. Upcoming Programs/Events: Holiday Grab Bags, Holiday hours
- IX. Unscheduled Business: Summer Reading Program: Tails and Tales. Tom Dell announced his retirement.

Next regular meeting will be January 8, 2021. Location: Zoom.

Respectfully submitted,

Loretta Gray

LIBRARY DIRECTOR REPORT

TO: Library Board, City Manager
FROM: Josephine Camarillo, Library Director
DATE: January 2020

Meetings: Staff, Supervisors, City Manager, Morning Rotary and Board, CSLP Board/Committees

Director:

I attended a City Manager recruitment meeting in which we were asked what qualities we would like to have in a City Manager. The library is now Fine Free for late items.

Adult Services:

Website continues to be updated and improved. Consumer Reports was featured from Nov-Dec. The Online Information Resources page was updated with pictures and a new Entertainment section. Sections of the page were separated out a little more as well to highlight each area. Some verbiage and formatting was also changed for better flow and uniform look.

Youth Services:

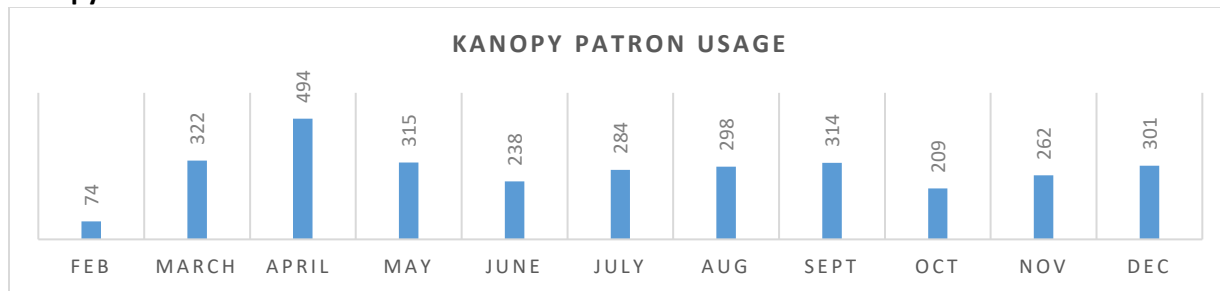
Special outdoor holiday Book Give Away & Activity Grab Bags for youth & Teens was held on Dec. 23. Online programming for Youth and Teens will continue through the 2021. In person Summer Reading Program pending.



Technical Services:

219 items added to the collection, 328 items deleted from the collection

Kanopy Stats:



Circulation:

Horizon, our library management system, just received an upgrade with new features, notably optional photos of patrons within their record and "you saved \$\$\$..."

Circulation Statistics	Dec-20	Nov-20	% chg	Dec-19	% chg	2020 YTD	2019 YTD	% chg
Physical Items	18239	19495	-7%	11841	54%	146862	157970	-8%
Electronic Items	3793	3579	6%	2870	24%	44180	36678	17%
TOTAL	22032	23,074	-5%	14711	33%	191042	194648	-2%

Library Visits- 2616

New cardholders- 45

Total Card holders- 15,457

Library Receipt with Message on bottom

One by one /
FIC N
Ware, R
33925002266822 Due: C1/19
A walk around the block : stoplight
ANFN
031.02 Carlsen, S
33925002278511 Due: C1/19
Moonflower murders : a novel /
FIC N
Horowitz, A
33925002274214 Due: C1/19

TOTAL: 3



By using the library today, you saved: \$ 80.00

By RODNEY HARWOOD
staff writer

Follow the safety guidelines, play by the rules, get rewarded as the pandemic moves into 2021.

The Ellensburg Public Library is one of just 11 public libraries across the state that allows patrons in-house access to research materials, books and media materials and that will continue during the new year.

"We do a head count every hour. We can only function at 50%, but it seems like there's 10 to 15 people at any one time. What's really neat is that only 11 libraries in the state of Washington are open at the moment," said Ellensburg Public Library Director Josephine Camarillo.

"All the other libraries are doing curbside, which we still do," she said. "But we're open to the public to come in and browse as long as they have a mask."

Under the guidelines, the library can allow 50% capacity, but Camarillo said they are seeing around 100 people come through daily and 150 items



RODNEY HARWOOD/DAILY RECORD

The Ellensburg Public Library is one of 11 libraries across the state that is open for in-house browsing.

returned on a daily basis. The returned items are quarantined and sanitized before they are returned to the shelves.

"We sanitize every hour. We quarantine everything that comes back for three days. We're just trying to make sure we're following the guidelines and keeping every one safe," she said.

Facilities manager Kim Holland explained that returned items are subject to a three-day quarantine.

"We have tables set up in Hal Holmes where we rotate by how many days they've been there," she

said. "On the fourth day, they go back on the shelves. This process includes all books and media materials, even our donations.

The American Library Association states the 24-hour quarantine sanitizes the material to its original state."

The Ellensburg Library is currently running at 25% capacity, and will continue its operations from 10 a.m. to 6 p.m. Monday through Friday and from 10 a.m. to 2 p.m. on Saturdays.

"We're happy to be one of the 11 libraries that are open," Holland said. "We

see a lot of families that are home schooling their kids and need access to reference materials."

Other libraries open to the public include: Castle Rock, Wilbur, Sprague, Whitman County, Pend Oreille County, Reardan, NCW, Kittitas (Gilmour Memorial), Pomeroy, Richland and Orcas Island.

In other news, the Ellensburg Public Library is waving late fees.

"It's a matter of trust," Camarillo said. "As long as people are returning the materials we will not penalize them."