

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
ZOOM <https://us02web.zoom.us/j/9795257314>
4:00pm, Tuesday, February 9, 2021

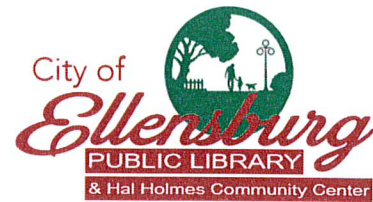
AGENDA

4:00pm – 4:45pm Supervisors Reports

- I. Call to order; welcome guests**
- II. Approval of the Agenda**
- III. Approval of January 12, 2021 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends' Report
- VI. Old Business**
 - A. Bulletin Board Policy
- VII. New Business**
 - A. Library Closure/No Closure
- VIII. Upcoming Programs/Events**
 - Jan. 15 Library closed Presidents Day
- IX. Unscheduled Business**

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

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



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

COUNCIL LIASON: Tristen Lamb

ABSENT: Marty Blackson

STAFF: Josephine Camarillo

- I. CALL TO ORDER: Holmgren 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) Library now fine free (2) Newspaper article about library (3) New library receipt (4) Continued improvement of website (5) Successful outdoor holiday Book Give Away & Activity Grab Bags for youth & teens held on Dec. 23. (6) Circulation discussed.
 - B. Budget Report: No update, but finished the year well.
 - C. Friends' Report: No report. Zoom meeting scheduled.
- VI. Old Business
 - A. Board Retreat Agenda Planning: Scheduled for February; supervisor highlights and goals will be discussed.
 - B. Elimination of late fines
- VII. New Business
 - A. Board recruitment. A position will be opening up this summer.
 - B. Bulletin Board Policy. Usually just for Library events, city events, announcements, etc. The policy will be updated.
- VIII. Upcoming Programs/Events: January 18, library closed
- IX. Unscheduled Business: None

Next regular meeting will be February 9, 2021. It will be the Library's yearly retreat. Location: Zoom.

Respectfully submitted,

Loretta Gray

LIBRARY DIRECTOR REPORT

TO: Library Board, City Manager
FROM: Josephine Camarillo, Library Director
DATE: February 2020 2021

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

Director:

Many happenings and changes for library within a two week period. As of Jan. 12, new State requirements for libraries did not allow for in-person service. Unfortunately, we closed out doors Jan. 26 and returned to curbside service. However, on Jan. 29, the State modified their requirements and allowed in-person service. Happily, we reopened our doors on Monday, Feb. 8.

Youth Services:

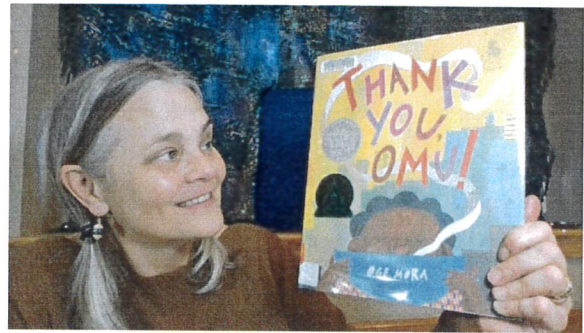
STEM activity packs distributed on Jan. 27. Dept. began preparing to return to curbside service. Pyper and Sue taking Transitioning Teen Services training from State Library Library.

Technical Services:

Jan- 21

Holdings

Print	48584
Audio	4,671
Video	8,147
Other	80
eBooks	40,691
eAudio	30,303
eVideo	2
Total Holdings	132,478



Kanopy Stats: Total for 2020: **3111**, Jan 2021- 316

Circulation:

Circulation Statistics	Jan-21	Dec-20	% chg	Jan-20	% chg	2021 YTD	2020 YTD	% chg
Physical Items	17560	18239	-4%	13863	26%	17560	13863	26%
Electronic Items	4033	3793	6%	3666	9%	4033	3666	9%
TOTAL	21593	22,032	-2%	17529	19%	21593	17529	19%

Library Visits- ???

New cardholders- 78

Total Card holders- 15,532

THE FOLLOWING ARE STAFF SUBMITTED

THUMBS DOWN TO ELLENSBURG LIBRARY CLOSURE

For some reason this one hurts like gut punch. Having to return to more restrictive COVID closures because of issues in Yakima and the Tri-Cities is not going over well.



1-23-21

As long as we are playing with the concept of using "COVID" and "good news" in the same sentence, the Ellensburg Public Library announced Wednesday that state regulations are being modified so the library can once again open to the public, starting on Monday. Daily Record Editorial 2-4-21

DEPARTMENT 2020 HIGHLIGHTS AND 2021 GOALS

LIBRARY/HAL HOLMES – DIRECTOR JOSEPHINE CAMARILLO

I normally do not have a yearly highlight/goals report as most of my goals are long term. However I came across a note I had written back in 2017, a year after I was hired as Director, of what my long time goals were:

1. Reinstate Office Specialist Position
2. Create a Reference Supervisor Position at 40 hours
3. Eliminate Late fees
4. Create Library/HH signature event
5. Library Expansion Project

I'm please to have completed three out of the five goals. Each of the three goals were achieved seperately, different years. My yearly highlights goes to the work each of my supervisors accomplishes each year in which they always do an excellent job.

To continue my list of RECURRING/NEW goals, they are as follows:

1. Create Library/HH signature event
2. Library Expansion Project
3. Add additional 1FTE or .75FTE
4. Reestablish Library Book Club

CIRCULATION- SUPERVISOR KEN PASCHEN

2020 Highlights- The Year That Almost Was

- In many ways the year crashed in March when we closed due to the Covid Pandemic.
- But we all continued to work (from home, one-by-one in the building and gradually back in the building together) and were able to allow patrons back in the building providing the healthiest environment we could due to emphasis on masking, social distancing and an over and above cleaning/disinfecting protocol.

2021 Circulation Goals

- Continue to be able to provide quality in-person Library services and a good Library experience that keeps staff and patrons as safe as possible.
- Have conversations with Director relative to replacing self check machines that are wearing out. Hope to include budget plan to allow for such
- Would like to resume VR project if we are able to open up Outreach (will discuss)

TECHNICAL SERVICES – SUPERVISOR CAROL PEDERSON

2020 Highlights

The entire staff pulled together and made it through several stages of drastic changes caused by Covid-19 regulations. Working from home, working alone in the library, developing a curbside service (Phase 1!).

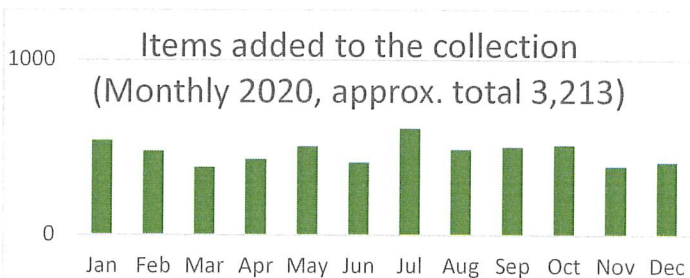
Since we didn't have any volunteers in the library Christina stepped up and took over the mending and most of the processing of the library materials purchased or donated. Tech Services assisted in developing a quarantine process and changes to Horizon needed. Once we "opened" Christina worked the Welcome Desk every afternoon that she worked and subbed on Saturdays.

Many trainings were attended to figure out how to provide as much service possible and stay safe during the pandemic. Keeping up with the often changing information was important.

Prior to Covid-19 the All Library Inventory was completed! Only a .268 loss had occurred. 154 items of 54,045 items in the collections that were inventoried. Historical data- .246 in 2019, .470 in 2018. We are doing very well.

Regular work was a thing of the past in 2020 for Tech Services. Library materials purchasing was greatly reduced for most of the year so cataloging and processing was cut way down.

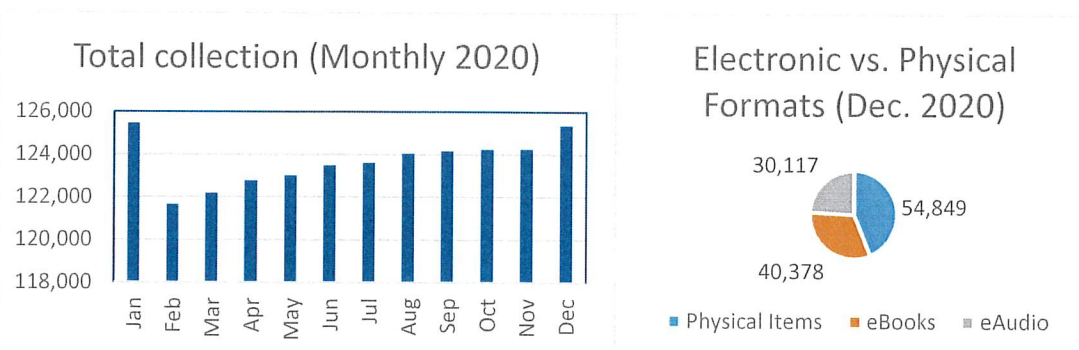
In 2019 5,566 new physical items were added. That's a change of 2,353, a **42%** drop in new physical materials.



In 2019 we deleted 6,567 physical items. That's a drop of 1,660, a 25% drop in deletions of physical materials



We ended 2020 with exactly the same number in the collection (Physical and electronic) as the end of 2019. 125,344. The ratio between Physical and electronic items has shifted from about 50/50 last year in December to 44% Physical to 56% electronic.



2021 Technical Service Goals

Continuing tasks-

1. Series and author authorities- continue editing authorities and adding appropriate series to aid in patron's and staff searching.
2. Tech. Services Specialist learning more details about weeding the collection from Reference Associate.
3. Keep Staff Horizon functioning as we need it to as things change.
4. Continuing to have high standards in cataloging and collection maintenance.

New tasks-

1. Support and assist all library staff in the challenges that we will face with a positive attitude.
2. Edit or create procedures as needed to facilitate any changes required to our services.
3. Compile and implement ideas from the staff for changes that would make our online catalog function better for our patrons.
4. Transition Interlibrary Loan duties, when/if they are restarted, to Circulation Staff.
5. Rework Library Specialist job description.

Long term goals

1. Learn more skills needed to handle Horizon/Catalog technical issues as needed.
2. Grow as a team with communication skills that are productive and consistent.
3. Keep up with all changes in Tech Services written procedures to facilitate any staffing changes/responsibilities.

Adult Services – SUPERVISOR REGINA TIPTON-LLAMAS

2020 Goals Met and Highlights:

Reference/ Adult Programs

- ✓ Updated Computer Use Policy
- ✓ Website updated with new icons on the landing page and a streamlined navigation experience
- ✓ Upon reopening in Phase 3 we had one computer available for 15 minute use mostly for people that need to print documents.
- ✓ Youth Programming: In-person programming was suspended due to pandemic.
- ✓ Adult : Created web experience through StoryCorp for our community to answer questions about their experiences during Covid-19. In-person programming was suspended due to pandemic.
Family Programming: Created new website for both Adult and Youth Summer Reading Program (SRP). Created kick-off and finale videos for SRP. Hosted online multigenerational Dungeons & Dragons night. Curated list of virtual museum tours. Collaborated with Ranger Laura Busby to make a video about life of early settlers in the Kittitas Valley. Collaborated with maker/fabricator Nick Gonzales on DIY prop axe making. In-person programming was suspended due to pandemic.
- ✓ Proctoring was suspended due to pandemic.
- ✓ Website Updates: EPL's first SRP page created. Landing page: streamlined, old pics removed, fonts uniform, colors uniform. Online info page: Pics added for flavor, Entertainment section added, fonts uniform, colors uniform. Children's page: added and maintained online storytimes weekly, created subpage for past online storytimes (also maintained weekly). One Book One County: created EPL's first page for this. Library Director's page: Created this page. FAQ's in the time of Covid: Created this page.
- ✓ Facebook Page followers: 1543

Local History/Archives

- ✓ Organized shelves and collections in the basement archives, specifically the Daily Record photos and negatives and Clubs and Organizations collections.
- ✓ During Covid-19 working-from-home times, repackaged, labeled, and organized photographic Mug Shots from the Daily Record. Repackaged, labeled, and organized negatives from the Daily Record. Continued this task from work.
- ✓ Virtual Tour of the Archives for October's annual "Archives Crawl"
[Virtual Archives and Museum Crawl - Central Washington University - MediaSpace 1 \(cwu.edu\)](https://www.cwu.edu/media/14413)



A tour of the Ellensburg Public Library's Local History Room and Archives.

Collection Development

- ✓ Continued training Christina the C.R.E.W. method for weeding in Nonfiction and Fiction areas.
- ✓ During Covid-19 times all collection development slowed down.

Spanish/ESL

- ✓ Due to Covid-19 unable to plan alternate ESL opportunities

2021 Adult Services Goals

Reference Services:

- Continue to keep the library clean and sanitized and to keep our staff and patrons safe from Covid-19
- Update Website with icons that lead to the databases (RJ)
- Social Media: Various staff will administer many postings on Facebook, but we will continue with Local History TBT and Adult Programming (Regina & RJ)
- Continue to support Youth Programming remotely- Ozobots, Lego Mindstorm, (RJ)
- Continue to grow and promote Adult programming remotely- Summer Reading, Oculus, NxLevel, Game Night (Family & Adult), Escape Rooms, D&D
- Apply for new grant opportunities (Regina & Josephine)

Local History:

- Continue work to create an electronic index to the basement archives
- Organize shelves and collections in the basement archives, specifically the Daily Record photos and negatives, and oversize collections that are stored on bottom shelves.
- Digitize collections in the Archives- Shoudy collection; the D'Ablaing collection.
- Create a Finding Aid for the above mentioned collections.
- Continue with the repackaging, labeling and organizing of Daily Record negatives in the hopes that we can: (see below)
- Pursue a Washington Digital Heritage (formerly Washington Rural Heritage) grant, to organize and scan individual "mug shots" from the Daily Record photo collection.

Collection Development:

- Continue teaching Christina the intricacies of weeding in the adult non-fiction and fiction collections.
- Purchase more English Language Learning materials and promote the collection to former ESL students.

Spanish/ESL

- Look for different ways to meet the English-learning needs of previous ESL students.

Hal Holmes Community Center

Highlights of 2020

- 154 EVENTS! That is an 80% drop in meetings and events – New record!!!
129 Sponsored, 11 Non-Profit, and 14 Gov't & Private events.
- Implemented safety and sanitation protocols and procedures for the Library and Hal Holmes due to the Covid-19 pandemic.
- Both Hal Homes positions (Manager and Assistant) shifted gears focusing on safety of the facility and operations of the library and their patrons.
- Facilitated curbside and "Welcome Desk" procedures and set-up.
- Hal Holmes hosted the quarantine space for library materials.
- Continued Red Cross Blood Drive and the DUI Victim's Panel and multiple government events when possible for the communities benefit.
- Transitioned to facilitating remote meetings with existing equipment.
- Facilitated Friends of the Library book sales within the library for patron access due to basement closure to the public.
- Increased our Facebook audience for both the FOL and HH.
- Maintained communication with cancelled events and clients for future events and meetings.

Goals for 2021

- Paint and repair the exterior of Hal Holmes.
- Restore the Halperin Mural on the side of Hal Holmes.
- Create long term displays in Auditorium: History of Hal Holmes, EPL and co-sponsored programming highlights and events.
- Update website to make it more customer service friendly and provide a downloadable PDF of event tips with the rental contract.
- Install 2 more security cameras in the building. We have the cameras and the cables just need to get scheduled with maintenance.
- Replace the ceiling and cart projectors to keep up with client technology needs.
- Revise the fee structure for provided services and increase revenue to help with expenses for those services. This would need City Council approval.
Kitchen fee \$10, stage fee \$10, AV cart \$10, etc.



Hal Holmes Events Billing Categories From 2015 - 2021

2015

Private/Govt	138
Non-Profit	238
Sponsored	568
Total events	944

2016

Private/Govt	149
Non-Profit	227
Sponsored	581
Total events	957

2017

Private/Govt	143
Non-Profit	193
Sponsored	585
Total events	921

2018 – Morgan middle auditorium re-opened

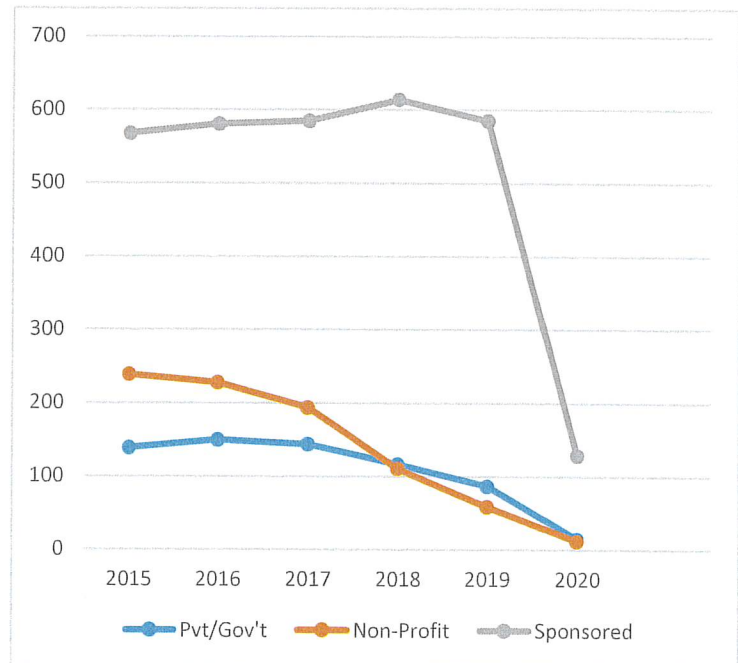
Private/Govt	116
Non-Profit	110
Sponsored	614
Total events	840

2019

Private/Govt	86
Non-Profit	58
Sponsored	585
Total Events	729

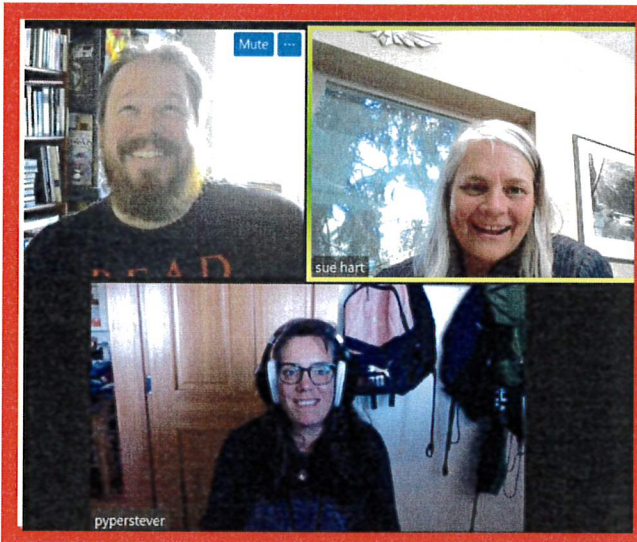
2020 – Global Pandemic sweeps the earth and ruins everyone's plans.

Private/Govt	14
Non-Profit	11
Sponsored	129
Total Events	*154



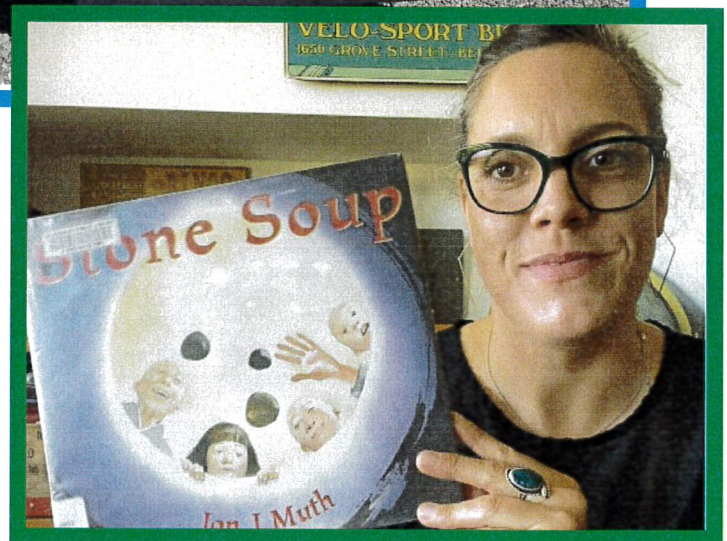
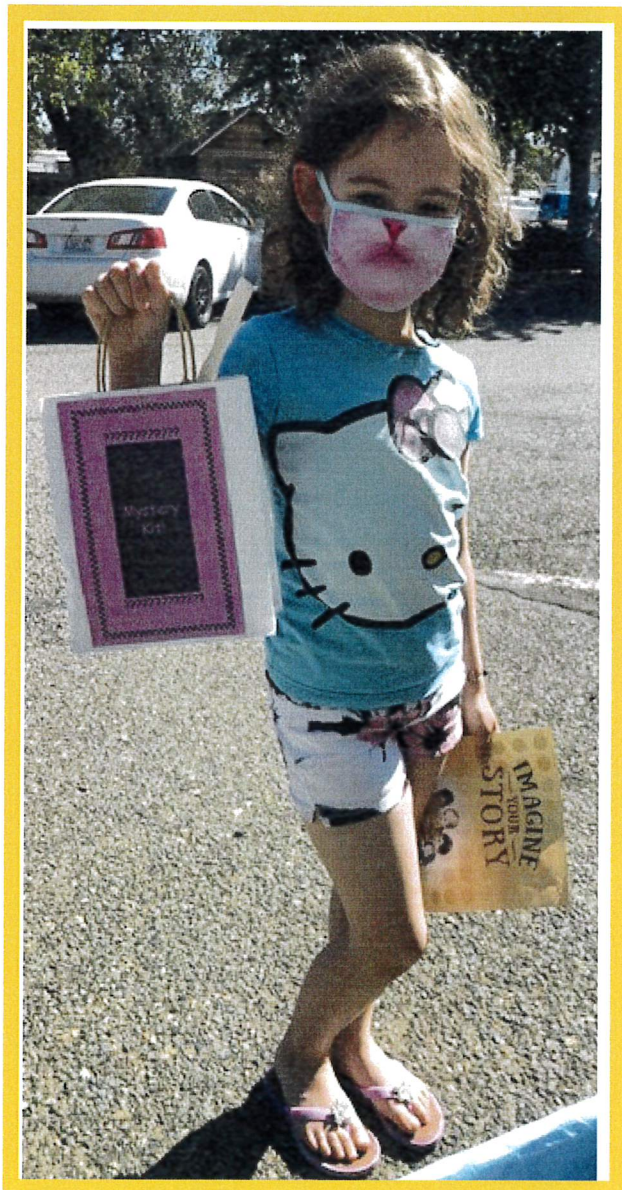
*Discontinued counting sponsored events count after 3/13/20 due to remote meetings.

2020 Youth Services Programming



Program Planning via Zoom!

Regular Curbside Activities



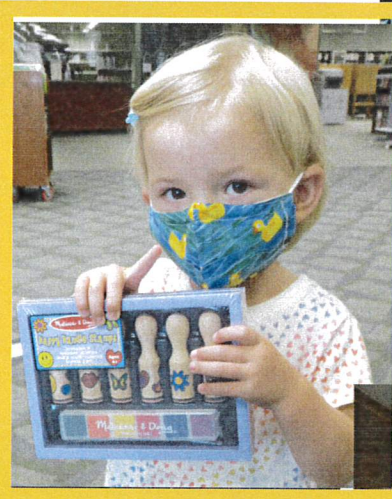
Online Programs for all ages



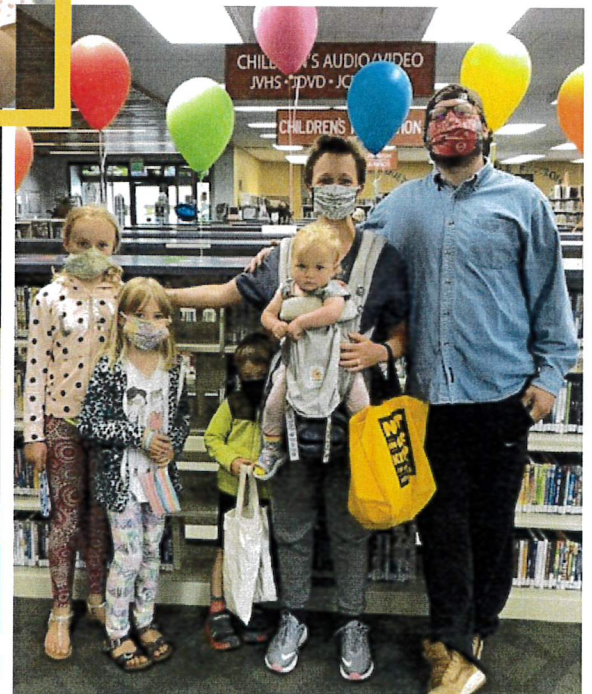
Free Book Give-Away



Summer Reading Prizes



Activities at Home



2020 Youth Services Goals

Short Term:

- ✓ - Update the Encyclopedia collection
- ✓ - Create a homeschool listserv
- ✓ - Train a new Assistant **Pyper**

Long Term:

- Create Literacy Learning Kits
- Provide a workshop for CAYAS
- Finish YS desk Binder * **in process**



2021 Youth Services Goals

Short Term:

- New Youth Book Review Program
- Finish YS desk Binder
- Create a Baby Bounce Bag and online parent guide
- Complete WA Library Teen Services Consortium (April)

Long Term:

- Create Literacy Learning Kits for Youth to check-out
- Weed the media collections
- New Teen programming