

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
ZOOM <https://us02web.zoom.us/j/9795257314>
3:30pm, Tuesday, April 13, 2021

AGENDA

- I. Call to order; welcome guests**
- II. Approval of the Agenda**
- III. Approval of March 9, 2021 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director's Report
 - B. Budget Report
 - C. Friends' Report
- VI. Old Business**
 - A. None
- VII. New Business**
 - A. New City Manager, Heidi Behrends Cerniwey
 - B. Library/HH in Phase 3
- VIII. Upcoming Programs/Events**
 - April 14 Baby Bounce Grab and Go Kits
 - April 21 Poetry Grab and Go Kits
- IX. Unscheduled Business**

Next regular meeting will be May 11, 2021
Location:

LIBRARY BOARD MEETING MINUTES

Tuesday, March 9, 2021

DRAFT

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

COUNCIL LIASON: none

ABSENT: none

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 to be featured in walking art tour during First Friday Art Walk. (2) Josephine helped with Public Information Officer interviews; Nicole Klauss was hired. (3) Statistics are positive. (4) Teen passive program for February included Blind Date with a Book. This program was popular, so it was extended.
 - B. Budget Report: January was fine.
 - C. Friends' Report: No report.

VI. Old Business

- A. Bulletin Board Policy: M/S/P

VII. New Business

- A. Of the Dr. Seuss items that have been controversial, the Library has only one. The Library Board will be looking at policy regarding choosing or removing materials from the collection.

VIII. Upcoming Programs/Events: March 17, Grab and Go Kits: STEM and March 31, Baby Bounce Bags and Online Tutorial.

IX. Unscheduled Business: none

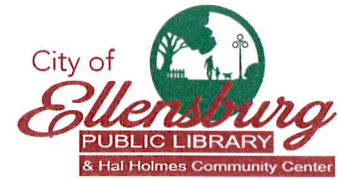
Next regular meeting will be April 13, 2021. Location: Zoom.

Respectfully submitted,

Loretta Gray

LIBRARY DIRECTOR REPORT

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



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

Director:

City hired new City Manager, Heidi Behrends Cerniwey, currently the Assistant City Administrator for the City of Tumwater. Heidi has been the Assistant City Administrator for the City of Tumwater, Washington, since 2014. She started with the city in 2012 as the Communications and Marketing Specialist. Prior to that, she was with the City of Lacey, Washington, for over six years where she served as Management Analyst/Public Affairs. She was also a Human Resources Director for four years for a nonprofit agency earlier in her career. She has a bachelor's degree in Human Services from Metropolitan State University in Minnesota and a Master of Public Administration degree from The Evergreen State College. Her first day with the City will be May 17

Youth Services:

Virtual storytime with Sue and Pyper continues to thrive. You can watch their weekly program here: <https://www.youtube.com/watch?v=o-Ej9cA2VVc>. STEAM Lego kits were given out for the month of March and were well received.

Technical Services:

360 items added to the collection, 663 items deleted from the collection during the last 30 days.

Kanopy Stats: Jan- 316, Feb- 229, March- 425

Circulation:

Circulation Statistics	Mar-21	Feb-21	% chg	Mar-20	% chg	2021 YTD	2020 YTD	% chg
Physical Items	19904	14553	36%	6915	187%	52017	34133	52%
Electronic Items	3814	3710	3%	3577	6%	11407	10653	7%
TOTAL	23718	18,263	23%	10492	56%	63424	44786	29%

Library Visits- 3317

New cardholders- 57

Total Card holders- 15,649



Window Art by Alison Carpenter

Please be aware 2020 fiscal year-end is being processed. Figures don't include actual YTD "Beginning Fund Balance" or cash accounts.

CITY OF ELLENSBURG
Preliminary March 2021 Monthly Budget Report
For the Three Months Ending Wednesday, March 31, 2021

25.00% of year complete
20.83% of payrolls

Dept 023- Library							
	Budget	March	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp	
Revenues:							
001-023-341-81-30-000-000 Data/Word Processing, Printing -Photocopy	4,000	167.83	4.20%	343	3,657	8.59%	
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%		200	0.00%	
001-023-347-20-31-000-000 Kittitas County Library Share	111,000		0.00%		111,000	0.00%	
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884		0.00%	6,559	2,325	73.83%	
001-023-347-90-00-000-000 Proctor Fees	240		0.00%		240	0.00%	
001-023-359-70-30-000-000 Library Fines		284.88	0.00%	593	-593	0.00%	
001-023-362-40-35-000-000 Hal Holmes Use Fees-Outside	35,000		0.00%	310	34,691	0.88%	
001-023-362-53-00-000-000 Hal Holmes Lease Fees- Long Term	1,200		0.00%	600	600	50.00%	
001-023-362-80-10-000-000 Pepsi Commissions	200		0.00%		200	0.00%	
001-023-367-11-30-000-000 Donations- Library	2,800	20.00	0.71%	519	2,281	18.52%	
001-023-369-10-30-000-000 Sale of Books	200		0.00%		200	0.00%	
001-023-369-90-30-000-000 Miscellaneous- Library	1,000	8.30	0.83%	17	983	1.66%	
Total Revenues	164,724	481.01	0.29%	8,940	155,784	5.43%	
Library Expenditures							
Library Admin:							
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	95,872	8,421.00	8.78%	21,277	74,596	22.19%	
001-023-572-10-20-000-000 Library Admin- Retirement	12,435	1,092.20	8.78%	2,731	9,705	21.96%	
001-023-572-10-21-000-000 Library Admin- Fica/Medi	7,335	620.48	8.46%	1,568	5,767	21.38%	
001-023-572-10-22-000-000 Library Admin- L&I	315	24.61	7.81%	62	253	19.63%	
001-023-572-10-24-000-000 Library Admin- Medical Insurance	18,672	1,481.43	7.93%	4,444	14,228	23.80%	
001-023-572-10-26-000-000 Library Admin- Disability Insurance	403	38.23	9.49%	76	327	18.97%	
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	5.75	8.33%	12	58	16.67%	
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	142	12.46	8.77%	31	111	22.17%	
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000		0.00%	25	975	2.50%	
Total Library Admin	136,243	11,696.16	8.58%	30,226	106,017	22.19%	
Library (Public Service):							
001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	515,667	36,395.60	7.06%	93,353	422,314	18.10%	
001-023-572-21-11-000-000 Library (Public Service)- Overtime	13,900		0.00%		13,900	0.00%	
001-023-572-21-20-000-000 Library (Public Service)- Retirement	68,556	4,504.81	6.57%	11,513	57,043	16.79%	
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	40,436	2,811.54	6.95%	7,210	33,226	17.83%	
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,776	476.20	12.61%	1,114	2,662	29.51%	
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	122,273	8,440.48	6.90%	25,321	96,952	20.71%	
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,164	129.32	5.98%	259	1,905	11.95%	
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	827	40.25	4.87%	81	747	9.73%	
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	762	55.41	7.27%	142	620	18.64%	
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits		1,050.00	0.00%	2,625	-2,625	0.00%	
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	204.19	2.55%	1,109	6,891	13.86%	
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Ending Fund Balance accounts in the YTD column only display the fund balance impact of 2021 activity, rather than the balance at 3/31.							

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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	507.19	5.07%	1,803	8,197	18.03%
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500	321.00	2.57%	6,541	5,959	52.33%
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	600.83	15.02%	705	3,295	17.62%
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	419.27	9.98%	839	3,361	19.98%
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%		300	0.00%
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library Loan Chgs	1,020	82.64	8.10%	248	772	24.31%
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675		0.00%		4,675	0.00%
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	1,731.09	9.56%	4,576	13,524	25.28%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	135.22	2.55%	325	4,975	6.13%
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375		0.00%		7,375	0.00%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000	203.06	6.77%	203	2,797	6.77%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000	31.14	1.04%	100	2,900	3.32%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	249.43	8.31%	684	2,316	22.81%
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-Electronics	16,000		0.00%	14,251	1,749	89.07%
001-023-572-21-64-000-009 Library (Public Services)- Juvenile Books	8,750	567.58	6.49%	1,261	7,489	14.41%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000	23.77	0.79%	42	2,958	1.39%
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%	75	1,125	6.24%
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 Services)- SP Adult Audio Music	300		0.00%		300	0.00%
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		0.00%		500	0.00%
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	1,536	128.00	8.33%	384	1,152	25.00%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comprtr Rental	21,324	1,777.00	8.33%	5,331	15,993	25.00%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	63,746	5,312.17	8.33%	15,937	47,809	25.00%
Total Library (Public Service)	973,987	66,197.19	6.80%	196,031	777,956	20.13%
Library (Organization of Materials):						
001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750	469.02	17.06%	469	2,281	17.06%
001-023-572-22-41-000-000 Library (Organization of Materials)- Prof Services	18,255		0.00%		18,255	0.00%
Total Library (Organization of Materials)	21,005	469.02	2.23%	469	20,536	2.23%
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%
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	Budget	March	Monthly % Rev/Exp	YTD	Budget Remaining
					Rev/Exp
Total Donation Expenditures	4,608		0.00%		4,608 0.00%
Library Training:					
001-023-572-40-43-000-000 Library Training- Travel	1,000		0.00%		1,000 0.00%
001-023-572-40-49-000-000 Library Training- Miscellaneous	2,034		0.00%		2,034 0.00%
Total Library Training	3,034		0.00%		3,034 0.00%

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Library Facilities:						
001-023-572-50-31-000-000 Library Facilities- Supplies	2,750	17.30	0.63%	77	2,673	2.81%
001-023-572-50-32-000-000 Library Facilities- Fuel	250		0.00%		250	0.00%
001-023-572-50-35-000-000 Library Facilities- Small Tools & Equipment	500		0.00%		500	0.00%
001-023-572-50-41-000-000 Library Facilities- Professional Services	23,000	2,117.00	9.20%	4,234	18,766	18.41%
001-023-572-50-42-000-000 Library Facilities- Communications		287.00	0.00%	861	-861	0.00%
001-023-572-50-47-000-000 Library Facilities- Utilities	21,000	1,490.54	7.10%	3,025	17,975	14.41%
001-023-572-50-48-000-000 Library Facilities- Repairs and Maintenance	4,000		0.00%	186	3,814	4.65%
Total Library Facilities	51,500	3,911.84	7.60%	8,384	43,116	16.28%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	8.78	0.44%	132	1,868	6.61%
001-023-575-50-35-000-000 Hal Holmes- Small Tools	1,500		0.00%	79	1,421	5.27%
001-023-575-50-41-000-000 Hal Holmes- Professional Services	1,450	422.37	29.13%	422	1,028	29.13%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	46.00	4.60%	138	862	13.80%
001-023-575-50-45-000-000 Hal Holmes- Rentals	400		0.00%		400	0.00%
001-023-575-50-47-000-000 Hal Holmes- Utilities	9,200	827.88	9.00%	1,677	7,523	18.22%
001-023-575-50-48-000-000 Hal Holmes- Repairs and Maintenance	1,000		0.00%		1,000	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	1,536	128.00	8.33%	384	1,152	25.00%
Total Hal Holmes	18,286	1,433.03	7.84%	2,832	15,454	15.49%
Total Library	1,208,663	83,707.24	6.93%	237,942	970,721	19.69%