

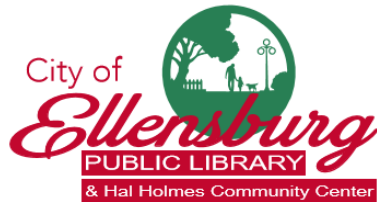
209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
4:30pm, Tuesday, July 13, 2021
ZOOM

AGENDA

- I. Call to order; welcome guests: Welcome new board member Mary James!**
- II. Approval of the Agenda**
- III. Approval of June 8, 2021 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends' Report- Book Barn opens July 17 10:30am-1:30pm
- VI. Old Business**
 - A. None
- VII. New Business**
 - A. Library restrictions lifted
- VIII. Upcoming Programs/Events**
 - June 21-August 8 SRP: Online activities for youth, teens and adults
 - July 7 Free Book Give-Away for kids
- IX. Unscheduled Business**

Next regular meeting will be September 14, 2021 (August OFF)
Location: TBA



209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING

Tuesday, June 8, 2021

ZOOM

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

COUNCIL LIASON: Tristen Lamb

ABSENT: None

STAFF: Josephine Camarillo

GUEST: Heidi Behrends Cerniwey, City Manager

- I. CALL TO ORDER: Holmgren called the meeting to order at 3:30 p.m.
- II. Approval of the Agenda: M/S/P
- III. Approval of the Minutes: M/S/P
- IV. Citizen Comment/Suggestions: Discussed under New Business
- V. Reports
 - A. Director's Report: (1) Heidi Behrends Cerniwey, our new city manager, introduced herself to the Board; the Board also introduced themselves. (2) Library slowly removing COVID-19 restrictions. Materials are no longer quarantined, and masks are no longer required. (3) Valley View students celebrated their Book Fair week by visiting the Library. (4) Kanopy has increased usage. It is becoming more expensive. (5) Circulation is normal but expected to go up during the summer. (6) Artwork by Alison Carpenter highlights the summer reading program.
 - B. Budget Report: No numbers for May, but April numbers look fine.
 - C. Friends' Report: The book sales are still doing well. On June 16, there will be a free book give-away for children.

VI. Old Business

- A. None

VII. New Business

- A. A new policy on the use of cameras or videos in the Library was discussed. The Board members voiced their support.

VIII. Upcoming Programs/Events: (1) Summer Reading Program: Tails and Tales (2) June 21-August 8 Online activities for youth, teens, and adults (3) June 16 Free Book Give-Away for kids

IX. Unscheduled Business: None.

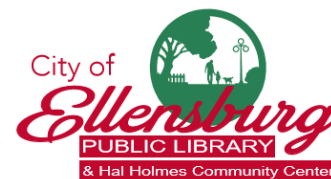
Next regular meeting will be July 13, 2021. Location: Zoom.

Respectfully submitted,

Loretta Gray

LIBRARY DIRECTOR REPORT

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



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

Director:

Library slowly moving back to regular normal. Some tables/chairs available for patron use, more public computers in adult and youth dept. available, all public access doors unlock with open traffic direction, HH open to outside reservations, 3rd Ave book drop open, vaccinated patrons/staff allowed unmasked, and staff meetings allowed in person. Hal Holmes served as a cooling center from June 26-July 2.

Youth Services:

Steady flow of families in the library. SRP has started! The FOL book give-away for youth and teens on June 16th was a huge success (estimated 225 people)! On June 18th, collaborated with Parks/Rec Dept with outdoor program "the Great American Campout" with special storytime with Sue, Pyper and Josephine. Clay art grab and go distributed 6/30. 150 kits gone by 1:00pm. No in-person programming yet.

Technical Services:

350 items added to the collection, 305 items deleted from the collection during the last 30 days.

Hal Holmes: June 2021 Total Events: 37 (Sponsored – 30, Non-Profit – 4, Gov't/Private – 3)
SRP, Cooling Center, American Red Cross, Yoga Program, Dept. of Agriculture & CPR Class

Circulation:

Circulation Statistics	21-Jun	21-May	% chg	20-Jun	% chg	2021 YTD	2020 YTD	% chg
Physical Items	11382	15483	-27%	1404	710%	95600	41175	132%
Electronic Items	3696	3552	4%	3695	0%	22090	26094	-18%
TOTAL	11382	19,035	-67%	10492	8%	117690	67269	43%

Library Visits- 3665

New cardholders- 107

Total Card holders- 15,891



Free Burrito Bowl Meal Kits

Enough food for a family of 4
Wednesday 7/7/21
Limited supply,
Once they're gone, they're gone



CITY OF ELLENSBURG
May 2021 Monthly Budget Update Report
For the Five Months Ending Monday, May 31, 2021

41.67% of year complete
37.50% of payroll complete

	Budget	May	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
Dept 023- Library						
Revenues:						
001-023-341-81-30-000-000 Data/Word Processing, Printing -Photocopy	4,000	139.05	3.48%	629	3,371	15.73%
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	27,750.00	25.00%	55,500	55,500	50.00%
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		73.78	0.00%	1,069	-1,069	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees-Outside	35,000	100.00	0.29%	410	34,591	1.17%
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		0.00%	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	40.60	4.06%	60	940	6.00%
Total Revenues	164,724	28,103.43	17.06%	65,345	99,379	39.67%
Library Expenditures						
Library Admin:						
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	95,872	8,421.00	8.78%	38,119	57,754	39.76%
001-023-572-10-20-000-000 Library Admin- Retirement	12,435	1,092.20	8.78%	4,915	7,520	39.52%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	7,335	620.48	8.46%	2,809	4,526	38.30%
001-023-572-10-22-000-000 Library Admin- L&I	315	25.27	8.02%	112	203	35.47%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	18,672	1,481.43	7.93%	7,407	11,265	39.67%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	403	38.23	9.49%	153	250	37.95%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	5.75	8.33%	23	46	33.33%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	142	12.46	8.77%	56	86	39.72%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000		0.00%	175	825	17.50%
Total Library Admin	136,243	11,696.82	8.59%	53,769	82,474	39.47%
Library (Public Service):						
001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	515,667	39,033.11	7.57%	171,514	344,153	33.26%
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	4,763.21	6.95%	21,083	47,473	30.75%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	40,436	3,013.31	7.45%	13,243	27,193	32.75%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,776	483.77	12.81%	2,126	1,650	56.31%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	122,273	8,440.48	6.90%	42,202	80,071	34.51%
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,164	129.32	5.98%	517	1,647	23.90%
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	827	40.25	4.87%	161	666	19.47%
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	762	59.33	7.79%	261	501	34.23%
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits		1,050.00	0.00%	4,725	-4,725	0.00%
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	429.57	5.37%	1,894	6,106	23.67%

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001-023-572-21-35-000-000 Library (Public Service)- Small Tools	500	33.75	6.75%	34	466	6.75%
001-023-572-21-41-000-000 Library (Public Service)- Professional Services	10,000	507.19	5.07%	2,465	7,535	24.65%
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500	307.00	2.46%	8,414	4,086	67.31%
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	395.63	9.89%	1,345	2,655	33.62%
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	435.91	10.38%	1,542	2,658	36.70%
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%	413	607	40.51%
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675	46.16	0.99%	46	4,629	0.99%
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	3,457.09	19.10%	9,809	8,291	54.19%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	191.24	3.61%	626	4,674	11.81%
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	2,939.05	39.85%	3,083	4,292	41.81%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000	62.64	2.09%	415	2,585	13.85%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000	101.74	3.39%	341	2,659	11.38%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	123.23	4.11%	1,016	1,984	33.86%
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	2,067.94	23.63%	4,343	4,407	49.64%
001-023-572-21-64-000-010 Library (Public Services)- Juvenile Periodicals		289.83	0.00%	290	-290	0.00%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000		0.00%	54	2,946	1.80%
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	107.19	8.93%	201	999	16.78%
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	8.12	4.06%	8	192	4.06%
001-023-572-21-64-000-017 Library (Public Service)- 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	9.74	1.95%	10	490	1.95%
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%	640	896	41.67%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comptr Rental	21,324	1,777.00	8.33%	8,885	12,439	41.67%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	63,746	5,312.17	8.33%	26,561	37,185	41.67%
Total Library (Public Service)	973,987	75,825.61	7.79%	342,519	631,468	35.17%
Library (Organization of Materials):						
001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750		0.00%	695	2,055	25.27%
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		0.00%	695	20,310	3.31%

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Donation Expenditures:						
001-023-572-23-31-000-000 Donation Expenditures- Supplies	3,217		0.00%	47	3,170	1.46%
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%
Total Donation Expenditures	4,608		0.00%	47	4,561	1.02%
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%	515	1,519	25.31%
Total Library Training	3,034		0.00%	515	2,519	16.97%
Library Facilities:						
001-023-572-50-31-000-000 Library Facilities- Supplies	2,750		0.00%	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%	54	446	10.83%
001-023-572-50-41-000-000 Library Facilities- Professional Services	23,000		0.00%	6,351	16,649	27.61%
001-023-572-50-42-000-000 Library Facilities- Communications		287.00	0.00%	1,435	-1,435	0.00%
001-023-572-50-47-000-000 Library Facilities- Utilities	21,000	1,181.34	5.63%	5,612	15,388	26.72%
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	1,468.34	2.85%	13,715	37,785	26.63%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000		0.00%	345	1,655	17.25%
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	983.62	67.84%	1,406	44	96.96%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	46.27	4.63%	231	769	23.05%
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	783.15	8.51%	3,253	5,947	35.36%
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%	640	896	41.67%
Total Hal Holmes	18,286	1,941.04	10.61%	5,954	12,332	32.56%
Total Library	1,208,663	90,931.81	7.52%	417,214	791,449	34.52%