

LIBRARY BOARD MEETING
4:30pm, Tuesday, September 14, 2021
ZOOM

AGENDA

- I. Call to order; welcome guests**
- II. Approval of the Agenda**
- III. Approval of July 13, 2021 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends' Report
- VI. Old Business**
 - A. None
- VII. New Business**
 - A. Library/HH restrictions reinstated
- VIII. Upcoming Programs/Events**
 - Sept. 1-30 Library Card Registration Month (BINGO CARD)
 - Sept. 15 Storytime at the park (North Alder park at 11am)
 - Sept. 21 Author Gerald Newman "Value Added: New Light on Old Thorp and Modern Ellensburg"
 - Sept. 24 Council Retreat
- IX. Unscheduled Business**

Next regular meeting will be October 12, 2021

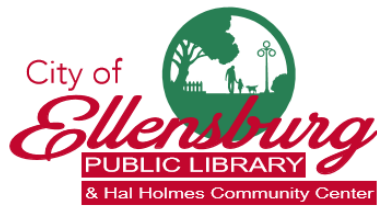
Location: Zoom

**THUMBS UP TO SUMMER
READING PROGRAM**

Thumbs up to a fantastic Summer Reading Program that was offered by the Ellensburg Library. Sue Hart and many others helped to create so many great adventures for Ellensburg's young people. Thanks to all of you!



—Valerie Malella



209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
Tuesday, July 13, 2021
ZOOM

PRESENT: Marty Blackson, Andreina Delgado, Loretta Gray, Mary James, Andrea Sledge

COUNCIL LIASON: Tristen Lamb,

ABSENT: Mary Holmgren, Julie Cloninger, Josephine Camarillo

STAFF: Sue Hart

- I. CALL TO ORDER: Blackson called the meeting to order at 4:34 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) Staff attended various community meetings. (2) Library and Hal Holmes continue to return to normal. Hal Holmes served as a cooling station. (3) SRP has started. (4) Technical Services has both added and deleted items from the collection. (5) Circulation of physical items is up.
 - B. Budget Report: Waiting for current budget report.
 - C. Friends' Report: Book Barn is going to re-open.
- VI. Old Business
 - A. None
- VII. New Business
 - A. Library restrictions have been lifted.
- VIII. Upcoming Programs/Events: (1) June 21-August 8 SRP: Online activities for youth, teens and adults (2) July 7: Free Book Give-Away for kids
- IX. Unscheduled Business: None.

Next regular meeting will be September 14, 2021. Location: TBA.

Respectfully submitted,

Loretta Gray

LIBRARY DIRECTOR REPORT

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



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

Director: CWU Library/HH intern finished her term with us on July 30th. Carolin Bigwood was a great asset to the library and Hal Holmes and she will be greatly missed.

Adult Services: Adult area now offers limited seating. Six public computers now available for up to 60min use.

Youth Services: July saw a full month of programming and patrons. We offered weekly Grab & Go activities, online programs (one was a collaborative with WA state Parks), a scavenger hunt in the parks, game on the library lawn, online BINGO, outdoor movie night with Parks Dept., self-directed activities and raffles in the library. We were very fortunate to have the help of an intern from CWU for most of the month.



Technical Services: 445 items added to the collection, 736 items deleted from the collection during the last 30 days.

Hal Holmes: We are now accepting private event reservations.

July 2021 Total Events: 39 (Sponsored-36, Non-Profit- 3, Gov't/Private-0)

Circulation:

Library Visits- 2997

New cardholders- 103

Total Card holders- 15,990

Circulation Statistics	21-Jul	21-Jun	% chg	20-Jul	% chg	2021 YTD	2020 YTD	% chg
Physical Items	11178	11382	-2%	12891	-14%	106778	54066	97%
Electronic Items	3799	3696	3%	4605	-21%	25889	26094	-1%
TOTAL	14977	15,078	-1%	17496	-17%	132667	80160	40%



LIBRARY DIRECTOR REPORT

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

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

Director: WA State Librarian, Sara Jones visited our library. This was her first time visiting our city and she was thoroughly impressed with our facility, collection and what we offer. Supervisors completed a great online training called Practical Guides for Supervisors.

Staffing:

Three staffing changes occurred. Jennifer Innes, formerly HH assistant, is now our new office specialist. Serah Sherman, formerly library substitute, is now our new circulation assistant. Isabella Taylana was just hired as our 2nd library substitute. The Hal Holmes assistant position is open until filled.

Adult Services:

Summer Reading Program: 12 people have turned in brackets. 2 prizes awarded. 3 participants in D & D games nights

Youth Services:

Summer Reading Program finalizes Labor Day weekend with raffle drawings. Many parents have stated that this was the best year of programming - the weekly take-home activities were well received! Thanks to a large donation from Mount Stuart School, we have been having a free book grab for 2 weeks now. We are resuming inventory and shelf reading in the collection. And we will add a new shelf for the JPB, expanding the Juvenile Graphic Novel area.

Technical Services:

430 items were added to the collection, 484 items were deleted from the collection during the last 30 days. Tech. services staff assisted in filling in for Office Specialist's tasks, started training the new staff member on some of their tasks and assisted in the grading of applications and testing of the Circulation Assistant position.

Hal Holmes: August 2021 Total Events: 51 (Sponsored-42, Non-Profit- 8, Gov't/Private-1)

Hal Holmes is balancing safety and private engagements with the masking mandate ordered August 23, 2021. We have opted to not book anymore private parties and banquets at this time due to the mandatory masking requirements and private groups not being held to L&I and OSHA standards. We do not have the staffing to monitor groups activities/compliance during their entire event.

Circulation:

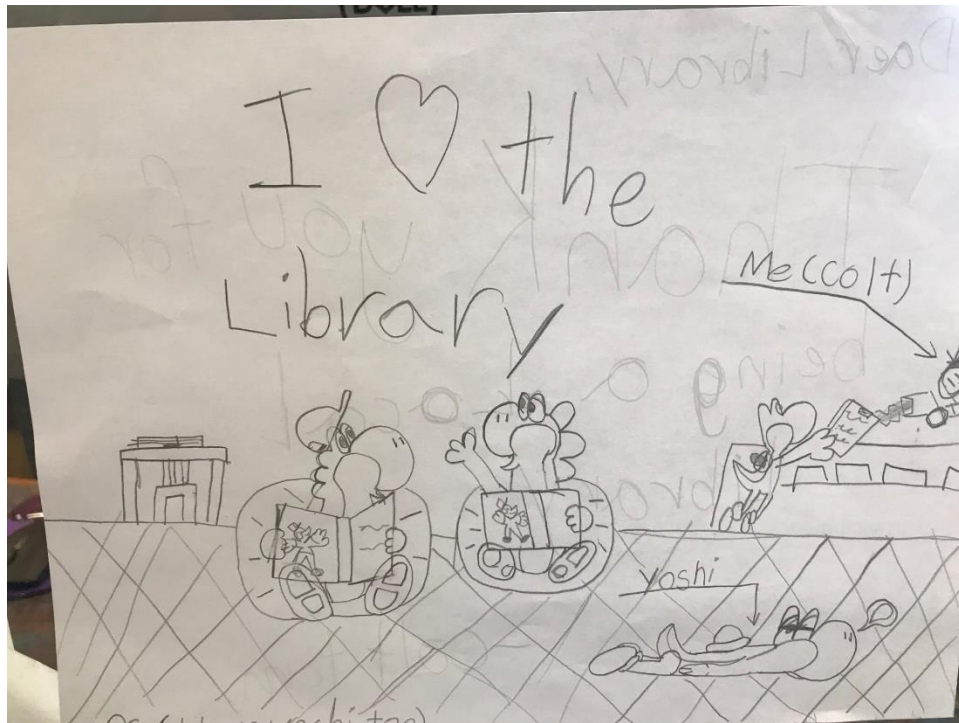
Circulation Statistics	21-Aug	21-Jul	% chg	20-Aug	% chg	2021 YTD	2020 YTD	% chg
Physical Items	10481	11178	-7%	16759	-38%	117259	70825	65%
Electronic Items	3631	3799	-5%	3416	6%	29520	29510	0%
TOTAL	14112	14,977	-6%	20175	-43%	146779	100335	32%

Library Visits- 2955

New cardholders- 102

Total Card holders- 16,089





Note found in a book



Stuffed Animal Sleepover Party

CITY OF ELLENSBURG
August 2021 Monthly Budget Report
For the Eight Months Ending Tuesday, August 31, 2021

66.67% of year complete
62.50% of payrolls complete

	Budget	August	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	150.10	3.75%	1,035	2,965	25.87%
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%	20	180	10.00%
001-023-347-20-31-000-000 Kittitas County Library Share	111,000	27,750.00	25.00%	83,250	27,750	75.00%
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		208.60	0.00%	1,753	-1,753	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees-Outside	35,000	607.75	1.74%	3,198	31,802	9.14%
001-023-362-53-00-000-000 Hal Holmes Lease Fees- Long Term	1,200		0.00%	1,200	0	100.00%
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	12.00	1.20%	99	901	9.87%
Total Revenues	164,724	28,728.45	17.44%	97,632	67,092	59.27%
Library Expenditures						
Library Admin:						
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	98,740	8,934.00	9.05%	64,151	34,589	64.97%
001-023-572-10-20-000-000 Library Admin- Retirement	12,802	915.74	7.15%	7,927	4,875	61.92%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	7,555	659.72	8.73%	4,730	2,825	62.60%
001-023-572-10-22-000-000 Library Admin- L&I	315	17.29	5.49%	174	141	55.32%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	18,672	1,481.43	7.93%	11,851	6,821	63.47%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	415	40.56	9.77%	270	145	65.05%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	5.75	8.33%	40	29	58.33%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	147	13.22	8.99%	95	52	64.57%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000		0.00%	459	541	45.90%
Total Library Admin	139,715	12,067.71	8.64%	89,697	50,018	64.20%
Library (Public Service):						
001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	517,503	38,306.24	7.40%	288,744	228,759	55.80%
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	68,791	3,709.36	5.39%	33,962	34,829	49.37%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	40,577	2,951.93	7.27%	22,288	18,289	54.93%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,776	444.13	11.76%	3,623	153	95.95%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	122,273	8,440.48	6.90%	67,524	54,749	55.22%
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,171	130.74	6.02%	907	1,264	41.76%
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	827	40.25	4.87%	282	545	34.07%
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	765	58.17	7.60%	439	326	57.38%
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	975.00	7.74%	7,800	4,800	61.90%
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	546.84	6.84%	3,131	4,869	39.13%

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	Budget	August	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
001-023-572-21-35-000-000 Library (Public Service)- Small Tools	500		0.00%	34	466	6.75%
001-023-572-21-41-000-000 Library (Public Service)- Professional Services	15,560	656.28	4.22%	4,578	10,982	29.42%
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500		0.00%	13,988	-1,488	111.90%
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	319.64	7.99%	2,393	1,607	59.84%
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	483.50	11.51%	2,720	1,480	64.77%
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	206.58	68.86%	207	93	68.86%
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library Loan Chgs	1,020		0.00%	601	419	58.95%
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675		0.00%	46	4,629	0.99%
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	2,518.40	13.91%	16,095	2,005	88.92%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	279.04	5.26%	3,879	1,421	73.20%
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	98.49	1.34%	3,232	4,143	43.82%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000	127.78	4.26%	684	2,316	22.79%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000	12.86	0.43%	432	2,568	14.41%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	111.12	3.70%	1,354	1,646	45.14%
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	1,982.15	22.65%	7,664	1,086	87.59%
001-023-572-21-64-000-010 Library (Public Services)- Juvenile Periodicals			0.00%	290	-290	0.00%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000	39.75	1.33%	181	2,819	6.03%
001-023-572-21-64-000-012 Library (Public Services)- Juvenile Audio Music	200		0.00%	18	182	9.15%
001-023-572-21-64-000-013 Library (Public Services)- Juvenile DVD	1,200	12.43	1.04%	288	912	23.96%
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%	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		0.00%	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%	1,024	512	66.67%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comptr Rental	21,324	1,777.00	8.33%	14,216	7,108	66.67%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	63,746	5,312.17	8.33%	42,497	21,249	66.67%
Total Library (Public Service)	994,369	69,668.33	7.01%	559,390	434,978	56.26%
Library (Organization of Materials):						
001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750	100.28	3.65%	1,142	1,608	41.51%
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	100.28	0.48%	1,142	19,863	5.43%

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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	129.53	4.71%	223	2,527	8.11%
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%	6,084	-5,584	1216.83%
001-023-572-50-41-000-000 Library Facilities- Professional Services	23,000	433.20	1.88%	9,075	13,925	39.46%
001-023-572-50-42-000-000 Library Facilities- Communications		287.00	0.00%	2,296	-2,296	0.00%
001-023-572-50-47-000-000 Library Facilities- Utilities	21,000	2,335.35	11.12%	10,544	10,456	50.21%
001-023-572-50-48-000-000 Library Facilities- Repairs and Maintenance	4,000	300.23	7.51%	4,196	-196	104.90%
Total Library Facilities	51,500	3,485.31	6.77%	32,418	19,082	62.95%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	77.38	3.87%	599	1,401	29.97%
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		0.00%	1,497	-47	103.22%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	46.00	4.60%	371	629	37.08%
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	820.78	8.92%	5,494	3,706	59.71%
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%	1,024	512	66.67%
Total Hal Holmes	18,286	1,072.16	5.86%	9,063	9,223	49.56%
Total Library	1,232,517	86,393.79	7.01%	692,272	540,245	56.17%

LIBRARY CARD SIGN-UP MONTH

BINGO

Download an audiobook	Get a library card. If you already have one, you're done!	Stream a movie on Kanopy	Check out a book on CD	Borrow a NEW item
Visit our library website	Say HI to Kit Coyote (3rd Ave door)	Try a library database	Borrow a graphic novel	Send your librarian a thank you note
Say HELLO to a staff member	Get 1 person to sign up for a library card		Check out a book	Borrow a music CD
Post a selfie with your library card	Download an online book	Ask staff for a movie recommendation	Watch a storytime online	Read a newspaper article in the library
Recommend a book to a friend	Check out a magazine	Take a look at our Local History section	Check out a movie	Ask for a book recommendation

Complete the BINGO card and be entered into a drawing for \$10 gift certificate!

Name _____ Email/Phone _____