

LIBRARY BOARD MEETING
4:30pm, Tuesday, October 12, 2021

ZOOM

<https://us02web.zoom.us/j/85445610102?pwd=UCtFMWs2Y2M4NGF6SVEvazlxZnZtdz09>

Meeting ID: 854 4561 0102

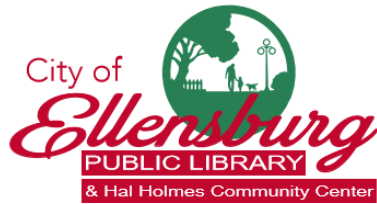
Passcode: 080319

AGENDA

- I. Call to order; welcome guests**
 - II. Approval of the Agenda**
 - III. Approval of September 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. Board meeting future/monthly topics
 - B. Library Upcoming Expired terms
 - VIII. Upcoming Programs/Events**
 - Oct. 12 Cultural Conversation: Cathy Mae Dutong ZOOM Noon
 - Oct. 16 FOL Fall Book Sale, Hal Holmes 9am-3pm
 - Oct. 27 Outdoor Storytime (Halloween Special), Alder Park at 11am
 - IX. Unscheduled Business**
- Next regular meeting will be November 9, 2021**
Location: Zoom



Adult Reference Desk October Decor



209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
Tuesday, September 14, 2021

PRESENT: Marty Blackson, Loretta Gray, Mary Holmgren, Mary James, Andrea Sledge

COUNCIL LIASON: Tristen Lamb

ABSENT: Julie Cloninger, Andreina Delgado

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: Thumbs Up in *Daily Record* for Summer Reading Program.
- V. Reports
 - A. Director's Report: (1) Carolin Bigwood finished her internship. (2) Adult area now has limited seating; computers available; summer-program participation. (3) Youth Services had a full slate of programs this summer. (4) Statistics on additions and deletions from the collection were discussed. (5) Hal Holmes is now accepting reservations for private events. (6) Circulation was discussed. (7) Staffing changes were discussed. (8) Masking has been reinstated. (9) Supervisors have been attending an online course. (10) Washington State Librarian, Sara Jones, visited the library.
 - B. Budget Report: The budget looks good, allowing flexibility with regard to staffing during holiday season.
 - C. Friends' Report: Sales have been taking place. A big sale is scheduled for October.
 - D. Special Projects: Expansion. Discussed after the meeting.

VI. Old Business
None

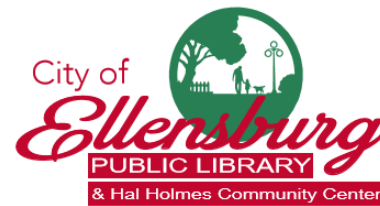
VII. New Business
A. Restrictions reinstated.

VIII. Upcoming Programs: Events for September noted, included Storytime in person.

IX. Unscheduled Business

Next regular meeting will be October 12, 2021. Zoom

Respectfully submitted,
Loretta Gray



LIBRARY DIRECTOR REPORT

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

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

Director:

Attended Council Retreat on Sept. 24 along with other Department Directors to discuss, plan and develop the City's future strategic vision and priorities. Self-checkout machines are finally working properly. Gerald Newman gave a lecture on Old Thorp and Modern Ellensburg. It was well attended with 75 people. Staff in process of reviewing and updating their job description.

Adult Services:

Gale Resources was highlighted on the Library's Homepage. This is a very robust database with many sets of topics. Please visit the page here: <https://ci.ellensburg.wa.us/1133/Gale-Knowledge-Base>. Reference Binder completed in physical and digital format. This binder compiles Reference, Library, Safety/Emergency policies and procedures, as well as frequently used forms, Local History information, contact information for Library and City Staff, and a Resource Guide for social services and the like. Unfortunately, due to Covid restrictions, Regina was not able to give the Library Local History/ Northwest History collections and Archives tour to Mike McCloskey's 7th grade class this semester.

Youth Services:

Outdoor storytime at N. Alder Park has been much appreciated by attendees! Low stats for the online programs. A small Morgan Middle School class has been having regular in-depth library-use tutorials in EPL.

Technical Services:

641 items were added to the collection, 513 items were deleted from the collection during the last 30 days. The new Office Specialist has been trained in several tasks. All staff that have cash handling responsibilities were trained by Finance staff. Procedures and tasks were refined. In order to catch up with mends Josephine approved Christina working extra hours during the month.

Hal Holmes: Total scheduled events: 40; 1 Private, 10 Non-Profit, 29 sponsored, 4 cancellations due to Covid. Hal Holmes is awaiting the hiring of a new facility assistant. Kim has been helping with Jennifer Innes training as the new Office Specialist. Exterior clean-up continues as we head into fall and the winter months. Currently still not taking reservations for private engagements due to masking restrictions.

Circulation:

Circulation Statistics	21-Sep	21-Aug	% chg	20-Sep	% chg	2021 YTD	2020 YTD	% chg
Physical Items	8943	10481	15%	19262	54%	126202	90087	40%
Electronic Items	3261	3631	-11%	3544	-9%	32721	36808	-12%
TOTAL	12204	14,112	-16%	22806	-87%	158923	126895	20%

Library Visits- 2654

New cardholders- 97

Total Card holders-15,867



Storytime at Alder Park

Friends of the Ellensburg Public Library
and Hal Holmes Center

SATURDAY
October 16, 2021
9:00am-3:00pm

FALL BOOK SALE

Hal Holmes Center
Free Admission
New selection of
Spanish language books!!

Used Books
DVD's
Music CD's
Audiobooks
Cassettes
VHS
Puzzles

Cash, checks and
credit cards
accepted!!

All proceeds benefit the Ellensburg Public
Library and Hal Holmes Center.
For more information, please call (509) 962-7252.

CULTURAL CONVERSATIONS

AN OPPORTUNITY TO HEAR DIFFERENT VIEWS THROUGH CULTURAL STORYTELLING

Tuesday, October 12, 2021

12:00 pm - 1:00 pm Pacific Time

Online via Zoom

<https://cwu.zoom.us/j/85924297184>

MEET OUR STORYTELLER: **CATHY MAE DUTONG**

Cathy Mae Dutong is a Filipino international student from the Kingdom of Bahrain. She transferred from Edmonds College with an Associates Degree in Business to CWU in 2020. She is currently majoring in Business Administration, specializing in Marketing Management and double minoring in Digital Marketing and Accounting. She is also a part of the CWU Lynnwood Campus Activities Team or CATs of Westside Student Life and a Peer Mentor/Student Assistant for CWU Office of International Programs (OISP).

JOIN US TO HEAR ABOUT CATHY'S JOURNEY, AND TO MAKE CONNECTIONS WITH NEW LOCAL, NATIONAL, AND INTERNATIONAL FRIENDS.

PARTICIPANTS WILL BE ABLE TO ENTER A DRAWING FOR FREE BOOKS CHOSEN BY THE STORYTELLERS AND FUNDED BY THE ALA LIBRARIES TRANSFORMING COMMUNITIES GRANT.



CWU IS AN EEO/AA/TITLE IX INSTITUTION.
FOR ACCOMMODATIONS, EMAIL DS@CWU.EDU



SPONSORED BY CWU LIBRARIES, AMERICAN LIBRARY ASSOCIATION LIBRARIES TRANSFORMING COMMUNITIES GRANT, THE ELLENSBURG PUBLIC LIBRARY, AND CWU'S OFFICE FOR INTERNATIONAL STUDENT PROGRAMS