

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING

4:30pm, Tuesday, February 8, 2022

In person Option: City Council Conference Room

ZOOM

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

Meeting ID: 854 4561 0102

Passcode: 080319

AGENDA

3:30pm-4:30pm Supervisors Reports: 2021 Highlights and 2022 Goals

- I. Call to order; welcome guests**
- II. Approval of the Agenda**
- III. Approval of January 2022 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. Patron Exclusion Parameters
- VIII. Upcoming Programs/Events**
 - Feb. 1-28 I Love my Library craft station/Book recommendation
 - Feb. 14 Library Book Club meeting
 - Feb. 22 Friends of the Library meeting, 4pm HH
 - Feb. 21 Library/HH Closed for Presidents Day
 - Feb. 25 Library/HH Closed for Staff Retreat
- IX. Unscheduled Business**



Next regular meeting will be March 8, 2022

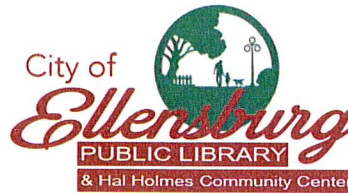
Location: City Council Conference Room or ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

January 11, 2022

4:30pm

Council Chamber/ZOOM

Marty Blackson, Chair, term expires December 31, 2022

Julie Cloninger, Co-Chair, term expires December 31, 2024

Loretta Gray, Secretary, term expires December 31, 2022

Mary James, term expires December 31, 2022

Andreina Delgado, term expires December 31, 2023

Mary Holmgren, term expires December 31, 2026

Andrea Sledge, term expires December 31, 2026

1. CALL TO ORDER

Chair Blackson called the meeting to order at 4:30pm

2. ATTENDANCE

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

COUNCIL LIASON: None

ABSENT: Andreina Delgado

VISITOR: None

STAFF: Josephine Camarillo

3. APPROVAL OF AGENDA

Motion made by Cloninger to approve the agenda, seconded by Holmgren, **motion approved.**

4. APPROVAL OF MINUTES

Motion made by James to approve December minutes, seconded by Holmgren, **motion approved.**

5. CORRESPONDENCE AND CITIZEN COMMENTS

None

6. REPORTS

- A. Director's Report: (1) City hosted a staff appreciation day. (2) Activity in adult services discussed. (3) Winter holiday youth activities were well attended. (4) The collection continues to be updated; new Interlibrary Loan service will be offered by March if other libraries are on board. (5) Hal Holmes activity was discussed. (6) Circulation of physical items is up slightly compared to last year; circulation of electronic items is down -1%. Total circulation is up 3% from 2021.

B. Budget Report: Although not complete, the budget report shows that the library is in good shape. Over budget were databases and books. Adjustments are being made based on the report.

C. Friends of the Library Report: None.

7. OLD BUSINESS

A. Board Retreat Agenda. The retreat will take place on February 8, location and agenda to be announced.

8. NEW BUSINESS

A. 2021 Statistics Review. We have over 15,500 patrons, a third of whom are from outside Ellensburg. The number of holdings, the number of activities, and the use of the website and databases were also discussed. Adjustments are being made based on the statistics.

9. UPCOMING PROGRAMS

For January, the following are scheduled: Library Book Club meeting, Grab and Go, and Friends of the Library meeting.

10. UNSCHEDULED BUSINESS

None

11. NEXT MEETING

February 8, 2022

12. ADJOURNMENT

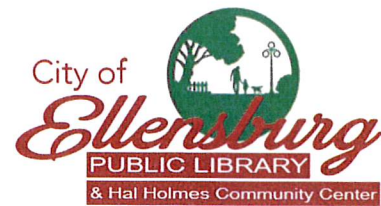
With no further discussion, meeting adjourned by Cloninger at 5:01pm

Respectfully submitted,

Loretta Gray, Secretary

LIBRARY DIRECTOR REPORT

TO: Library Board, City Manager
FROM: Josephine Camarillo, Library Director
DATE: February 2022



Meetings: Staff, Supervisors, City Manager, Morning Rotary and Board, Kittitas County Regional Board, Arts Commission

Director:

Snowmageddon arrived and we had to closed the Library for two days. Library/HH will be having a staff retreat on Friday, Feb. 25th 8:30am-5:30pm. Life/Leadership Coach Jillian DeBritz will be conducting the AM session and PM session will consist of a variety of safety trainings. Library will soon be offering a Seed Library.

Adult Services:

Morgan Middle school group of three students and a teacher conducted Local History research and received a brief overview of our Local History webpage. Hotspots are now available for checkout. Laptops are still getting prepared. Full publicity will occur when both devices are completely ready.

Youth Services:

Department continued to offer Grab & Go bags with this month featuring MLK theme and snow activity. ZOOM storytime will be starting soon! Pyper will be doing it live on Wednesday's at 11am. There will be a maker space in the library for the month of Feb. for patrons to write on hearts why they love the library.

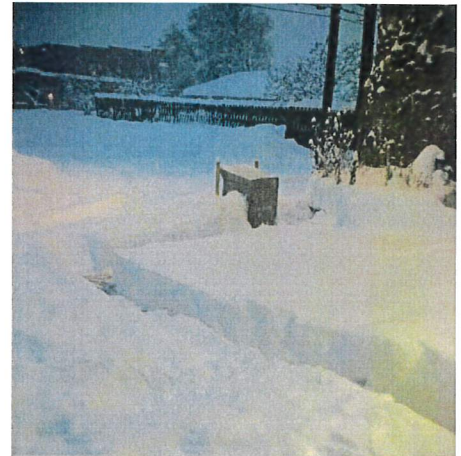
Technical Services:

333 items added to the collection, items 748 deleted from the collection during the last 30 days.

Hal Holmes: Total scheduled events: 39; 1 Private event, 1 Non-Profit events, 37 sponsored

*7 cancelations due to COVID

Hal Holmes provided a warming shelter when the record snowfall came on Jan. 6 & 7th. This was a great community outreach opportunity for our most vulnerable population providing shelter and food during these two days. We hosted an evening with the CWU Brooks Library to kick off their Community Resilience in Times of Change series and worked with Central Washington Disability Resource and the WA Department of Health for another successful Covid vaccine clinic. With the rise in Covid cases and out of an abundance of caution we had several cancellations this month including the KEEN Winter Fair, the Washington Apple Education Foundation board meeting and our in-house Book Worms series, the KC Audubon Society and KC Field and Stream.



City Manager and City Attorney helping at the warming shelter.

Circulation:

Interlibrary Loan has officially started.

Circulation Statistics	Jan-22	Dec-21	% chg	Jan-21	% chg	2022 YTD	2021 YTD	% chg
Physical Items	9774	8547	14%	17560	-26%	9774	17560	-45%
Electronic Items	3972	3958	0%	4033	-2%	3972	4033	-2%
TOTAL	13746	12,505	9%	21593	-57%	13746	21593	-57%

Library Visits- 2451

New cardholders- 91

Total Card holders- 15,849



FIRST FRIDAY ART WALK DISPLAY: NESTING DOLLS- OLD WORLD/FAIRYTALE



DEPARTMENT REPORTS

2021 HIGHLIGHTS AND 2022 GOALS

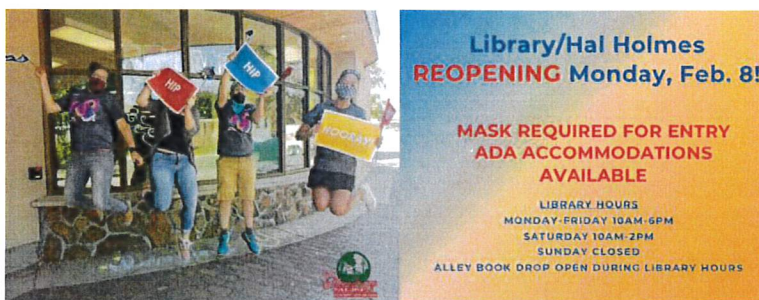
- Library Director
- Adult Services
- Circulation
- Youth Services
- Technical Services
- Hal Holmes Community Center

Director 2021 Highlights and 2022 Goals

2021 HIGHLIGHTS

LIBRARIES IN A TIME OF COVID

- On January 1, 2021, our library doors remained open to the public. We were one of 11 libraries in WA that were open. We provided a safe and well sanitized working environment for staff and patrons.
- We continued to follow local and state guidelines and worked accordingly with the City Recovery Plan and the Library Emergency Operation Service Plan.



BUDGET

- At the end of the year, the Library/HH came well under budget. We were able to staff a welcome desk with our regular staff and use minimal substitute hours despite various staff being out on COVID.
- Library/HH successfully received funds from the County
- Library/HH successfully received ARPA grant to purchase 3 hotspots, 3 laptops and a drinking fountain

REGULAR OPERATIONS

- As of January 1, 2022, all late fines were eliminated. It took a couple of years to gather enough supporting documents, but it was approved by Council with the 2021-2022 budget.
- Earlier in the year we received a surprise visit from a supposed First Amendment auditor. He was challenged by a staff member and the “auditor” contacted me promptly. After several email exchanges, he finally settled and a formal library policy was created, *Public Use of Cameras and/or Video in the Library*.
- Addressed patrons dissatisfied with homeless camp on Library/HH property. Chief gave a thumbs up to my response.

STAFF CITY COMMISSIONS/COMMITTEES

- Continued to be Arts Commission Liaison

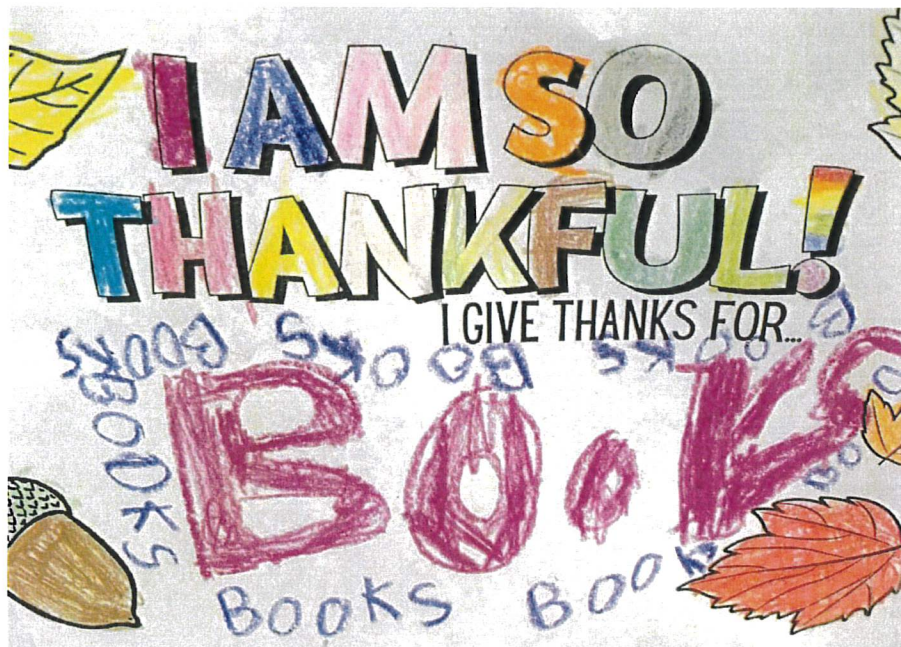
OUTREACH

- Met with new State Librarian Sara Jones.
- Completed CSLP Board term.
- Completed Rotary president term but remain active on the Literacy and Fundraising Committee.
- Continue to foster collaborations with CWU with Cultural Conversations, One Book One County and other various events/programs.



2022 (and beyond) GOALS

- Better support staff to improve morale and alleviate stress.
- Consistently document personal issues and address the problem promptly.
- Organize Library/HH Policies and post to website
- Begin Seed Library program
- Closely look at staffing needs; increase hours for Youth Services Assistant and/or create additional Library position.
- Begin process of Library Expansion Project
 - Fundraising
 - Blueprints
 - Dept. of Commerce-Library Capital Improvement Grant Program



Adult Services 2022 Goals and 2021 Highlights:

2021 Goals met and Highlights:

Reference/ Adult Programs

- ✓ With Pandemic protocols in place, six computers were to the public with a 1-hour daily limit.
- ✓ Adult Programming: 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 video for SRP. Hosted online multigenerational Dungeons & Dragons night. Created reading log and online voting for book bracket. Partnered with local patrons to create video content on cooking and fly fishing. In-person programming was suspended due to pandemic.
- ✓ Proctoring continued to be suspended due to pandemic.
- ✓ Website Updates: Continually update library homepage. Weekly update youth & storytime pages. Added the following pages: One Book One County, SRP 2021 page, FAQ's in the time of COVID, Fine Free (woohoo!), and Gale Knowledge Base.
- ✓ Wrote a grant for ARPA funds that were used to purchase 6 new laptops for patrons, a new drinking fountain/bottle filler, rent 3 wifi hotspots for patron use, and 1 year of wireless printing service. (RJ)
- ✓ 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.
- ✓ Continued repackaging, labeling, and organizing photographic Mug Shots from the Daily Record. Repackaged, labeled, and organized negatives from the Daily Record.
- ✓ In-person tour of the Archives for October's annual "Archives Crawl" with 17 attendees.
- ✓ With lack of volunteers/ interns digitizing collections in the Archives- the Shoudy collection, the D'Ablaing collection did not occur. Thus, no finding aid was created for those collections.
- ✓

Collection Development

- ✓ Continued training Christina the C.R.E.W. method for weeding in Nonfiction and Fiction areas.
- ✓ Weeded all Adult collections. Collection development for various areas of Adult nonfiction.

Spanish/ESL

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

2022 Goals

Reference Services:

- Continue to keep the library clean and sanitized and to keep our staff and patrons safe from Covid-19
- Work with City to update the City's webpage, then the Library's webpage (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)
- Resume test proctoring

Local History:

- As time allows, work to create an electronic index to the basement archives
- Organize shelves and collections in the basement archives.
- 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 photographic "mug shots" or negatives from the Daily Record photo collection.
- Purchase a scanner that reads negatives, slides, etc. to facilitate the project mentioned above.

Collection Development:

- Give more autonomy to Christina for the intricacies of weeding in the adult non-fiction and fiction collections.

Spanish/ESL

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

Circulation Department 2021 Highlights and 2022 Goals

Highlights

*We were able to replace our public self-check units. After MUCH tinkering, adjusting and headaches they now are functioning well and consistently.

*Our whole crew pitched in and filled any and all spots we needed filled in circ throughout the year. Stellar work by all.

*We laid some groundwork to restart ILL service with training Circ staff members in ILL procedures and protocol.

Goals

*Successfully reimplement ILL service.

*Continue to work on expanding skill level relative to Admin tasks in Horizon.

*Look at next Circ-specific purchase (unknown what exactly that will be)- just want to keep moving forward.

*Continue to be open to ways to use VR.

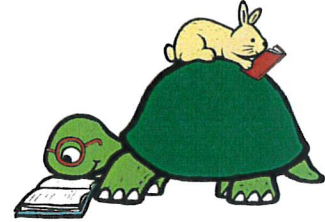


Ellensburg Public Library ~ Youth Services Annual Report 2021

Community Engagement :

This year brought more need for flexibility and creativity to meet family and youth needs as restrictions and safety measures shifted many times. (I now have my own YouTube channel!)
The *starred items below are new Programs:

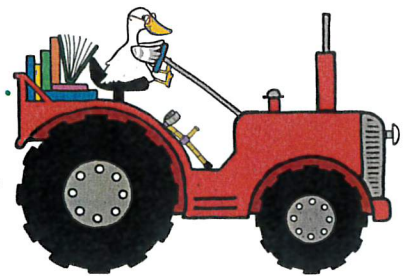
- Baby Bounce take home kits and accompanying video *
- Monthly Family Grab & Go Activities *
- Outdoor Storytimes at Alder Park each Wednesday *
- Summer Reading Program (see some stats below)
- Two weekly online Storytimes for toddlers, preschool and elementary ages *
- Winter Holiday Hubbub & Community art collaboration, for all ages *
- Monthly Passive programming - Example: Makerspace activity inside the library *



Year	# weeks	Registered	Participation Children's	Participation Teen's	Program Participation Total
2011	7	705	1220	147	1234
2012	7	743	1214	108	1322
2013	7	790	1745	150	1895
2014	9	767	1726	195	1921
2015	8	689	2205	226	2431
2016	7	547	1715	220	1935
2017	6	709	1675	209	1884
2018	7	739	1681	274	1955
2019	9	1030	2383	212	2595
2020	# weeks	Registered	Grab & Go all ages	Online Programs	Youth prizes = 158
	7	277	6 wks. =900	Totals= 736	Teen prizes = 38
2021	7	528	Participant- 1,873	Participants-169	Part. Total = 2,042
			Youth Raffle - 882	Teen raffle - 86	Raffle total = 968

Collection Development:

- Updated and promoted the free Homeschool Curriculum exchange area
- Added a new Audiobook collection, Wonderbooks. Thanks Friends of the Library!
- Weeded the Juvenile & Young Adult Non-fiction
- Created more space for growing Juvenile Graphic novel collection
- Curated special reading lists and wish lists for book clubs to purchase



Public Service:

- Training Pyper in YS department Public Services needs and challenges
- Sunshine preschool tours and educational visits
- Monthly Spanish Heritage club, Morgan Middle School
- Ellensburg Christian School monthly visits and activity
- Community engagement: Friends of the Library, CWU (student clubs coordinator, Brooks Library, Literacy & Education students), public schools (Ex. Valley View Book-Fair at EPL), Wildhorse Wind -Farm, CHCW Ellensburg clinic—Reach out & Read, Discovery Lab, KEEN Outdoor school, Damman School monthly book collection, homeschool families, and more!

Professional Development:

- WA State Library Youth Leadership Peer group member (Sue)
- WA State Library Niche Academy—Transforming Teen Services 8 week program (Pyper & Sue)
- WA State Library Peer cohort for sharing Storytime ideas and tips during COVID, member (Sue)
- Kittitas County Health Dept. ACES advisory team (Sue)
- Kittitas County Leadership program participant (Sue)

Department Goals 2022:

- Learn to use Canva - online design tool
- Expand our literacy based programs; work with Bookmobile in Summer
- Initiate Teen Advisory Board
- Work with Megan Rivard for an environmental element to Summer Reading Program 2022
- Continue to meet programming challenges that this moment in history brings
- Provide more opportunities for Pyper to grow her Library - Youth Services skills



Technical Services

Achievements for 2021

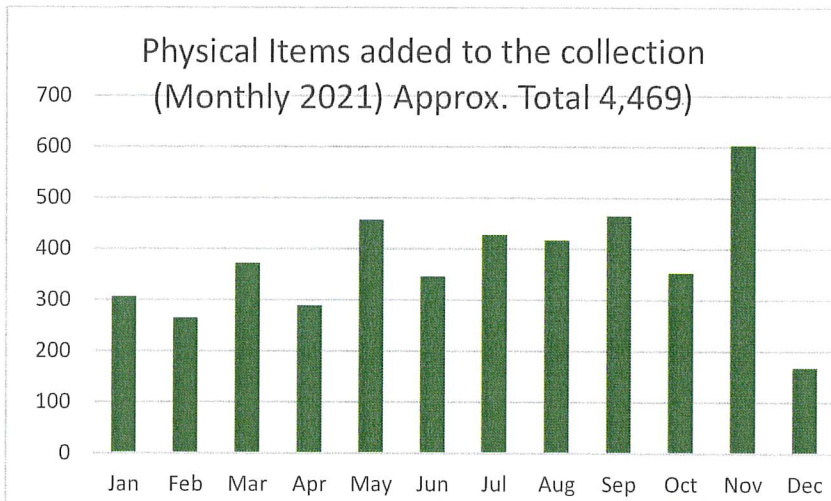
Christina and Rez have stepped up to the tasks of doing all the mending and the processing of the library materials purchased or donated. They are to be commended!

The year continued to include many changes and adaptations for continuing to be open during the pandemic. All of the Library and Hal Holmes staff have shown their grace and flexibility in dealing with any difficulties.

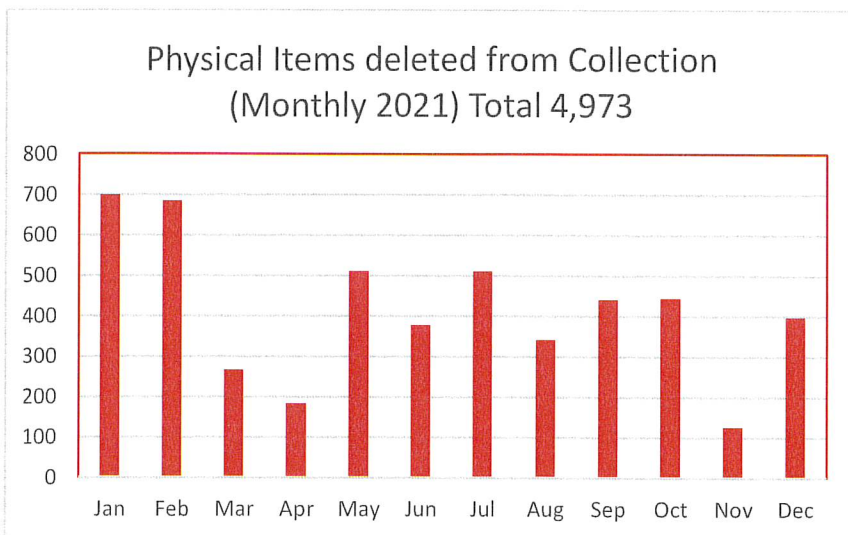
This year our vendor started with a lot of problems with staffing in their warehouses that created a real problem in their delivery of materials. As the year went on, near the end, it seemed like things were back to normal. Our materials purchasing also returned to a nearly normal pace.

In 2019 5,566 new physical items were added, in 2020 3,213. That was a **42%** drop in new physical materials. In 2021 4,469 items were added. That's a change of 1,256, an increase of 28%, making a come-back!

Monthly new holdings added is difficult to calculate. The library ebbs and flows a lot. In 2021 we average 372 items added to the collection and 414 items discarded a month (not including eBooks or eAudio).



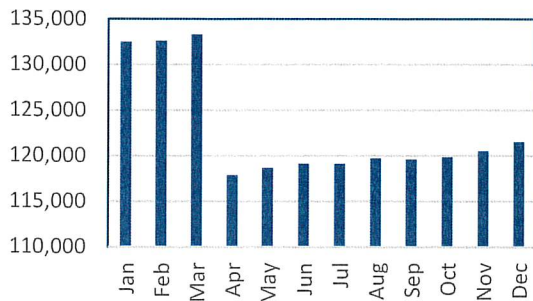
In 2020 we deleted 4,907 physical items. We're about the same as last year in deletions of physical materials.



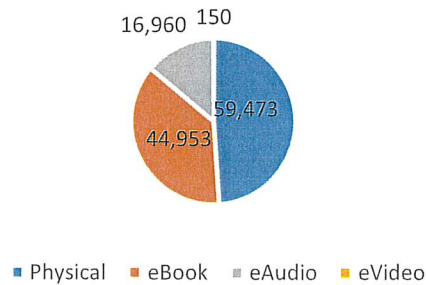
We ended 2021 with 3808 fewer items in the collection (Physical and electronic) from the end of 2020. (This was affected by the removal of over 15,000 eAudios removed from the collection in April.)

The ratio between Physical and electronic items has shifted back to about 50/50 split. (Last year it was 44/56.)

Total collection (Monthly
2021, Dec. 121,536)



Electronic vs Physical Formats
(Dec. 2021)



GOALS FOR 2022

Continuing tasks- (through Nov. 1 and beyond)

1. Tech. Services Specialist and Library Assistant will to continue excelling at cataloging, processing and mending all the library materials.
2. Keep Staff Horizon and Enterprise functioning as needed.
3. Support and assist all library staff in the challenges that we may continue to face with a positive attitude.

New tasks-

The tech services assistant plans on retiring in July and the Library Associate will be retiring in November.

1. Training of new staff that will replace the Library Assistant.
2. Prepare for Library Associate's retirement in November
 - A. Updating all procedures
 - B. Creating any procedures that haven't been written.
 - C. Cleaning up all documents, files, and file structure.
 - D. Recycle unneeded paperwork to facilitate staffing change
 - E. Do all that can be done to make it a smooth transition for the next Associate.
3. Facilitate the transition of Interlibrary Loan duties to Circ. Staff when the service is restarted in January.
4. Rework Library Specialist and Library Associate's job descriptions.

Long term goals

1. Any long-term goals will be created by the new Tech. Services Library Associate, their staff, and the Library Director.
2. The new Library Associate in Tech services will probably make big changes and, no doubt, learn a lot of new things about cataloging. My hope is that I have paved the way for them to be successful in their new role.

Hal Holmes Community Center

Highlights of 2021

- 379 EVENTS! That is an 146% increase in meetings and events – New record!
Reservations are actually down 48% from pre-pandemic times (2019), the public is starting to book again, yet cancellations with short notice are common and encouraged if guests are ill or Covid numbers are high. Gov't agencies are often not allowed to hold in-person meetings yet. Reservation totals - 322 Sponsored, 39 Non-Profit, and 18 Gov't & Private events.
- New Hal Holmes Assistant was hired. Welcome Brendan Gaylord!
- Purchased digital audio equipment for Zoom meetings.
- Continued Red Cross Blood Drive and multiple community events when Increased our Facebook audience for both the FOL and HH, handed over the FOL FB page to FOL members.
- Created a PDF for the Hal Holmes historical photo tour, will add QR code to view on phones.
- Maintained communication with cancelled events and clients for future events and meetings, many are hoping to return in 2022, some booking out into 2023.
- Hosted multiple days of the Hot and Cold Weather Shelter for the public.
- Facilities – Replaced heating unit fixtures in several places due to leaks. Restroom gaskets and faucets replaced due to wear and lack of use in 2020.

Goals for 2022

- Replace aging audio and video equipment. Purchase new HDMI projector for the AV cart.
- Revising room set-up options reflecting need for social distancing and safety, available to the public on the HH website in a PDF.
- Update website to make it more customer service friendly and provide a downloadable PDF of event and safety tips. Have the latest COVID limitations listed.
- 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.
- Facilities: Going out to bid for cleaning services and new contract in July. Need to have parking lot repainted. Search for water leak continues with multiple city departments getting involved. Equipment will need to be refinished or replaced this year due to excessive bleach exposure.



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**

2021 – Global Pandemic swept the Earth, folks are trying to make plans yet many still cancel.

Private/Govt 18
 Non-Profit 39
 Sponsored 322
 Total Events **379**

