

209 North Ruby Street, Ellensburg WA 98926

**LIBRARY BOARD MEETING**  
**4:30pm, Tuesday, February 14, 2023**  
**City Council Chamber**

**AGENDA**

- I. Call to order, welcome guests**
- II. Approval of the Agenda**
- III. Approval of January 2023 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
  - A. Director Report
  - B. Budget Report
  - C. Friends of the Library Report
- VI. Unfinished Business**
  - A. Exclusion/First Warning Database
- VII. New Business**
  - A. New Board Member
- VIII. Upcoming Programs/Events**
  - Feb. 13 Library Book Club, HH 3pm
  - Feb. 20 Library/HH Closed for President's Day
  - Feb. 21 FOL meeting, HH 3:30pm
  - Feb. 22 Jigsaw Puzzle Competition
  - Feb. 24 Library/HH Closed for all day staff retreat
- IX. Unscheduled Business**

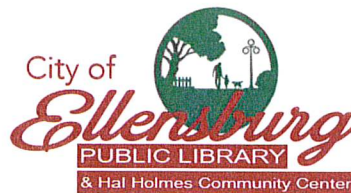
**Next regular meeting will be March 14, 2023**  
**Location: City Council Conference Room or ZOOM**

**CITY OF ELLENSBURG**

**Date of Meeting:**

**Time of Meeting:**

**Place of Meeting:**



**LIBRARY BOARD**

**December 13, 2022**

**4:30pm**

**Council Conference Room/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**

**I. CALL TO ORDER**

Blackson called the meeting to order at 4:32 pm.

**II. ATTENDANCE**

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

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Mary Holmgren, Julie Cloninger

VISITOR: None

STAFF: Josephine Camarillo

**III. APPROVAL OF AGENDA**

Motion made by Gray to approve the agenda, motion approved.

**IV. APPROVAL OF MINUTES**

Motion made by Gray to approve the December 2022 minutes, motion approved.

**V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS**

None

**VI. REPORTS**

A. Director's Report: (1) Staff changes were mentioned. (2) First puzzle tournament was held. (3) Staff in new roles in Adult Services have settled in. (4) The Christmas Storytime Party was a festive final event for 2022. (5) Hal Holmes hosted many events; it also served as a warming shelter. (6) Circulation was discussed. Budget Report: The end-of-the year budget was discussed. All is in order.

B. Friends of the Library Report: None

C. Friends of the Library Report: None

VII. UNFINISHED BUSINESS

- A. Topics for the upcoming Library Board Retreat were considered.
- B. Board appointments and a replacement will be brought to Council on January 17.

VIII. NEW BUSINESS

- A. The Exclusion and Trespass City Ordinance was presented for review.

IX. UPCOMING PROGRAMS/EVENTS

For January, the following have been scheduled: (1) Library Book Club meeting, (2) Friends of the Library meeting, (3) Children's storytime.

X. UNSCHEDULED BUSINESS

- A. None

XI. NEXT MEETING

February 14, 2023

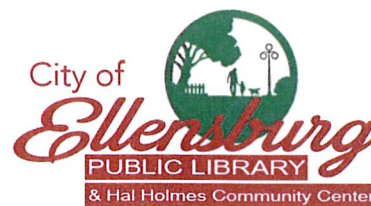
XII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:05.

Respectfully submitted,

Loretta Gray, Secretary

## LIBRARY DIRECTOR REPORT



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

**Meetings:** Staff, Supervisors, City Attorney, Morning Rotary, Arts Commission, CSLP

**Director:** Library will soon begin to send text messages when holds become available. We have a new Circulation Assistant, Ilmi Moen-Hamm. She started Feb. 1<sup>st</sup>. We are currently in the process of hiring a Youth Services Assistant and Library substitute. Library celebrated its 113<sup>th</sup> birthday on January 20.

### Adult Services:

Pyper and RJ are looking forward to a new team member! In the meantime, Christina and Jennifer have stepped in to help with the bulk of the vacated shifts. Kate has moved on to work with the Department of Forestry. Best wishes, Kate! Tax season is in full swing. As is proctoring. Reference Department has been busy assisting YVCC students with their test taking. There were 3,167 website visits. Pyper created a Libby trifold to smooth the transition from Overdrive to Libby.

### Youth Services:

It has been a full month. Families are really wanting and needing the library space for spending time and attending programs. Sub Dallas is being trained as a Storytime SUB. Lots of evening traffic on 1/20-1/24 as families participated in the Children's Missoula Theater. And the Discovery Lab published a book to add to the collection!

**Hal Holmes:** 60 events total: 3 Private event; 2 Non-Profit events; 55 sponsored

January was all about the kids this month at Hal Holmes. We were filled to the walls with young music appreciators enjoying the return of the Brown Bag Lunch Concert, with over 140 attendees for this hour-long event it showed us how valuable our performance space is and how needed activities are for young patrons. We also saw the return of the KEEN Winter Fair with well over 300 attendees for this family friendly event focused on the environment, science and community outreach. The Missoula Children's Theatre was another great success with a week of rehearsals and 2 live sold -out performances.



### Circulation:

| Circulation Statistics | Jan-23       | Dec-22        | % chg      | Jan-22       | % chg      | 2023 YTD     | 2022 YTD     | % chg      |
|------------------------|--------------|---------------|------------|--------------|------------|--------------|--------------|------------|
| Physical Items         | 11481        | 8998          | 27%        | 9774         | 17%        | 11481        | 9774         | 17%        |
| Electronic Items       | 4418         | 4005          | 9%         | 3972         | 10%        | 4418         | 3972         | 10%        |
| <b>TOTAL</b>           | <b>15899</b> | <b>13,003</b> | <b>18%</b> | <b>13746</b> | <b>14%</b> | <b>15899</b> | <b>13746</b> | <b>14%</b> |

Library Visits: 1355

New Cardholders: 129

Total Cardholders: 16,655

| CITY OF ELLENSBURG                                                       |           |         |         |         |        |           |         |         |         |
|--------------------------------------------------------------------------|-----------|---------|---------|---------|--------|-----------|---------|---------|---------|
| PRELIMINARY January 2023 Monthly Budget Update Report                    |           |         |         |         |        |           |         |         |         |
| For the One Month Ending January 31, 2023                                |           |         |         |         |        |           |         |         |         |
| Dept 023- Library                                                        | Monthly % |         |         | YTD     |        |           | Budget  |         |         |
|                                                                          | Budget    | January | Rev/Exp | Rev/Exp | YTD    | Remaining | Rev/Exp | YTD     | Rev/Exp |
| Revenues:                                                                |           |         |         |         |        |           |         |         |         |
| 001-023-341-81-30-000-000 Data/Word Processing, Printing -Photocopy      | 2,000     | 200     | 10.01%  | 10.01%  | 200    | 1,800     | 10.01%  | 10.01%  | 10.01%  |
| 001-023-347-20-30-000-000 Non-Residential Charges                        | 200       |         | 0.00%   | 0.00%   |        | 200       | 0.00%   | 0.00%   | 0.00%   |
| 001-023-347-20-31-000-000 Kittitas County Library Share                  | 111,000   |         | 0.00%   | 0.00%   |        | 111,000   | 0.00%   | 0.00%   | 0.00%   |
| 001-023-347-21-00-000-000 Interlibrary Use Fees                          | 8,884     | 15      | 0.17%   | 0.17%   | 15     | 8,869     | 0.17%   | 0.17%   | 0.17%   |
| 001-023-347-90-00-000-000 Proctor Fees                                   | 240       | 105     | 43.75%  | 43.75%  | 105    | 135       | 43.75%  | 43.75%  | 43.75%  |
| 001-023-359-70-30-000-000 Library Fines                                  |           | 240     | 0.00%   | 0.00%   | 240    | -240      | 0.00%   | 0.00%   | 0.00%   |
| 001-023-362-40-35-000-000 Hal Holmes Use Fees-Outside                    | 20,000    | 2,759   | 13.80%  | 13.80%  | 2,759  | 17,241    | 13.80%  | 13.80%  | 13.80%  |
| 001-023-362-53-00-000-000 Hal Holmes Lease Fees- Long Term               | 1,200     | 1,200   | 100.00% | 100.00% | 1,200  | 0         | 100.00% | 100.00% | 100.00% |
| 001-023-367-11-30-000-000 Donations- Library                             | 2,800     |         | 0.00%   | 0.00%   |        | 2,800     | 0.00%   | 0.00%   | 0.00%   |
| 001-023-369-10-30-000-000 Sale of Books                                  | 200       |         | 0.00%   | 0.00%   |        | 200       | 0.00%   | 0.00%   | 0.00%   |
| 001-023-369-90-30-000-000 Miscellaneous- Library                         | 1,000     | 17      | 1.66%   | 1.66%   | 17     | 983       | 1.66%   | 1.66%   | 1.66%   |
| Total Revenues                                                           | 147,524   | 4,536   | 3.07%   | 3.07%   | 4,536  | 142,988   | 3.07%   | 3.07%   | 3.07%   |
| Library                                                                  |           |         |         |         |        |           |         |         |         |
| Library Admin:                                                           |           |         |         |         |        |           |         |         |         |
| 001-023-572-10-10-000-000 Library Admin- Salaries and Wages              | 115,966   | 5,243   | 4.52%   | 4.52%   | 5,243  | 110,723   | 4.52%   | 4.52%   | 4.52%   |
| 001-023-572-10-20-000-000 Library Admin- Retirement                      | 12,049    | 518     | 4.30%   | 4.30%   | 518    | 11,531    | 4.30%   | 4.30%   | 4.30%   |
| 001-023-572-10-21-000-000 Library Admin- Fica/Medi                       | 8,872     | 392     | 4.42%   | 4.42%   | 392    | 8,480     | 4.42%   | 4.42%   | 4.42%   |
| 001-023-572-10-22-000-000 Library Admin- L&I                             | 330       | 11      | 3.45%   | 3.45%   | 11     | 319       | 3.45%   | 3.45%   | 3.45%   |
| 001-023-572-10-24-000-000 Library Admin- Medical Insurance               | 21,408    | 1,770   | 8.27%   | 8.27%   | 1,770  | 19,638    | 8.27%   | 8.27%   | 8.27%   |
| 001-023-572-10-24-001-000 Library Admin - VEBA Expense                   |           | 50      | 0.00%   | 0.00%   | 50     | -50       | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-10-26-000-000 Library Admin- Disability Insurance            | 488       |         | 0.00%   | 0.00%   |        | 488       | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-10-27-000-000 Library Admin- Life Insurance                  | 69        |         | 0.00%   | 0.00%   |        | 69        | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-10-27-000-000 Library Admin- Life Insurance                  | 187       | 11      | 6.11%   | 6.11%   | 11     | 176       | 6.11%   | 6.11%   | 6.11%   |
| 001-023-572-10-28-000-000 Library Admin- Paid Medical Leave              | 1,000     | 25      | 2.50%   | 2.50%   | 25     | 975       | 2.50%   | 2.50%   | 2.50%   |
| 001-023-572-10-49-000-000 Library Admin- Miscellaneous                   |           |         |         |         |        |           |         |         |         |
| Total Library Admin                                                      | 160,369   | 8,020   | 5.00%   | 5.00%   | 8,020  | 152,349   | 5.00%   | 5.00%   | 5.00%   |
| Library (Public Service):                                                |           |         |         |         |        |           |         |         |         |
| 001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages   | 528,752   | 19,092  | 3.61%   | 3.61%   | 19,092 | 509,660   | 3.61%   | 3.61%   | 3.61%   |
| 001-023-572-21-11-000-000 Library (Public Service)- Overtime             | 13,900    |         | 0.00%   | 0.00%   |        | 13,900    | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-21-20-000-000 Library (Public Service)- Retirement           | 56,390    | 1,806   | 3.20%   | 3.20%   | 1,806  | 54,584    | 3.20%   | 3.20%   | 3.20%   |
| 001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi            | 41,524    | 1,470   | 3.54%   | 3.54%   | 1,470  | 40,054    | 3.54%   | 3.54%   | 3.54%   |
| 001-023-572-21-22-000-000 Library (Public Service)- L&I                  | 3,618     | 201     | 5.55%   | 5.55%   | 201    | 3,417     | 5.55%   | 5.55%   | 5.55%   |
| 001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance    | 140,163   | 11,687  | 8.34%   | 8.34%   | 11,687 | 128,476   | 8.34%   | 8.34%   | 8.34%   |
| 001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense         |           | 50      | 0.00%   | 0.00%   | 50     | -50       | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance | 2,291     |         | 0.00%   | 0.00%   |        | 2,291     | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-21-27-000-000 Library (Public Service)- Life Insurance       | 767       |         | 0.00%   | 0.00%   |        | 767       | 0.00%   | 0.00%   | 0.00%   |
| 001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave   | 881       | 42      | 4.81%   | 4.81%   | 42     | 839       | 4.81%   | 4.81%   | 4.81%   |
| 001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits        | 12,600    | 375     | 2.98%   | 2.98%   | 375    | 12,225    | 2.98%   | 2.98%   | 2.98%   |
| 001-023-572-21-31-000-000 Library (Public Service)- Supplies             | 8,000     | 408     | 5.10%   | 5.10%   | 408    | 7,592     | 5.10%   | 5.10%   | 5.10%   |

| CITY OF ELLENSBURG                                                            |           |         |         |         |        |           |         |        |         |
|-------------------------------------------------------------------------------|-----------|---------|---------|---------|--------|-----------|---------|--------|---------|
| PRELIMINARY January 2023 Monthly Budget Update Report                         |           |         |         |         |        |           |         |        |         |
| For the One Month Ending January 31, 2023                                     |           |         |         |         |        |           |         |        |         |
|                                                                               | Monthly % |         |         | YTD     |        |           | Budget  |        |         |
|                                                                               | Budget    | January | Rev/Exp | Rev/Exp | YTD    | Remaining | Rev/Exp | YTD %  | Rev/Exp |
| 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    |         | 0.00%   |         |        | 10,000    |         | 0.00%  |         |
| 001-023-572-21-41-000-007 Public Services (Library)- Database Licensing       | 12,500    |         | 0.00%   |         |        | 12,500    |         | 0.00%  |         |
| 001-023-572-21-42-000-000 Library (Public Service)- Communications            | 4,000     | 242     | 6.04%   |         | 242    | 3,758     |         | 6.04%  |         |
| 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     |         | 0.00%   |         |        | 4,200     |         | 0.00%  |         |
| 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     | 175     | 17.15%  |         | 175    | 845       |         | 17.15% |         |
| 001-023-572-21-64-000-000 Library (Public Service)- Library Materials         | 4,675     | 1,073   | 22.96%  |         | 1,073  | 3,602     |         | 22.96% |         |
| 001-023-572-21-64-000-001 Library (Public Services)- Adult Books              | 18,100    | 826     | 4.56%   |         | 826    | 17,274    |         | 4.56%  |         |
| 001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type         | 5,300     | 56      | 1.06%   |         | 56     | 5,244     |         | 1.06%  |         |
| 001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals        | 7,375     | 801     | 10.86%  |         | 801    | 6,574     |         | 10.86% |         |
| 001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books        | 3,000     |         | 0.00%   |         |        | 3,000     |         | 0.00%  |         |
| 001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music        | 3,000     |         | 0.00%   |         |        | 3,000     |         | 0.00%  |         |
| 001-023-572-21-64-000-006 Library (Public Services)- Adult DVD                | 3,000     |         | 0.00%   |         |        | 3,000     |         | 0.00%  |         |
| 001-023-572-21-64-000-008 Library (Public Services)- Adult Non-Electronics    | 16,000    | 15,969  | 99.80%  |         | 15,969 | 31        |         | 99.80% |         |
| 001-023-572-21-64-000-009 Library (Public Services)- Juvenile Books           | 8,750     | 599     | 6.84%   |         | 599    | 8,151     |         | 6.84%  |         |
| 001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books     | 3,000     |         | 0.00%   |         |        | 3,000     |         | 0.00%  |         |
| 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%   |         |        | 1,200     |         | 0.00%  |         |
| 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 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%   |         |        | 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  | 2,306     | 192     | 8.33%   |         | 192    | 2,114     |         | 8.33%  |         |
| 001-023-572-21-95-502-550 Library (Public Service)- Interfund Computer Rental | 21,932    | 1,828   | 8.33%   |         | 1,828  | 20,104    |         | 8.33%  |         |
| 001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support      | 80,337    | 6,695   | 8.33%   |         | 6,695  | 73,642    |         | 8.33%  |         |
| 001-023-591-72-70-000-000 Library - Leases GASB 87                            |           | 132     | 0.00%   |         | 132    | -132      |         | 0.00%  |         |
| Total Library (Public Service)                                                | 1,024,481 | 63,719  | 6.22%   |         | 63,719 | 960,762   |         | 6.22%  |         |
| Library (Organization of Materials):                                          |           |         |         |         |        |           |         |        |         |
| 001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies       | 2,750     |         | 0.00%   |         |        | 2,750     |         | 0.00%  |         |
| 001-023-572-22-41-000-000 Library (Organization of Materials)- Prof Services  | 19,355    |         | 0.00%   |         |        | 19,355    |         | 0.00%  |         |
| Total Library (Organization of Materials)                                     | 22,105    |         | 0.00%   |         |        | 22,105    |         | 0.00%  |         |

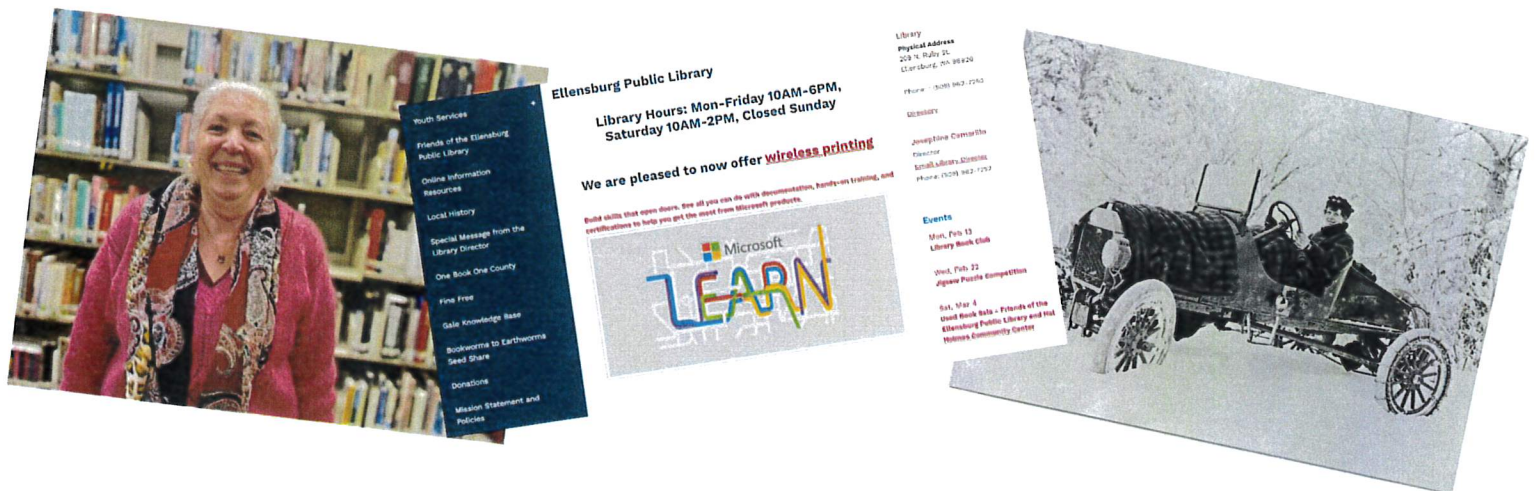
| CITY OF ELLENSBURG                                                    |           |         |                      |        |                     |                  |
|-----------------------------------------------------------------------|-----------|---------|----------------------|--------|---------------------|------------------|
| PRELIMINARY January 2023 Monthly Budget Update Report                 |           |         |                      |        |                     |                  |
| For the One Month Ending January 31, 2023                             |           |         |                      |        |                     |                  |
|                                                                       | Budget    | January | Monthly %<br>Rev/Exp | YTD    | Budget<br>Remaining | YTD %<br>Rev/Exp |
| 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%            |
| Total Donation Expenditures                                           | 4,608     |         | 0.00%                |        | 4,608               | 0.00%            |
| Library Training:                                                     |           |         |                      |        |                     |                  |
| 001-023-572-40-43-000-000 Library Training- Travel                    | 2,000     |         | 0.00%                |        | 2,000               | 0.00%            |
| 001-023-572-40-49-000-000 Library Training- Miscellaneous             | 3,018     |         | 0.00%                |        | 3,018               | 0.00%            |
| Total Library Training                                                | 5,018     |         | 0.00%                |        | 5,018               | 0.00%            |
| Library Facilities:                                                   |           |         |                      |        |                     |                  |
| 001-023-572-50-48-000-000 Library Facilities- Repairs and Maintenance |           | 669     | 0.00%                | 669    | -669                | 0.00%            |
| 001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rent  | 77,990    | 6,499   | 8.33%                | 6,499  | 71,491              | 8.33%            |
| Total Library Facilities                                              | 77,990    | 7,168   | 9.19%                | 7,168  | 70,822              | 9.19%            |
| Hal Holmes:                                                           |           |         |                      |        |                     |                  |
| 001-023-575-50-31-000-000 Hal Holmes- Office Supplies                 | 2,000     |         | 0.00%                |        | 2,000               | 0.00%            |
| 001-023-575-50-35-000-000 Hal Holmes- Small Tools                     | 1,500     |         | 0.00%                |        | 1,500               | 0.00%            |
| 001-023-575-50-41-000-000 Hal Holmes- Professional Services           | 1,450     |         | 0.00%                |        | 1,450               | 0.00%            |
| 001-023-575-50-42-000-000 Hal Holmes- Communications                  | 1,000     | 30      | 3.03%                | 30     | 970                 | 3.03%            |
| 001-023-575-50-45-000-000 Hal Holmes- Rentals                         | 400       |         | 0.00%                |        | 400                 | 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     | 1,544     | 129     | 8.33%                | 129    | 1,415               | 8.33%            |
| 001-023-575-50-98-535-000 Hal Holmes- Repairs and Maintenance         | 15,522    | 1,294   | 8.33%                | 1,294  | 14,229              | 8.33%            |
| Total Hal Holmes                                                      | 23,616    | 1,452   | 6.15%                | 1,452  | 22,164              | 6.15%            |
| Total Library                                                         | 1,318,187 | 80,360  | 6.10%                | 80,360 | 1,237,827           | 6.10%            |

## Adult Services 2023 Goals and 2022 Highlights

### 2022 Goals Met and Highlights

#### Reference Services:

- ✓ Continued to keep the library clean and sanitized and to keep our staff and patrons safe from Covid-19
- ✓ Worked with City to update the City's webpage, then the Library's webpage
- ✓ Social Media: Local History TBT and Adult Programming
- ✓ Continued to grow and promote Adult programming-Summer Reading, Oculus, Escape Rooms
- ✓ Resumed test proctoring
- ✓ Managed circulation of hot spots and laptops
- ✓ Regina Tipton-Llamas moved into the position of Technical Services Supervisor after almost 10 years as Reference Associate/Local Historian and 4+ years as a Reference Supervisor
- ✓ Pyper Stever transitioned into the role of Reference Supervisor
- ✓ Rez Hermann retired



#### Local History:

- ✓ Organized shelves and collections in the basement archives.
- ✓ Continued with the repackaging, labeling, and organizing of Daily Record negatives in the hopes that we can: (see below)
- ✓ RJ Woods has assumed Local History duties

#### Collection Development:

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

## 2023 Goals

### Reference Services:

- Culture of Connection, make it a priority to learn names, greet and engage patrons entering the department, build relationships
- Take on primary adult materials displays with the specific goal of promoting collection
- Welcome new team member and train
- New computers in lab and reconfigure to align with usage and monitoring needs, evaluate/reassess usage limits
- Social Media-Continue with Throw Back Thursday and Adult Programming, add Bookends and Highlight/Spotlight to promote materials and services
- Receive training on the grant writing process and apply for grants
- Participate in staff, local, regional, and virtual training opportunities and promote training opportunities to staff
- Establish one in-person program and one passive program per month
- Attend WLA annual conference and write one article for Alki
- Continue to participate in Kittfam
- Acquire more hotspots

### Local History:

- RJ continue to train with Regina in Local History

### Collection Development:

- Continue to train with Regina in Collection Development
- Keep current on journals, literature, and blogs for articles, book reviews, and library trends to support collection development as well as readers' advisory
- Explore Booklist
- Database evaluation



## ELLENSBURG PUBLIC LIBRARY

### **Circulation Department**

#### 2022 HIGHLIGHTS AND GOALS

##### **Highlights**

- \*Checked out almost 120,000 items during the course of the year...Self check machines in better repair
- \*Mostly restored our ILL service (waking up) on to steadier ground
- \*Served public through incremental increases in Library visits each month
- \*Began unseen Horizon tune up behind the scenes

##### **Goals**

- Continue taking whole of Circ staff through the statistic gathering process
- Obtain additional staffing support in Circ for Storytimes/Summer Reading
- Implement SMS (text) notifications for patron holds
- Take steps to restore Homebound service (with VR availability)

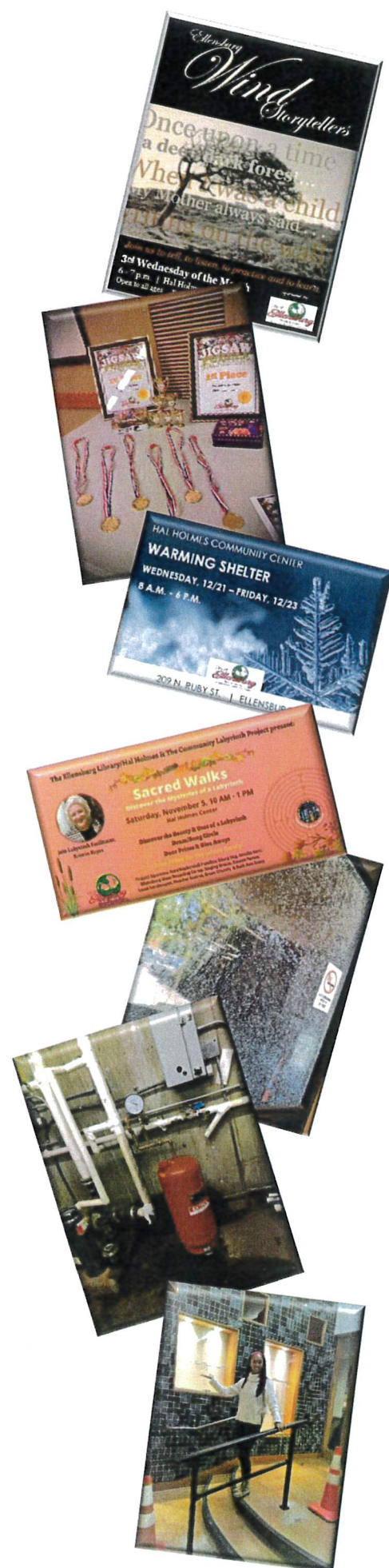
# Hal Holmes Community Center

## Highlights of 2022

- 592 EVENTS! That is an 56% increase in meetings and events. Reservations are down 25% from pre-pandemic times (2019). We are seeing a decrease in cancellations at the end of 2022, but at the beginning that was a major factor in play for increased cancellation in both the public and private sector. Reservation totals - 498 Sponsored, 38 Non-Profit, and 56 Gov't & Private events.
- EPL/HH purchased a large Bluetooth speaker system and will be looking into acquiring an additional Bluetooth system this year for use in children's programming and for HH events.
- The past year brought in new and re-occurring community events and a return of the old favorites including: CWU's The Good Life Ethics Lab, Cultural Conversations, Ellensburg Wind Storytellers, EPL's Children's Storytime, KCELC STREAM, The American Red Cross Blood Drive, KC Audubon Society, Toastmasters, Kiwanis Dances, and the Spanish Conversation Club which is now playing host to an average of 12-16 participants weekly!
- Hal Holmes is working with the Reference Department to host an adult Jig Saw Puzzle competition. In December we hosted a trial run we received good feedback from the test group and will carry on with the 5-part series through 2023. FOL is purchasing the puzzles.
- We hosted multiple days of the Hot and Cold Weather Shelter for the public during emergencies.
- Facilities – The heating system for EPL broke during the severe cold snap in December and was repaired. Some of the plumbing fixture in the restrooms are coming of age and have been replaced with more needing replacement soon. A window was shattered by a possible pellet and was replaced. A handrail was installed in the lobby to assist with additional visual cues to prevent falls. The parking lot was repainted.

## Goals for 2022

- Replace aging audio and video equipment. Purchase new HDMI projector for the AV cart.
- Update the website to make it more customer service friendly and provide information for hosting web meetings - what equipment we offer and what they will need to supply.
- Paint and repair the exterior of Hal Holmes. Restore the Halperin Mural on the side of Hal Holmes.
- Equipment will need to be refinished or replaced this year due to excessive bleach exposure during COVID and normal wear and tear.



## Hal Holmes Events Billing Categories From 2016 - 2022

### 2016

|                     |            |
|---------------------|------------|
| Private/Govt        | 149        |
| Non-Profit          | 227        |
| Sponsored           | 581        |
| <b>Total events</b> | <b>957</b> |

### 2017

|                     |            |
|---------------------|------------|
| Private/Govt        | 143        |
| Non-Profit          | 193        |
| Sponsored           | 585        |
| <b>Total events</b> | <b>921</b> |

### 2018 – Morgan middle auditorium re-opened

|                     |            |
|---------------------|------------|
| Private/Govt        | 116        |
| Non-Profit          | 110        |
| Sponsored           | 614        |
| <b>Total events</b> | <b>840</b> |

### 2019

|                     |            |
|---------------------|------------|
| Private/Govt        | 86         |
| Non-Profit          | 58         |
| Sponsored           | 585        |
| <b>Total Events</b> | <b>729</b> |

### 2020 – Global Pandemic sweeps the Earth and ruins everyone's plans.

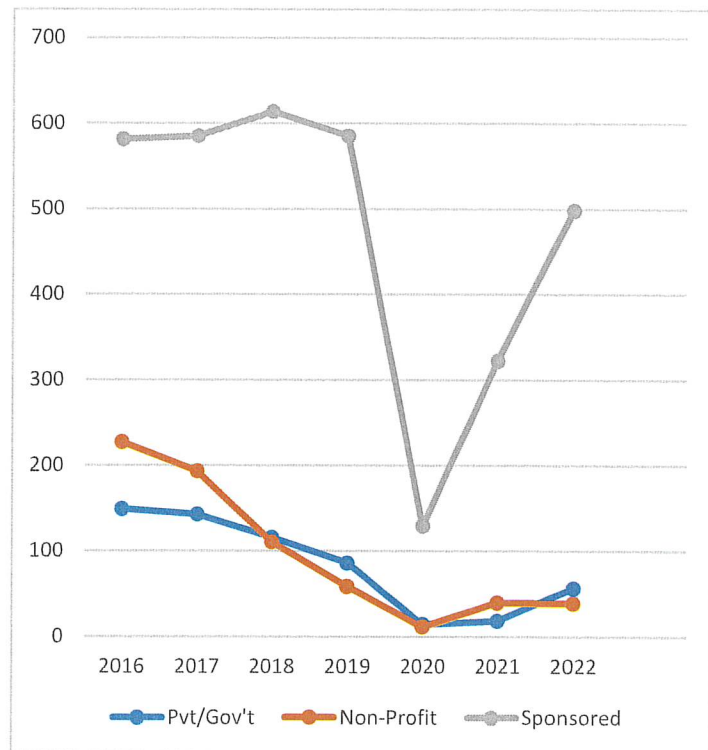
|                     |            |
|---------------------|------------|
| Private/Govt        | 14         |
| Non-Profit          | 11         |
| Sponsored           | 129        |
| <b>Total Events</b> | <b>154</b> |

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

|                     |            |
|---------------------|------------|
| Private/Govt        | 18         |
| Non-Profit          | 39         |
| Sponsored           | 322        |
| <b>Total Events</b> | <b>379</b> |

### 2022 – Events are up 56% from 2021, down 25% from 2019. Hybrid meetings are still an option for many groups. Cancellations due to illness or for precaution were continuing through 2022 and were reducing by the end of the year.

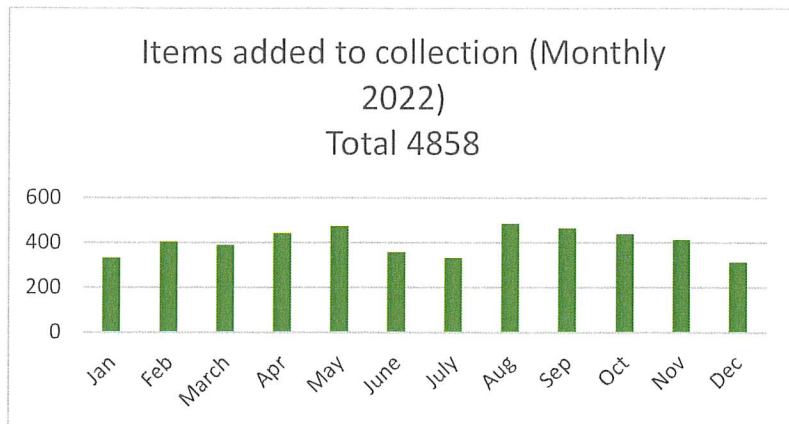
|                     |            |
|---------------------|------------|
| Private/Govt        | 56         |
| Non-Profit          | 38         |
| Sponsored           | 498        |
| <b>Total Events</b> | <b>592</b> |



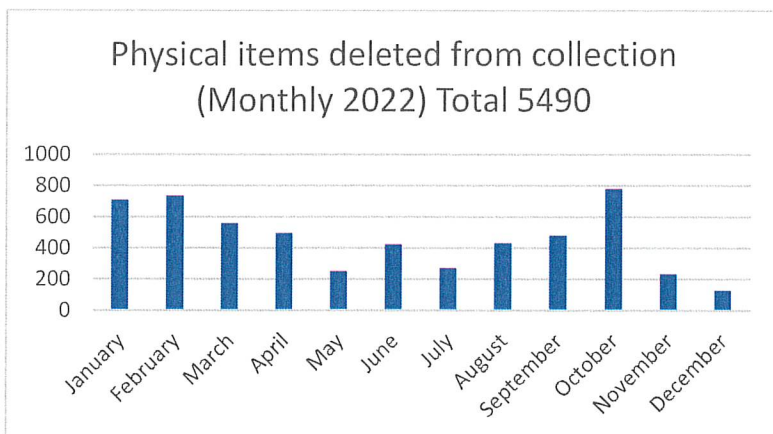
## Technical Services

### Highlights for 2022

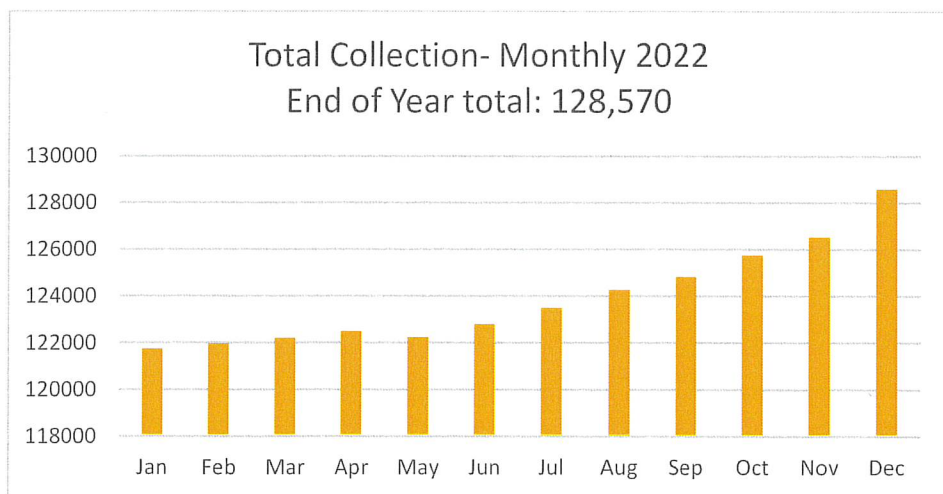
**ADDED ITEMS:** We added 4,858 physical items in 2022 compared to 4,469 in 2021. An increase of 8.7%



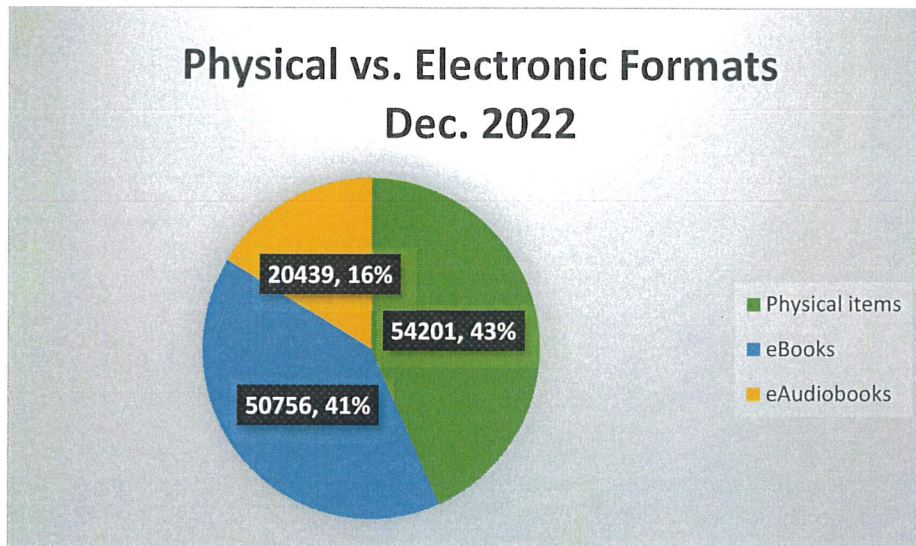
**DELETED ITEMS:** We deleted 5,490 physical items in 2022 compared to 4,973 in 2021. An increase of 10.4%



**TOTAL ITEMS:** We ended 2022 with 7,034 more items in the collection (Physical and electronic) from the end of 2021. This is an increase of 5.8%



FORMATS: We ended 2022 with 54,201 physical items in the library and access to 71,195 electronic items. We have access to 31% more electronic format items (eBooks and eAudiobooks)



2022 was a huge year in Technical Services.

- ✓ Christina facilitated the transition of Interlibrary Loan duties to Circ. Staff.
- ✓ At the end of October, Carol Pederson retired and Regina Tipton-Llamas moved into the Supervisor position (November 1).
- ✓ Before she left Carol, created and or updated almost 50 procedures, making for a smoother transition for Regina.
- ✓ Regina and Christina rearranged the cataloging area to meet space needs.
- ✓ At the end of December, Rezvanye Hermann retired, leaving the Technical Services department short a 5-6 hour a week processor.
- ✓ Christina picked up the slack as Regina began learning all the aspects of her new position.

## GOALS FOR 2023

- ❖ Regina learns all the aspects of the Technical Services Supervisor position.
- ❖ Regina gets trained on SirsiDynix Horizon for cataloging.
- ❖ Regina gets trained on SirsiDynix Enterprise, which is the public-facing catalog (OPAC).
- ❖ Christina continues copy-cataloging duties as well as processing and mending items.
- ❖ Technical Services receives 5-6 hours weekly of processing/mending assistance from staff.
- ❖ Regina continues training Pyper in Reference Supervisor duties.
- ❖ Regina continues training RJ with Local History.

# 2022 Youth Services Highlights



## Summer Reading Program!



| Year | # weeks      | # registered      | Child participation                              | Teen participation                | Participation Total                    |
|------|--------------|-------------------|--------------------------------------------------|-----------------------------------|----------------------------------------|
| 2017 | 6            | 709               | 1675                                             | 209                               | 1884                                   |
| 2018 | 7            | 739               | 1681                                             | 274                               | 1955                                   |
| 2019 | 9            | 1030              | 2383                                             | 212                               | 2595                                   |
| 2020 | # weeks<br>7 | Registered<br>277 | Activity bags for youth & teens<br>6 Total = 900 | Online Programming<br>Totals= 736 | Youth prizes = 158<br>Teen prizes = 38 |
| 2021 | 7            | 528               | Participant- 1,873<br>Youth Raffle - 882         | 169<br>Raffle = 86                | 2,042<br>Raffle = 968                  |
| 2022 | 7            | 668               | 2,810                                            | 275                               | 3,085<br>Raffle = 935                  |

## Director: 2022 Highlights and 2023 Goals

### 2022 HIGHLIGHTS

#### PROGRAMS

- Library Book Club started up again
- Spanish Conversation Club started up again
- Seed library commences
- Hotspots and laptops available for checkout
- Hosted authors Matthew Sullivan and Rachael Brown
- Jigsaw Puzzle Tournament was a great success

#### BUDGET

- At the end of the year, the Library/HH came well under budget.
- Library was bequeathed funds from Clemet Staloch estate

#### REGULAR OPERATIONS

- Finalized and approved Patron Exclusion Policy
- Finalized and approved Collection Development Policy
- Mission/Vision and library policies posted on website
- Reviewed and gave input on new city code/ordinance 5.70 Regulating Public Camping

#### COMMISSIONS/COMMITTEES/SERVICE CLUBS

- Continued to be Arts Commission Liaison
- Ellensburg Morning Rotary Club member

#### OUTREACH

- Library/HH lobby Peace Tree display featured
- Continue to foster collaborations with CWU with Cultural Conversations, One Book One County and other various events/programs.
- Staff presented Seed Library to Rotary
- Attend WSL DEI symposium

### 2023 (and beyond) GOALS

- Better support staff to improve morale and alleviate stress.
- Implement Staff Care Program
- Continue to update and post policies/procedures
- Create new position- Library Reference Specialist
- Create Library Signature Event
- Begin process of Library Expansion Project
  - Fundraising
  - Blueprints
  - Dept. of Commerce-Library Capital Improvement Grant Program

