

209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
4:30pm, Tuesday, March 14, 2023
City Council Chamber
Join Zoom Meeting

<https://us02web.zoom.us/j/89557249728?pwd=OWVwbDIxTTNXRG1NZ2F0TGJoeDJvQT09>

Meeting ID: 895 5724 9728

Passcode: 789547

One tap mobile

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+12532158782,,89557249728#,,,,*789547# US (Tacoma)

AGENDA

- I. Call to order, welcome guests**
- II. Approval of the Agenda**
- III. Approval of February 2023 minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends of the Library Report
- VI. Unfinished Business**
 - A. None
- VII. New Business**
 - A. Staff Retreat Report
 - B. Library Board City Emails
 - C. WINcident
- VIII. Upcoming Programs/Events**
 - March 13 Library Book Club, HH 3pm
 - March 20-24 Spring Break (schools)
 - March 21 FOL meeting, HH 3:30pm
- IX. Unscheduled Business**

Next regular meeting will be April 11, 2023
Location: City Council Conference Room or ZOOM

Board emails:

Mary James mary.james@ci.ellensburg.wa.us

Loretta Gray loretta.gray@ci.ellensburg.wa.us

Maurice Blackson maurice.blackson@ci.ellensburg.wa.us

Andrea Sledge andrea.sledge@ci.ellensburg.wa.us

Andreina Delgado andreina.delgado@ci.ellensburg.wa.us

Mary Holmgren mary.holmgren@ci.ellensburg.wa.us

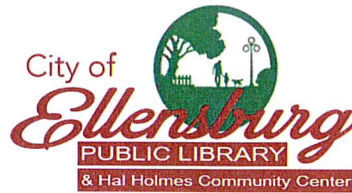
Melina Meador melina.meador@ci.ellensburg.wa.us

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

February 14, 2023

4:30 p.m.

City Council Chamber

Marty Blackson, Chair, term expires December 31, 2027

Loretta Gray, Secretary, term expires December 31, 2027

Mary Holmgren, term expires December 31, 2026

Andreina Delgado, term expires December 31, 2023

VACANT, term expires December 31, 2024

Andrea Sledge, term expires December 31, 2026

Mary James, term expires December 31, 2027

I. CALL TO ORDER

Blackson called the meeting to order at 4:35pm.

II. ATTENDANCE

PRESENT: Marty Blackson, Andreina Delgado, Mary Holmgren, Mary James, Andrea Sledge

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Loretta Gray

VISITOR: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

Board member Holmgren made the motion to approve the agenda, which was seconded. Motion passed 5-0, motion approved.

IV. APPROVAL OF MINUTES

Board member James made the motion to approve January minutes, which was seconded. Motion passed 5-0, motion approved.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

- A. Director's Report: (1) Staff changes were mentioned. (2) The Library celebrated its 113th birthday on January 20. (3) Youth Services had a busy month. (4) Hal Holmes hosted 60 events in January. (5) Circulation was discussed.

B. Budget Report: All looks good.

C. Friends of the Library Report: Monthly book sales are going well. Annual membership drive and member celebration meeting held on January 17, 2023.

VII. UNFINISHED BUSINESS

A. Exclusion/First Warning Database: City has new internal database to record people trespassed from city buildings. A new form also created to record trespass details.

VIII. NEW BUSINESS

A. Library Board interview panel met and interviewed three well qualified candidates on February 8, 2023. Panel recommends to council to appoint Melina Meador to Library Board.

IX. UPCOMING PROGRAMS/EVENTS

For February, the following have been scheduled: (1) Library Book Club meeting, (2) Friends of the Library meeting, (3) Jigsaw puzzle competition. A day-long staff retreat will take place on February 24.

X. UNSCHEDULED BUSINESS

A. None

XI. NEXT MEETING

March 14, 2023

XII. ADJOURNMENT

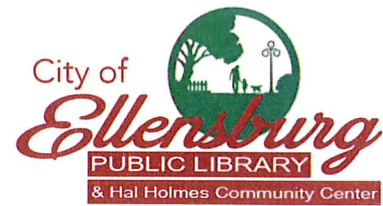
With no further discussion, meeting adjourned by Blackson at 5:02pm.

Respectfully submitted,

Josephine Camarillo, Staff

LIBRARY DIRECTOR REPORT

TO: Library Board, City Manager, City Attorney
FROM: Josephine Camarillo, Library Director
DATE: March 2023



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

Director: Library welcomes two new staff members Sophia Smith and Jenny Humphrey. Unfortunately, we'll be saying good-bye to Jennifer Innes as she'll be moving back to Michigan. Her last day will be April 7. I attended the Public Library Director's meeting that was held Feb. 2-3 in Seattle.

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. Mr. McCloskey's class has visited the library for local history research on five separate occasions. Pyper met with Sue to begin planning for 2023's Summer Reading Program. Pyper created a Computer Usage Quick Guide for staff reference and RJ created a WINcident Report form for staff use. There were nearly 300 attendees over the course of the month at both sponsored and co-sponsored events.

Technical Services: 342 physical items added to the collection, 385 physical items deleted from the collection during the last month. Regina is still searching for SirsiDynix Enterprise training.

Youth Services: Looking forward to an Assistant in the department (whew!). Sub Dallas is being trained as a Storytime SUB. The passive activities continue to be popular stations for children and families.

Hal Holmes: 55 events total: 3 Private event; 1 Non-Profit events; 51 sponsored
February was a heavily sponsored event month with a few meetings from City Hall. Jigsaw puzzle competition was successful with people waiting to sign up for the next round in April. Kiwanis Club held their annual family Valentine dance. Due to the success of Brown Bag lunch concert series, a new event has begun in partnership with the CWU Music Department called Family Fun with Bach, musicians play tunes in the evening while families enjoy a picnic style dinner at Hal Holmes.

Circulation:

Circulation Statistics	Feb-23	Jan-23	% chg	Feb-22	% chg	2023 YTD	2022 YTD	% chg
Physical Items	9832	11481	-15%	8682	13%	21313	18456	15%
Electronic Items	3992	4418	-11%	3543	11%	8410	7515	11%
TOTAL	13824	15,899	-15%	12225	12%	29723	25971	13%

Library Visits: 10,060

New Cardholders: 117

Total Cardholders: 16,769



Please be aware 2022 fiscal year-end is being processed. Figures don't include actual YTD Beginning Fund Balances or cash accounts.

CITY OF ELLENSBURG									
Preliminary February 2023 Monthly Budget Update Report									
For the Two Months Ending Tuesday, February 28, 2023									
Dept 023- Library	Monthly %			16.67% of year complete			12.50% of payrolls complete		
	Budget	February	Rev/Exp	YTD	Remaining	Budget	YTD	Rev/Exp	YTD %
Revenues:									
001-023-333-45-31-000-000 Federal Indirect Grant-Prof Development		151	0.00%	151	-151				0.00%
001-023-341-81-30-000-000 Data/Word Processing, Printing -Photocopy	2,000	163	8.14%	363	1,637				18.15%
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		0.00%		111,000				0.00%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	3	0.03%	18	8,866				0.20%
001-023-347-90-00-000-000 Proctor Fees	240	20	8.33%	125	115				52.08%
001-023-359-70-30-000-000 Library Fines		480	0.00%	719	-719				0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees-Outside	20,000	2,026	10.13%	4,785	15,215				23.93%
001-023-362-53-00-000-000 Hal Holmes Lease Fees- Long Term	1,200		0.00%	1,200	0				100.00%
001-023-367-11-30-000-000 Donations- Library	2,800	11	0.39%	11	2,789				0.39%
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	18	1.85%	35	965				3.51%
Total Revenues	147,524	2,872	1.95%	7,408	140,116				5.02%
Library Expenditures									
Library Admin:									
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	115,966	9,962	8.59%	15,205	100,761				13.11%
001-023-572-10-20-000-000 Library Admin- Retirement	12,049	1,035	8.59%	1,553	10,496				12.89%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	8,872	744	8.38%	1,135	7,737				12.80%
001-023-572-10-22-000-000 Library Admin- L&I	330	25	7.65%	37	293				11.10%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	21,408	1,770	8.27%	3,539	17,869				16.53%
001-023-572-10-24-001-000 Library Admin - VEBA Expense		100	0.00%	150	-150				0.00%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	488	45	9.27%	45	443				9.27%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	6	8.33%	6	63				8.33%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	187	22	11.60%	33	154				17.72%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000		0.00%	25	975				2.50%
Total Library Admin	160,369	13,708	8.55%	21,728	138,641				13.55%
Library (Public Service):									
001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	528,752	39,365	7.44%	58,457	470,295				11.06%
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	56,390	3,868	6.86%	5,675	50,715				10.06%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	41,524	3,037	7.31%	4,508	37,016				10.86%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,618	475	13.14%	676	2,942				18.68%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	140,163	11,687	8.34%	23,374	116,789				16.68%
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense		100	0.00%	150	-150				0.00%
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,291	135	5.89%	135	2,156				5.89%
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	767	40	5.25%	40	727				5.25%
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	881	88	9.94%	130	751				14.75%

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CITY OF ELLENSBURG									
Preliminary February 2023 Monthly Budget Update Report									
For the Two Months Ending Tuesday, February 28, 2023									
	Monthly %			YTD			YTD %		
	Budget	February	Rev/Exp	Budget	February	Rev/Exp	Budget	Remaining	Rev/Exp
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	825	6.55%	1,200	11,400	9.52%			
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	694	8.67%	1,102	6,898	13.77%			
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	1,001	10.01%	1,001	8,999	10.01%			
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500	312	2.50%	312	12,188	2.50%			
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	170	4.24%	411	3,589	10.28%			
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	101	9.92%	276	744	27.07%			
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675	537	11.48%	1,610	3,065	34.44%			
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	1,827	10.09%	2,653	15,447	14.66%			
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300	85	1.61%	141	5,159	2.67%			
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	80	1.08%	881	6,494	11.94%			
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	126	4.21%	126	2,874	4.21%			
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-Electronics	16,000		0.00%	15,969	31	99.80%			
001-023-572-21-64-000-009 Library (Public Services)- Juvenile Books	8,750	939	10.73%	1,538	7,212	17.57%			
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	125	10.45%	125	1,075	10.45%			
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 Service)- 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%	384	1,922	16.67%			
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comprtr Rental	21,932	1,828	8.33%	3,655	18,277	16.67%			
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	80,337	6,695	8.33%	13,390	66,948	16.67%			
001-023-591-72-70-000-000 Library - Leases GASB 87		251	0.00%	383	-383	0.00%			
Total Library (Public Service)	1,024,481	74,582	7.28%	138,301	886,180	13.50%			
Library (Organization of Materials):									
001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750	747	27.18%	747	2,003	27.18%			
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	747	3.38%	747	21,358	3.38%			

complete for year

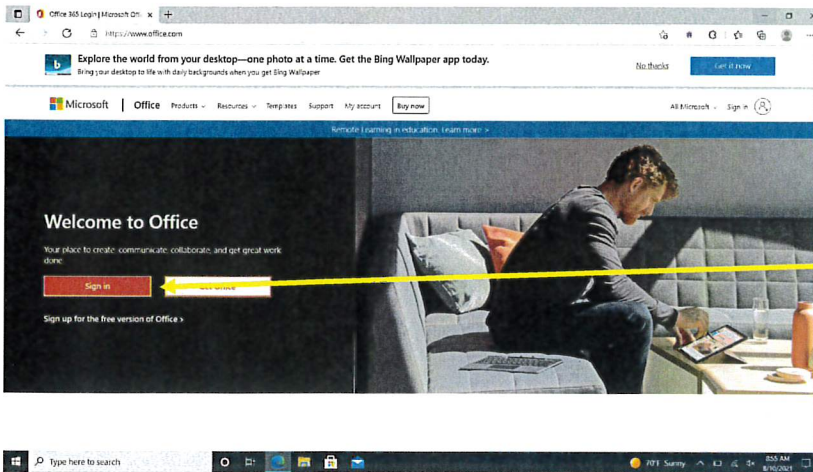
Ending Fund Balance accounts in the YTD column only display the fund balance impact of 2023 activity, rather than the balance at 12/31.

Please be aware 2022 fiscal year-end is being processed. Figures don't include actual YTD Beginning Fund Balances or cash accounts.

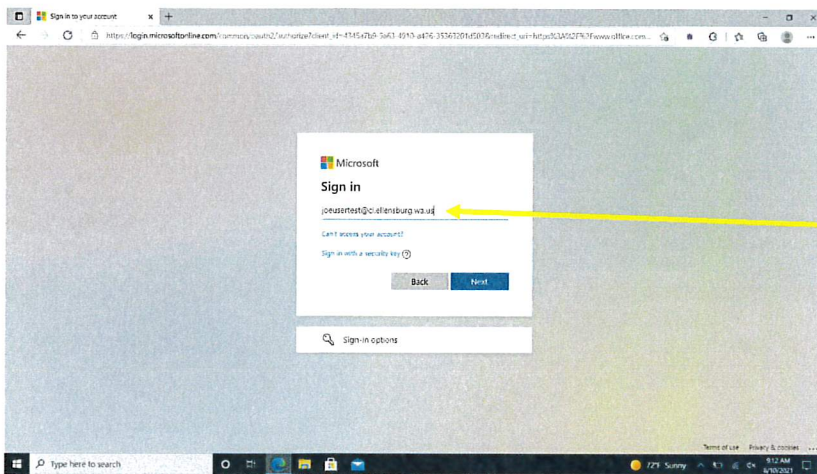
CITY OF ELLENSBURG									
Preliminary February 2023 Monthly Budget Update Report									
For the Two Months Ending Tuesday, February 28, 2023									
16.67% of year complete									
12.50% of payrolls complete									
	Budget	February	Monthly % Rev/Exp	YTD	Budget	Remaining	YTD % Rev/Exp		
Donation 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	400	13.25%	400	2,618		13.25%		
Total Library Training	5,018	400	7.97%	400	4,618		7.97%		
Library Facilities:									
001-023-572-50-41-000-000 Library Facilities- Professional Services	2,500		0.00%	2,500	-2,500		0.00%		
001-023-572-50-42-000-000 Library Facilities- Communications	287		0.00%	287	-287		0.00%		
001-023-572-50-47-000-000 Library Facilities- Utilities	2,584		0.00%	2,584	-2,584		0.00%		
001-023-572-50-48-000-000 Library Facilities- Repairs and Maintenance	407		0.00%	1,077	-1,077		0.00%		
001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rent	77,990	6,499	8.33%	12,998	64,992		16.67%		
Total Library Facilities	77,990	12,277	15.74%	19,446	58,544		24.93%		
Hal Holmes:									
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	186	9.31%	186	1,814		9.31%		
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%	61	939		6.06%		
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		1,568	0.00%	1,568	-1,568		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%	257	1,287		16.67%		
001-023-575-50-98-535-000 Hal Holmes- Repairs and Maintenance	15,522	1,294	8.33%	2,587	12,935		16.67%		
Total Hal Holmes	23,616	3,206	13.58%	4,659	18,957		19.73%		
Total Library	1,318,187	104,921	7.96%	185,281	1,132,906		14.06%		

Board

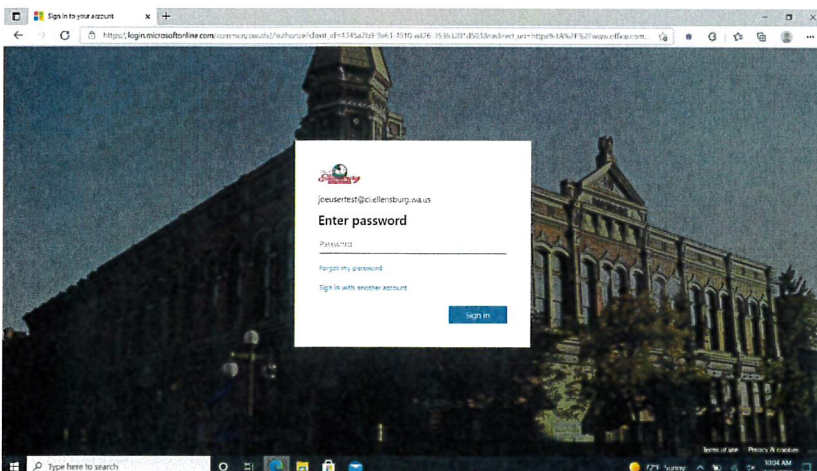
First Login Instructions for DEI Members with New Ellensburg Accounts



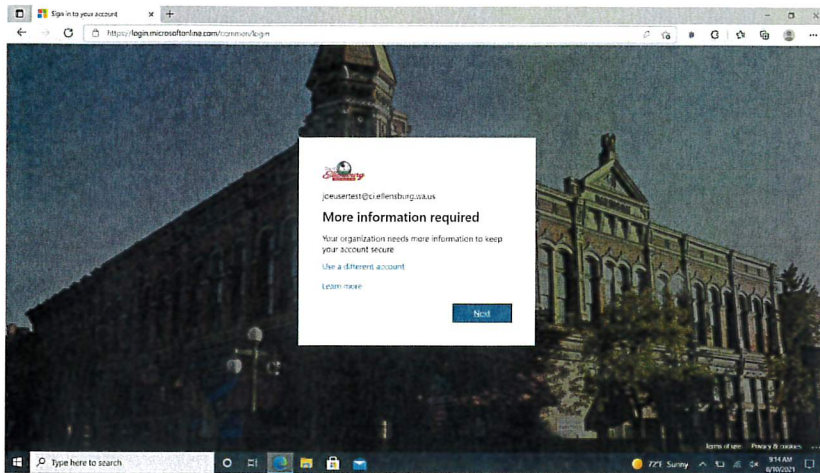
1- Navigate to **www.office.com** and click on "Sign In"



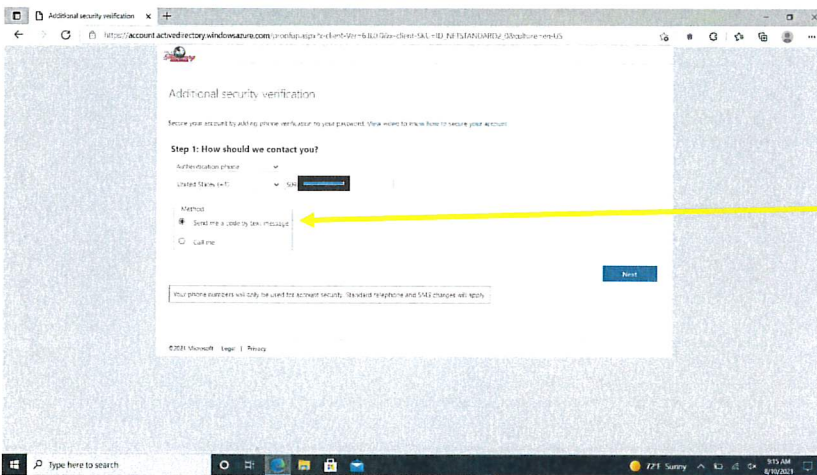
2-Enter your username
(firstname.lastname@ci.ellensburg.wa.us) and click
"Next"



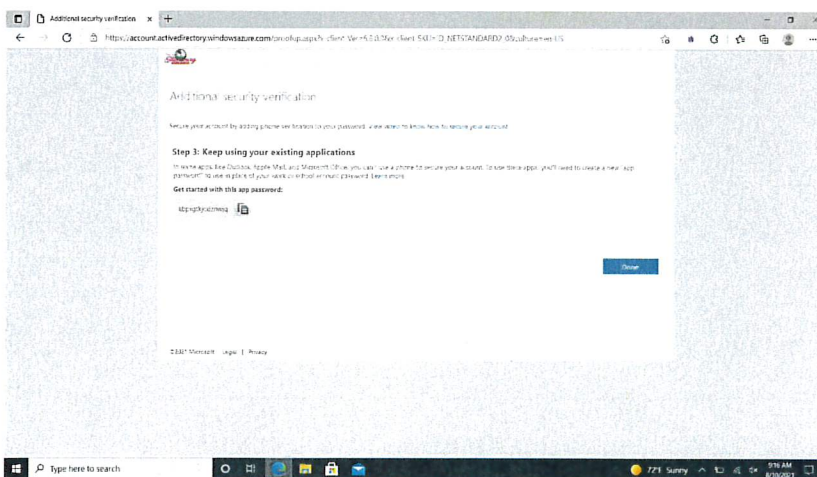
3- Enter the password we supplied you (you'll
change it later in this process)



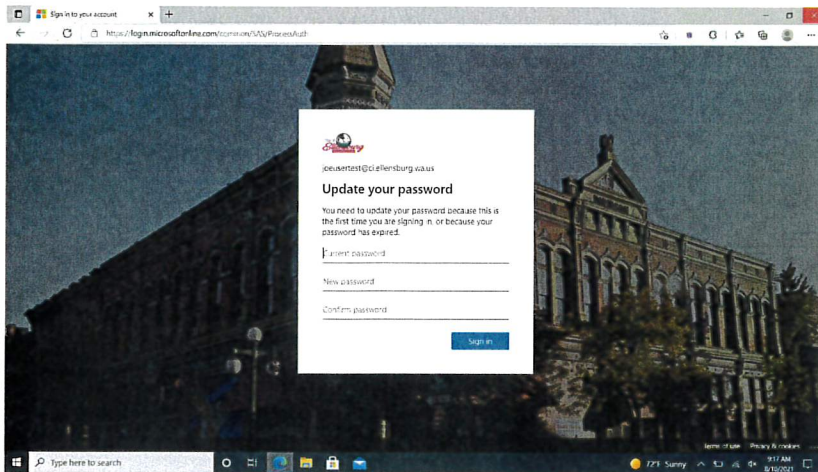
4– You’ll see a pop up saying “More Information Required”



5– At the next screen you enter what method you’d like to use for Multi Factor Authentication. If you use your phone select United States enter your cell number



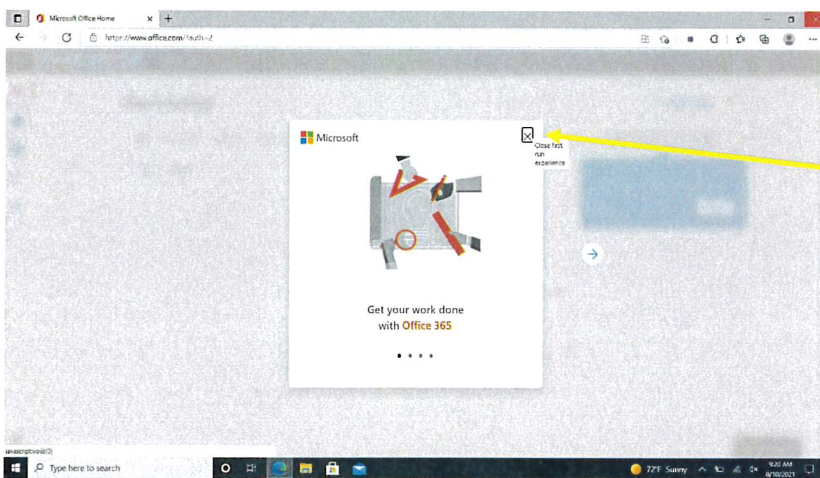
6– You’ll see a screen that provides additional security verification. You normally won’t need this. Just click “Done.”



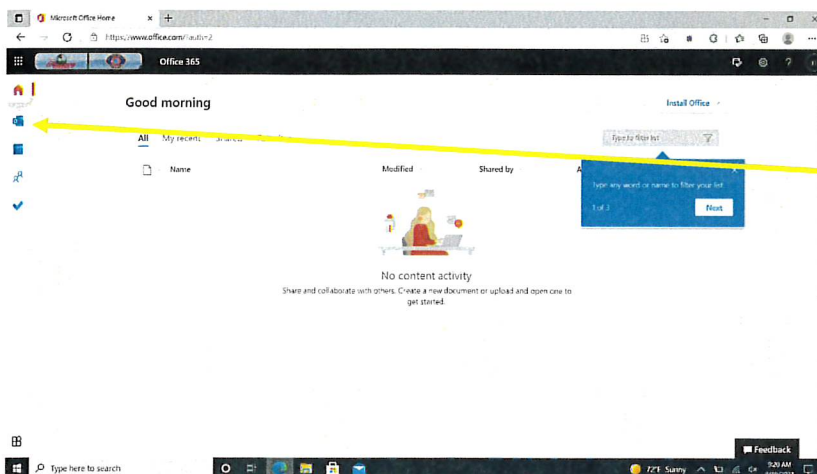
7– Update your password (your almost done).

Passwords must be 8 characters and include:

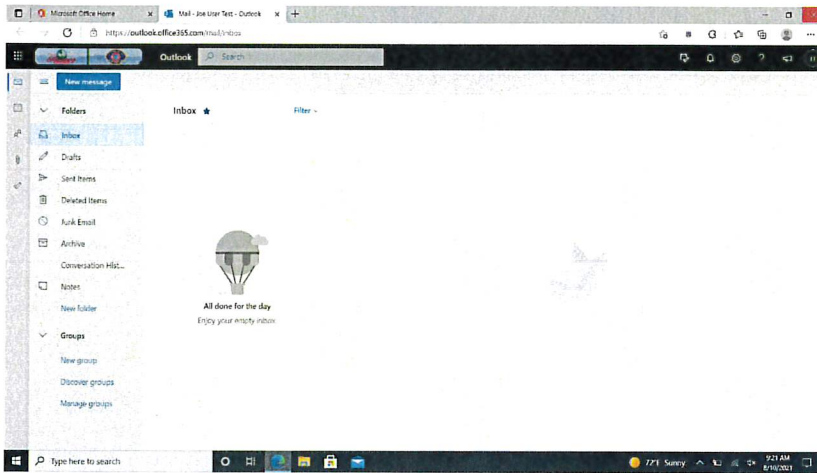
- Upper case letter
- Lower case letter
- Number
- Special Character (*,&,#,., etc)



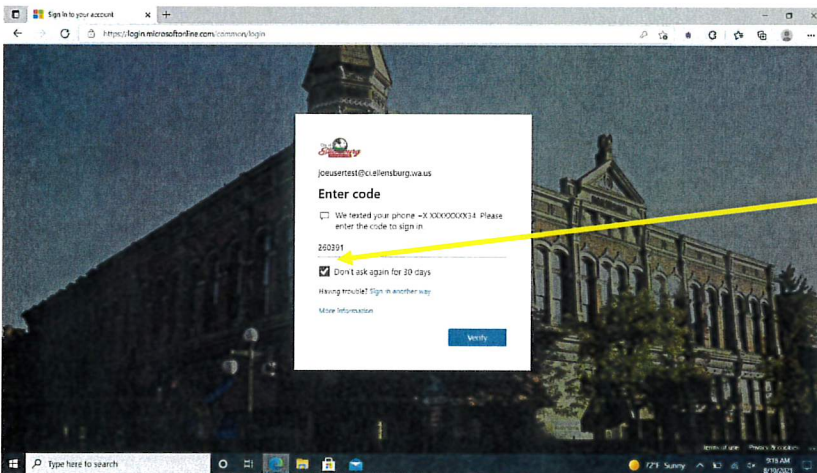
8– Next will be a “First Run of Office 365.” Feel free to close this.



9– You are now at the Office Home Screen. This is where you’ll normally land from now on. To get to email click on the Outlook icon



10– This is your email inbox. If you are familiar with Outlook it will be very familiar



11– Next time you login you'll get another Authentication prompt. This time if you check the "Don't Ask For 30 Days" box (before you enter the text code) you will not have to deal with Multi Factor Authentication for 30 days. Note– this exception will only apply to the device you select the box on. If you move to another computer, or device you will be prompted again.

Josephine Camarillo

From: noreply@civicplus.com
Sent: Monday, February 27, 2023 5:07 PM
To: Brendan Gaylord; Christina Main; Ilmi Moen-Hamm; Jennifer Innes; Josephine Camarillo; Ken Paschen; Kim Holland; Louise Jones; Pyper Stever; Regina Tipton-Llamas; RJ Woods; Sasha Geise; Serah Sherman; Susan Hart
Subject: [Ext] Online Form Submittal: WINcident Report

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WINcident Report

Title	(We Don't Cure Cancer But...) Cancer Patients Are Our Patrons
Winner's Name	All of Us
Today's Date	2/27/22
Date of Occurrence	Last 6 Months
Time of Occurrence	Usually Mornings
Expound on the Win	A patron came up to the Reference Desk effusing gratitude. He told me his girlfriend is returning home tomorrow. She has been in the hospital for the last week. She had her entire large intestine removed. And he is overjoyed to report that she is now cancer-free. He is a long-time patron and over the course of the last few months, he has been coming to the library, logging onto a computer and researching this particular cancer, doctors and hospitals that care for this particular cancer, deciding on the doctor and hospital based on his research, researching the procedure that would be performed to remove this particular cancer, working with me to print out exact maps and driving instructions to take his girlfriend to the hospital. At one point he brought his girlfriend into the library and introduced her to me and he has been updating me on the progress throughout the journey. He has been kind and vulnerable and generous with sharing his life with me. Today he wanted to thank me and asked that I share his thanks with the rest of you for being such a place as this.
People involved	All of Us

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