

209 North Ruby Street, Ellensburg WA 98926

**LIBRARY BOARD MEETING
4:30pm, Tuesday, June 13, 2023
City Council Chamber/ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/89473636428?pwd=cjVPdVRFZDhrWWphczZFWWZPNXVxQT09>

Meeting ID: 894 7363 6428

Passcode: 778703

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of May 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. Summer Reading Program
- VIII. Upcoming Programs/Events**
 - June 12 Library Book Club, HH 3pm
 - June 12 Using Family Search with Al Sharp
 - June 19 Juneteenth, Library/HH closed
 - June 21 Summer Reading Kick-Off, Rotary Park, 11am-2pm
- IX. Unscheduled Business**
 - Open Public Meetings Training

Next regular meeting will be July 11, 2023

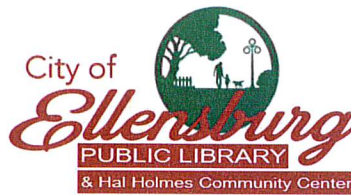
Location: City Council Conference Room or ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

May 9, 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

Melina Meador, 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 4:34 pm.

II. ATTENDANCE

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

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Melina Meador

VISITOR: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

Motion made by Holmgren to approve the agenda, motion seconded, **motion approved**. Motion passed 6-0.

IV. APPROVAL OF MINUTES

Motion made by James to approve the April 2023 minutes, motion seconded, **motion approved**. Motion passed 6-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director's Report: (1) The Library hosted or co-hosted several events during April. (2) A new office specialist will be hired in May. A library specialist will also be hired soon. (3) Adult Services hosted the Human Library, which was successful and is expected to be held again. (4) Technical Services balanced the collection by both adding and deleting items. (5) Youth Services, with new staff, held many events and started preparations for the Summer Reading Program. (6) Hal Holmes held 60 events. (6) Collection and circulation discussed. The numbers of both physical and electric items are up, compared with data from 2022.

B. Budget Report: Everything is in good shape.

C. Friends of the Library Report: FOL Book Club tea was held, 38 in attendance. Saturday sales are averaging \$400 per sale.

VII. UNFINISHED BUSINESS

A. None.

VIII. NEW BUSINESS

A. The work of the Kittitas County Regional Library Board was discussed: (1) Ellensburg received \$115,000 from the County. The County has also provided funds for the Summer Reading Program and One Book One County event. (2) Andreina Delgado joined the Regional Library Board.

B. Board strategic planning was discussed. Josephine will send out samples and names of facilitators.

IX. UPCOMING PROGRAMS/EVENTS

For May, the following have been scheduled: (1) Library Book Club meeting, (2) Friends of the Library meeting, (3) One Book One County event, (4) Children's Day Downtown, (5) World Collage Day, (6) Cultural Conversations.

X. UNSCHEDULED BUSINESS

A. None

XI. NEXT MEETING

June 13, 2023

XII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:19 p.m.

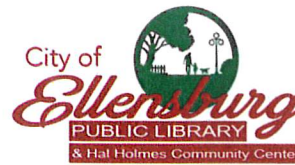
Respectfully submitted,
Loretta Gray, Secretary

LIBRARY DIRECTOR REPORT

TO: Library Board, City Manager, City Attorney

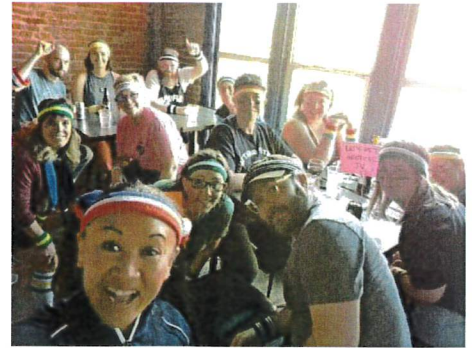
FROM: Josephine Camarillo, Library Director

DATE: June 2023



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

Director: Sasha Geise will officially start her new position with the library as the Office Specialist starting June 16. Library Assistant/Circulation position open and will close June 22, 2023. Library Specialist/Reference job description still a work in progress. One Book One County went very well. Many attended Ross Gay's presentation and the community celebration at the library. Cultural Conversations with Library team won trivia night against other City departments!

**Adult Services:**

Pyper and RJ are looking forward to a new team member! In the meantime, Christina and Brendan have stepped in to help with the vacated shifts. Ilmi has completed training and will begin to sub in Reference. Pyper attended Kicked Out: How to Safely Ask Someone to Leave (Without Calling the Police) and presented Hitting Your Limit: Trauma & Library Workers at May's staff meeting. She also sat on ESD's Interim Superintendent Interview Panel. RJ sat in on the introductory meeting with the new IT Director Jim Goeben. The World Collage Day event with Joanna Thomas had 10 attendees and was well received.



Technical Services: 442 physical items added to the collection, 466 physical items deleted from the collection during the last month.

Youth Services:

May brought a sunny Children's Day Downtown packed full of performers, parents and organizations that shared their summer offerings. Schools were visiting to learn about the riches of the library. Our activity tables have been very popular! And new Youth Services assistant, Sophia and I are jamming on the preparations for the Summer Reading Program to start at the Touch-a-Truck event, Wednesday, June 21 from 11-2:30.

Hal Holmes: 73 events total: 7 Private event; 8 Non-Profit events; 48 sponsored

In May we facilitated several large community events including the NEA Big Read, with the use of the lobby for the FOL book give-a-way, Merit Resource's Drug Court Appreciation night, STREAM, American Red Cross blood drive, COE's First Aid/CPR Training and the Kiwanis club's Luau Dance. Student state testing was held for the Washington Virtual Academy, and we saw a return of outside groups since the pandemic including the WA State Beef Commission and hosted Utah state University's community study focusing on towns along the Yakima Watershed.

Circulation:

Circulation Statistics	23-May	23-Apr	% chg	22-May	% chg	2023 YTD	2022 YTD	% chg
Physical Items	9488	9006	5%	9382	1%	51096	48651	5%
Electronic Items	4520	4263	6%	3810	16%	21722	18958	13%
TOTAL	14008	13,269	5%	10492	25%	72818	67609	7%

Library Visits: 10,376

New Cardholders: 1017

Total Cardholders: 16,365

CITY OF ELLENSBURG

May 2023 Monthly Budget Update Report

41.67% of year complete

For the Five Months Ending Wednesday, May 31, 2023

37.50% of payrolls complete

Monthly %

Budget Remaining YTD Rev/Exp

Dept 023- Library

Revenues:

001-023-333-45-31-000-000 Federal Indirect Grant-Prof				0.00%	151	-151	0.00%
001-023-341-81-30-000-000 Data/Word Processing, Printing -	2,000	209		10.47%	1,028	972	51.38%
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	28,750		25.90%	57,500	53,500	51.80%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	9		0.10%	45	8,839	0.51%
001-023-347-90-00-000-000 Proctor Fees	240			0.00%	145	95	60.42%
001-023-359-70-30-000-000 Library Fines		145		0.00%	1,121	-1,121	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside	20,000	1,431		7.16%	11,254	8,746	56.27%
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			0.00%	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 Misc - Library	1,000	8		0.83%	75	925	7.47%

Total Revenues

147,524 30,553 72,530 74,994 49.16%

Expenditures

1,318,187 78,293 472,281 845,906 35.83%

Contribution To/From Fund Balance

-1,170,663 -47,740 -399,751 -770,912 34.15%

Library

Library Admin:

001-023-518-20-44-000-000 Library Rental Property- Taxes				0.00%	15	-15	0.00%
001-023-572-10-10-000-000 Library Admin- Salaries and Wages	115,966	9,962		8.59%	45,091	70,875	38.88%
001-023-572-10-20-000-000 Library Admin- Retirement	12,049	1,035		8.59%	4,658	7,391	38.66%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	8,872	744		8.38%	3,366	5,506	37.94%
001-023-572-10-22-000-000 Library Admin- L&I	330	25		7.65%	108	222	32.72%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	21,408	1,770		8.27%	8,848	12,560	41.33%
001-023-572-10-24-001-000 Library Admin - VEBA Expense		100		0.00%	450	-450	0.00%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	488	45		9.27%	181	307	37.07%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69	6		8.33%	23	46	33.33%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	187	22		11.60%	98	89	52.53%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000			0.00%	240	760	23.96%

Total Library Admin

160,369 13,708 63,078 97,291 39.33%

Library (Public Service):

001-023-572-21-10-000-000 Library (Public Service)- Salaries and	528,752	38,072		7.20%	176,112	352,640	33.31%
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	3,735		6.62%	17,114	39,276	30.35%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	41,524	2,932		7.06%	13,595	27,929	32.74%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,618	466		12.87%	2,052	1,566	56.73%
001-023-572-21-24-000-000 Library (Public Service)- Medical	140,163	11,687		8.34%	58,434	81,729	41.69%
001-023-572-21-24-001-000 Library (Public Service)- VEBA		100		0.00%	450	-450	0.00%
001-023-572-21-26-000-000 Library (Public Service)- Disability	2,291	135		5.89%	540	1,751	23.56%

CITY OF ELLENSBURG

May 2023 Monthly Budget Update Report

For the Five Months Ending Wednesday, May 31, 2023

41.67% of year complete

37.50% of payrolls complete

	Budget	May	Rev/Exp	YTD	Remaining	YTD %	Rev/Exp
001-023-572-21-27-000-000 Library (Public Service)- Life	767	40	5.25%	161	606	20.99%	
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical	881	85	9.60%	392	489	44.49%	
001-023-572-21-29-000-000 Library (Public Service)- Misc	12,600	900	7.14%	4,050	8,550	32.14%	
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	334	4.17%	2,770	5,230	34.62%	
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	10,000	181	1.81%	1,884	8,116	18.84%	
001-023-572-21-41-000-007 Public Services (Library)- Database	12,500	389	3.11%	1,387	11,113	11.10%	
001-023-572-21-42-000-000 Library (Public Service)-	4,000	565	14.13%	1,687	2,313	42.18%	
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 &	4,200		0.00%		4,200	0.00%	
001-023-572-21-48-000-000 Library (Public Service)- Repairs and	2,000		0.00%		2,000	0.00%	
001-023-572-21-49-000-000 Library (Public Service)-	300		0.00%		300	0.00%	
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library	1,020	102	10.05%	567	453	55.61%	
001-023-572-21-64-000-000 Library (Public Service)- Library	4,675	537	11.48%	3,220	1,455	68.89%	
001-023-572-21-64-000-001 Library (Public Services)- Adult	18,100	4,133	22.84%	10,344	7,756	57.15%	
001-023-572-21-64-000-002 Library (Public Services)- Adult Large	5,300	141	2.67%	592	4,708	11.16%	
001-023-572-21-64-000-003 Library (Public Services)- Adult	7,375	3,135	42.50%	4,465	2,910	60.54%	
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio	3,000	28	0.95%	495	2,505	16.48%	
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio	3,000	56	1.88%	56	2,944	1.88%	
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000	953	31.76%	1,294	1,706	43.13%	
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-	16,000		0.00%		31	99.80%	
001-023-572-21-64-000-009 Library (Public Services)- Juvenile	8,750	1,571	17.95%	15,969	4,362	50.15%	
001-023-572-21-64-000-011 Library (Public Services)- Juvenile	3,000		0.00%		3,000	0.00%	
001-023-572-21-64-000-012 Library (Public Services)- Juvenile	200		0.00%		200	0.00%	
001-023-572-21-64-000-013 Library (Public Services)- Juvenile	1,200	91	7.56%	216	984	18.01%	
001-023-572-21-64-000-014 Library (Public Services)- Spanish	500		0.00%		500	0.00%	
001-023-572-21-64-000-015 Library (Public Services)- SP Adult	200		0.00%		200	0.00%	
001-023-572-21-64-000-016 Library (Public Services)- SP Adult	200		0.00%		200	0.00%	
001-023-572-21-64-000-017 Library (Public Services)- SP Adult	300		0.00%		300	0.00%	
001-023-572-21-64-000-018 Library (Public Services)- SP Adult	300		0.00%		300	0.00%	
001-023-572-21-64-000-019 Library (Public Services)- SP	500	94	18.82%	94	406	18.82%	
001-023-572-21-64-000-021 Library (Public Service)- SP Juvenile	200		0.00%		200	0.00%	
001-023-572-21-64-000-022 Library (Public Services)- SP	200		0.00%		200	0.00%	
001-023-572-21-91-100-531 Library (Public Service)- Interfund	2,306	192	8.33%	961	1,345	41.67%	
001-023-572-21-95-502-550 Library (Public Service)- Interfund	21,932	1,828	8.33%	9,138	12,794	41.67%	
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT	80,337	6,695	8.33%	33,474	46,863	41.67%	
001-023-591-72-70-000-000 Library - Leases GASB 87		567	0.00%	1,841	-1,841	0.00%	
Total Library (Public Service)	1,024,481	79,744	7.78%	367,742	656,739	35.90%	
Library (Organization of Materials):							
001-023-572-22-31-000-000 Library (Organization of Materials)-	2,750		0.00%	787	1,963	28.63%	
001-023-572-22-41-000-000 Library (Organization of Materials)-	19,355		0.00%		19,355	0.00%	
Total Library (Organization of Materials)	22,105		0.00%	787	21,318	3.56%	
Donation Expenditures:							
001-023-572-23-31-000-000 Donation Expenditures- Supplies	3,217		0.00%	75	3,142	2.33%	
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	791		0.00%		791	0.00%	
Total Donation Expenditures	4,608		0.00%	75	4,533	1.63%	

CITY OF ELLENSBURG

May 2023 Monthly Budget Update Report

41.67% of year complete

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37.50% of payrolls complete

	Budget	May	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
Library Training:						
001-023-572-40-43-000-000 Library Training- Travel	2,000	174	8.68%	174	1,826	8.68%
001-023-572-40-49-000-000 Library Training- Miscellaneous	3,018	50	1.66%	720	2,298	23.86%
Total Library Training	5,018	224	4.45%	894	4,124	17.81%
Library Facilities:						
001-023-572-50-41-000-000 Library Facilities- Professional		-7,500	0.00%	0	0	0.00%
001-023-572-50-42-000-000 Library Facilities- Communications		-1,148	0.00%	-287	287	0.00%
001-023-572-50-47-000-000 Library Facilities- Utilities		-6,770	0.00%	0	0	0.00%
001-023-572-50-48-000-000 Library Facilities- Repairs and		-3,702	0.00%	0	0	0.00%
001-023-572-50-98-535-000 Library Facilities-Interfund Facility	77,990	6,499	8.33%	32,496	45,494	41.67%
Total Library Facilities	77,990	-12,621	-16.18%	32,209	45,781	41.30%
Hal Holmes:						
001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000	49	2.44%	235	1,765	11.75%
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	2.98%	151	850	15.05%
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		-4,263	0.00%	0	0	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	1,544	129	8.33%	643	901	41.67%
001-023-575-50-98-535-000 Hal Holmes-Interfund Facility Rent	15,522	1,294	8.33%	6,468	9,055	41.67%
Total Hal Holmes	23,616	-2,762	-11.70%	7,496	16,120	31.74%
Total Library	1,318,187	78,293	5.94%	472,281	845,906	35.83%

Ellensburg Public Library * Summer Programs

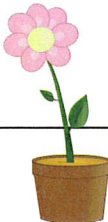
All Together Now!



JUNE 2023

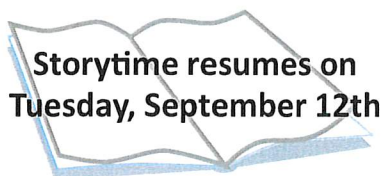
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
19 Library Closed	20	21 Kick-Off! Touch -a-Truck Event Rotary Park 11-2:00pm * All Ages 	22	23
26	27 10:15am Preschool Storytime 11:15am Toddler Storytime	28 SPECIAL EVENT Travel World Cultures with CWU 10:00 am—Noon * All Ages	29 10:15am Preschool Storytime 11:15am Toddler Storytime 3:30-5:00pm Teen Scene Pizza, Surprises & Swag	30 11:15am Baby Bounce

JULY 2023

3	4  Library Closed	5 SPECIAL EVENT Free Book Giveaway 10:00am - Noon 17 years and younger	6 10:15am Preschool Storytime 11:15am Toddler Storytime 3:30-5:00pm Teen Scene Occulus VR Goggles * sign up*	7 11:15am Baby Bounce
10	11 10:15am Preschool Storytime 11:15am Toddler Storytime	12 SPECIAL EVENT Penny's Puppets 10:30am - 5 years and younger 11:30am - 6 years and up	13 10:15am Preschool Storytime 11:15am Toddler Storytime 3:30-5:00pm Teen Scene Joys of Community Services	14 11:15am Baby Bounce
17 	18 10:15am Preschool Storytime 11:15 am Toddler Storytime	19 SPECIAL EVENT Creation Stations 10:30am * All Ages	20 10:15am Preschool Storytime 11:15am Toddler Storytime Teen Scene - Escape Room * sign up* 2 time slots	21 11:15am Baby Bounce
24	25 10:15am Preschool Storytime 11:15am Toddler Storytime	26 SPECIAL EVENT The Zaniac! Goofiness & Fun 11:00am * All Ages	27 10:15am Preschool Storytime 11:15am Toddler Storytime 3:30-5:00pm Teen Scene Movie Extravaganza	28 11:15am Baby Bounce

AUGUST 2023

July 31	1 10:15am Preschool Storytime 11:15am Toddler Storytime	2 5:30-7:00pm Teen Scene After Hours Scavenger Hunt * sign up* ages 6th grade & up	3 10:15am Preschool Storytime 11:15am Toddler Storytime SPECIAL EVENT FINALE Family Concert * Eric Ode * N. Alder Park 6:30pm ~ All Ages	4 11:15am Baby Bounce
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ADULT PROGRAM SCHEDULE

PAINT together now.

June 22 @ Hal Holmes {6-7:30pm}

A guided painting experience focused on mandalas. Light refreshment & supplies will be provided. Limited space available. Reservation required.

YOGA together now.

June 28 @ Hal Holmes {6-7:30pm}

Namaste! Limited space available. Reservation required. Bring a yoga mat and water. If you do not have a mat, please let us know and we will provide you with one for the event.

WRITE together now.

July 12 @ Hal Holmes {6-7:30pm}

Building community through writing with special guest Marie Marchand, Ellensburg's Poet Laureate. Materials provided. Limited space available. Reservation required.

ESCAPE together now.

July 19-20 @ Hal Holmes {6 & 7:15pm}

All new escape room. Recommended teams of 6-8 people, individuals welcome. Limited space available. Reservation required. There is no cost to participate.

CREATE together now.

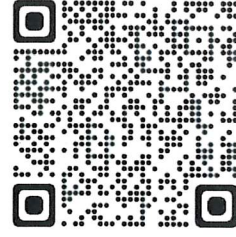
July 25 @ Hal Holmes {6-7:30pm}

Learn to make a charcuterie board with Chef KC. Limited space available. Reservation required. There is no cost to participate.

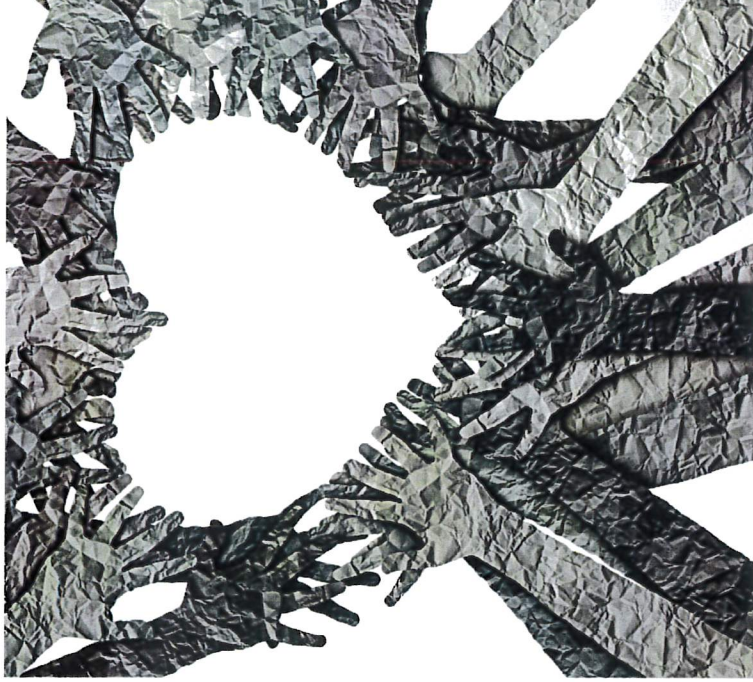
To make a reservation call (509)962-7228,
email reference@ellensburgwa.gov or visit the
Ellensburg Public Library Reference Desk.



209 N Ruby Street
Ellensburg, WA 98926
(509)962-7228



ELLENSBURG
PUBLIC
LIBRARY



ALL
TOGETHER
NOW

ADULT SUMMER
READING PROGRAM

**BOOKS
+
RANDOM
ACTS OF
KINDNESS
+
LIBRARY
EVENTS
=
SUMMER
OF FUN!**

THE RULES:

Fill in each of the 8 spaces in the All Together Now Wheel with the titles of at least 3 books {any genre or format!} and a combination of library events and/or Random Acts of Kindness {RAKs}. Sample Random Acts of Kindness have been included but we invite you to create your own! Fill in your contact information & submit your completed wheel to the library's Reference Desk by Labor Day weekend to receive a prize AND be entered into a grand prize drawing. Winners will be notified the following week.

Name:

Phone or Email:



When you are kind to others, it not only changes you, it changes the world. -H.S. Kushner