

Lacey Library Board Minutes

May 12, 2021, 5:30 p.m.

(Zoom Meeting)

Present: Amy Blondin, Scott Robinson, James Murray, Pam Nelson, Holly Paxson (Lacey
Timberland Library Manager)

Amy Blondin called the Zoom meeting to order at 5:30 p.m.

We discussed the books everyone is currently reading.

Moved, seconded, and carried to approve the agenda as written.

There were no notes available for the February meeting. Amy was going to check with Sharla to see if she may have taken notes. Amy stated we need to appoint a new secretary but will push this to the next meeting when Sharla can be present.

There were no e-mails from the public.

Library Manager's Report

- Holly shared that they didn't get the library site at Hawks Prairie, however there are other possibilities in the area. The Timberland Board approved funds for other sites within the Lacey Urban Growth Area which is under the purview of the Timberland Board vice the city of Lacey.
- The library is partnering with the city of Lacey to engage the public through the Story Trail at Wonderwood.
- The library re-opened on April 1st for patrons. They are open from 10:00 a.m. – 11:00 a.m. for vulnerable patrons. Take out services are still provided; computers are by appointment. They will provide virtual programs this summer and are doing a pilot to increase operating hours and access beginning in June.
- The library is still under a hiring freeze. The new Lacey location will be staffed with current employees. Everyone on staff will rotate through the new location which will be staffed with two people.
- The pandemic has impacted publishing, making it hard to purchase stock in print format so some funds have been moved to the digital collection.
- They will begin accepting book donations once it is no longer necessary to quarantine book returns.

New Business

- Future meetings will be held on July 14th and September 8th at 5:30 p.m. via Zoom.

For the Good of the Order:

- Kelly Adams, coordinator for youth representatives for the Youth Council, shared that they are looking for high school sophomores and juniors. They will provide dedicated members for the Lacey Boards and committees.

Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Pam Nelson

Lacey Library Board
Library Manager's Report
Presented on May 12, 2021
For January – April, 2021

Library News:

Lacey Loves to Read Goes Virtual! Award-winning author Jason Reynolds gave an incredibly motivating and moving presentation to students, families, and educators on his struggle to find books he could relate to, which led to his writing and career as an author & poet. TRL helped promote the event by providing [this press release](#) and getting the winning Teen Writers and Cover Art contest eBook on the TRL website in record time at <https://www.trl.org/LL2R>. While this was a very different year for us, we're pleased to have been able to make several parts of the event work virtually and look forward to a hopefully in-person event next year. As always, huge thanks to the Friends of the Lacey Timberland Library and their application to the Nisqually Tribe, which provided \$6,500 towards this year's event.

Lacey spent the month of March getting ready to let patrons back in the building! Our April 1st soft open was a success with many patrons dancing their way into the building, they were so thrilled by being able to browse the collection. Guidelines have been evaluated and adjusted throughout April, so that our current guidelines for letting people into the building is as follows:

- Vulnerable patron hour is 10 to 11 a.m.; 8 people + 4 computer users are maximum allowed in at any one time.
- From 11 a.m. to 6 p.m., maximum patron capacity is up to 30 people, including computer users.
- Browsing/holds pickup visits/other self-service visits are limited to 30 minutes or less
- 4 computers available for use (working on adding 1 or 2 more), appointments required. Sessions are limited to 30 minutes, no extensions, once per patron per day. Staff help while using the computer is very limited due to distancing requirements.
- All patrons must be properly masked at all times (except children under 2 years, per WA mask mandate). Patron who cannot wear a mask for medical reasons may still use Library Takeout by phone.
- All patrons are encouraged to use hand sanitizer upon entering the library.
- All patrons must maintain 6 foot distancing between themselves and other patrons, and staff.
- All patrons must follow posted library signage regarding restricted areas and comply with library staff instructions.
- Public restrooms will not be available except for emergency use. There is an outdoor restroom in the overflow parking lot across the street.
- Library Takeout will still be available for patrons who don't yet feel comfortable coming in the library.
- No seating/studying/device charging, etc. is allowed at this time. All public seating has been removed.
- Patrons should have their library card # and PIN in order to use the checkout machines; staff are available to assist at the front desks.

A [Story Trail](#) is coming soon to Lacey, as a result of collaboration between Lacey Timberland Library and City of Lacey Parks & Recreation. Signage with illustrations and text of a picture book will be installed by City of Lacey in Wonderwood Park in the Brentwood neighborhood along the paved trail between the ball fields and playground. TRL will do a press release when it's open to the public.

Unfortunately, the hoped for site for the future Hawks Prairie Timberland Library did not work out. The TRL Board has approved additional funding to reflect the high cost of leased commercial space in this area and the search for an available space continues.

Timberland News

Now that Governor Inslee has made clear that WA will not be going backward in phases according to the Healthy WA plan, TRL spent January & February starting to plan expanding Phase 2 services at all libraries in our 5 counties. Beginning March 1st, libraries opened with additional services and some in-person services. All libraries are opening at different times and with different offerings depending on the building & staffing availability; check out the Plan Your Visit Page at <https://www.trl.org/plan> for more information.

TRL Admin has approved allowing Friends back in the library & passive Friends bookselling began in April. Large weekend booksales have not yet been approved but are under discussion.

TRL has been conducting community engagement efforts in [East Lewis County](#) to gather information on how to best serve this area. A possible new building for Mountain View Library in Randle is in the works.

New library managers have been hired for the [Ilwaco Timberland Library](#), the [Shelton Timberland Library](#), the [Oakville Timberland Library](#), and the [Olympia Timberland Library](#). The previous managers were either promoted, retired, or were hired in new positions outside Timberland in 2020.

District-wide Virtual Programming:

January

Youth: 19 programs attended by 565 people

Teen/Adult: 29 programs attended by 505 people

February

Youth: 19 programs attended by 804 people

Teen/Adult: 35 programs attended by 767 people

March

Youth: 37 programs attended by 755 people

Teen/Adult: 39 programs attended by 571 people

April

Youth: 29 programs attended by 526 people

Teen/Adult: 35 programs attended by 105 people

Circulation:

January

50,509 physical and digital materials were borrowed in January, a decrease of 33% over January 2020.

February

46,908 physical and digital materials were borrowed in February, a decrease of 34% over February 2020

March

58,881 physical and digital materials were borrowed in March, an increase of 8.5% over March 2020. (The library closed on March 13th 2020 due to the COVID pandemic).

April

52,621 physical and digital materials were borrowed in April, an increase of 126% over April 2020 (all checkouts in April 2020 were digital).

We provided Library Takeout services to 4,298 people in January.

We provided Library Takeout services to 4,144 people in February.

(Statistics for number of people served was no longer gathered after February; circulation statistics will serve instead going forward, especially now that patrons are allowed back in the building.)

Building:

An additional permanent awning was installed above the new staff entrance on the east side of the building. The Sonitrol access card system failed in January (library is still securable, just can't program new access cards) and the City has approved a plan to upgrade it. Paperwork has been submitted and the job is being scheduled.

Submitted by Holly Paxson, Lacey Library Manager