

Lacey Library Board Minutes  
June 12, 2019, 5:30 p.m.  
Lacey City Hall

Present: Sharla Desy, Amy Blondin, Pam Nelson, Holly Paxson (Lacey Timberland Library Manager), Scott Spence (Lacey City Manager)

Amy called the meeting to order at 5:33 p.m.

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

Moved, seconded and carried to approve the minutes from the March 13 meeting as written.

There were no public comment.

Lacey City Manager Scott Spence provided a state of the city overview and city budget update. The overview included updates on commercial development in the city; community projects such as the Lacey Depot District and Woodland District, and Lacey MakerSpace; and the parks system.

Library Manager's Report:

- The Timberland Regional Library system is doing an employee classification and compensation review.
- Fundraising update: Mailing campaign, February book sale and social media. Private fundraiser to be held in June. After that, we will assess status and do additional outreach as needed to reach our goal.
- Buffalo Design is working on construction plans.
- Remodel will likely take two to three months. The library will need minimal closure. The meeting room can be used as an alternative entrance as needed. The board discussed whether there would be other disruptions such as dust. Holly shared that the remodel does not include major construction such as tearing down walls, so she anticipated dust would be minimal.
- Pop-up library at the Hawks Prairie kiosk was successful, and the library wants to get out more to underserved areas of the community.
- Kids' summer program signups have begun.

There was no new business.

For the Good of the Order:

- Holly shared there may be a need for a special board meeting if we fall short of our fundraising goals, and she will let the board know if that is needed.

Meeting adjourned at 7 p.m.

Respectfully submitted,

Amy Blondin

Lacey Library Board  
Library Manager's Report  
Presented on June 12, 2019  
**For March/April/May 2019**

Library News:

Congratulations to Aide Elizabeth Welsh, who received a higher-hours transfer to Olympia, & to Aide Juliet Lawson-Hall, who received a promotion to Adult Services Librarian at Olympia. After evaluation, it was decided to redistribute the hours of both positions to our remaining 4 Aides in order to increase benefits & retention opportunities. We received approval to recruit and hire for our final remaining 20-hour Aide position and hope to have it hired in June. TRL is currently under a soft hiring freeze as a result of budget shortages. All newly vacant jobs throughout the District are reviewed to determine if, when, & how to fill them.

Huge appreciation to Lacey regular patrons Ron & Linda Moon, who in April gave an unprecedented \$15,000 donation in support of the remodel project! Holly is working with Panorama on an invitation-only high-value fundraising wine reception at the end of June, and is exploring additional events/ideas for the remainder of 2019. Currently, the remodel fundraiser has raised \$34,300 since December 2018.

The City of Lacey received 8 applications in response to the RFQ for architects/engineers for construction plans for the remodel project. Buffalo Design was the firm chosen. The City and the architect are currently working out the details of the project scope together. We hope to start meetings soon.

Timberland News:

Community Conversations happened throughout the five counties in March & April, gathering feedback to be used in the development of priorities for TRL's 2020-2022 strategic plan. The information gathered will be released for public follow up and feedback in August.

TRL bid farewell to Communications Manager Jeff Kleingartner, Montesano library manager Val Jester, and Ocean Park library manager Iver Matheson, all of whom retired. The Communications department will be restructured with a lead instead of a department head to conserve finances. Both Montesano & Ocean Park positions will be filled.

Did you know TRL has video tutorials on using our many online learning resources? For more information visit <https://my.nicheacademy.com/trl> on the TRL website.

Programming:

**March**

Youth: 17 programs attended by 774 people

Adult: 6 programs attended by 154 people

All ages: 1 program attended by 30 people

## **April**

Youth: 16 programs attended by 637 people

Adult: 7 programs attended by 174 people

## **May**

Youth: 10 programs attended by 177 people

Adult: 6 programs attended by 232 people

## Outreach:

### **March**

Youth: Tabled at Meadows Elementary Multicultural Fair for 20 attendees, Countdown to Kindergarten Fair @ Timberline High School for 200 attendees, Billy Frank Jr. Celebration @ Nisqually Middle School w/ Nisqually Tribe for 65 attendees, & Lydia Hawk Cultural Fair for 140 attendees. Presented booktalks at Aspire Middle School to 128 students. Presented 2 preschool tours/class visits to 100 kids, teachers, & parents, and hosted Raising A Reader event with Childcare Action Council for 105 parents & kids. Hosted Teen Library Council meeting for 6 teens.

Adult: Attended NTPS Teacher-Librarian breakfast meeting, Chamber Education Committee meeting.

All ages: Had an outreach booth with language learning demos for kids & adults at Lacey Cultural Celebration for 306 attendees.

### **April**

Adult: Presented on library resources to 55 staff/attendees at Senior Services of South Sound, attended NTPS Teacher-Librarian breakfast meeting.

Youth: Hosted Teen Library Council meeting for 6 teens.

### **May**

Youth: School visits promoting Summer Library Program to Northwest Christian Academy, South Bay Elementary, & Olympic View elementary for 1,076 kids & teachers.

Adult: Held Pop-Up Library event at Hawks Prairie Kiosk location.

## Circulation:

We checked out 77,428 physical & digital items in March, an increase of 3% over March of 2018.

We checked out 75,365 physical & digital items in April, an increase of 5% over April of 2018.

We checked out 72,475 physical & digital items in May, an increase of 5.4% over May of 2018.

The library was visited by 25,815 patrons, an increase of 1.4% over March of 2018.

The library was visited by 25,078 patrons, an increase of 2.2% over April of 2018.

The library was visited by 22,941 patrons, a decrease of 2% over May of 2018.

**Building:**

A second lighting control board has failed; City of Lacey electricians have wired the lighting so it stays on and will replace the board soon.

Submitted by Holly Paxson, Lacey Library Manager

**June 11, 2019**