

FINAL Lacey Library Board Minutes
January 8, 2020, 5:30 p.m.
(Lacey Timberland Library Community Room)

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

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

Moved, seconded and carried to approve the agenda.

Moved, seconded and carried to approve the minutes as amended from the November 13 meeting as written. A friendly amendment was made to the bylaws to align with city code.

There were no public comments.

Library Manager's Report:

- Holly shared that remodel fundraising continues to go well and is nearing \$50,000.
- Design expected to be finished in February, and on track to begin the project in fall 2020.
- Timberland Regional Library board voted in December 2019 to go fine-free as of January 1, 2020. Fine revenue represented less than 1 percent of the budget, and it removes a barrier to access.

New Business:

- The board discussed briefing the City Council in summer or early fall about the library closure remodel. A board member would join Holly for the presentation.
- Election of officers:
 - Moved, seconded and carried to nominate Sarah as vice chair/secretary for 2020, pending final acceptance from Sarah.
 - Moved, seconded and carried for Amy to serve as chair for 2020.
- The board discussed other possible meeting topics for the year. They discussed a tour of the facility/overview of library operations, and a discussion with the Friends of Lacey Library president about 2020 fundraising goals.

For the Good of the Order:

- Holly shared that the library planned to hold one more open house where patrons can learn what to expect during and after the remodel closure.
- Sharla asked if any board members would be interested in volunteering during Lacey Loves to Read Month. Holly committed to sending out more information.

Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Amy Blondin

Lacey Library Board

Library Manager's End-of-Year Report for 2019

Holly Paxson, Lacey Library Manager

January 8, 2020

Library News:

2019 was another whirlwind of activity for our Lacey Timberland Library. We started the year with fundraising efforts in conjunction with the Lacey Friends that included a dedicated Book Sale, a quilt raffle, and numerous community asks in the form of newsletters, articles, mailings, and digital communication. All this work has resulted in over \$46,000 being raised for our 2020 remodel! This is incredible work for one year. We will continue to fundraise in 2020 to see if we can reach our goal of \$75,000. Work with Buffalo Design architects is nearing completion and we remain on track for the project in Fall of 2020.

In my role as Lacey Library Manager, I attended and/or gave several presentations on library news and resources to the Lacey City Council, Lacey South Sound Chamber of Commerce, & the Thurston County Commissioners. I gave a tour to and discussed library services with students at Mukogawa University in Japan through St. Martin's International program. I worked with the Lacey Loves to Read Committee to present another successful year of Lacey Loves to Read featuring author Kazu Kibuishi, planning many community events including a Teen Graphic Novel contest and VIP event. Working with the Chamber Ed committee, we once again supported a career conference for students at South Sound High School. I conducted outreach at Lacey Cultural Celebration, Meadows Multicultural Fair, and did a presentation on library resources at Panorama.

Timberland Regional Library as a whole developed a new strategic direction after many community conversations and input. I encourage everyone to review the new 2020-2022 TRL Strategic Direction at <https://www.trl.org/2020-2022-strategic-direction>. Because TRL is facing reduced budgets and has been tasked by the Board of Trustees to reach underserved areas, we are working to cross-train our staff for greater flexibility to work both in our libraries and out in our communities. In order to remove barriers to access, the Board voted in December 2019 to have TRL become 'Fine Free' as of January 1, 2020. Overdue fees will no longer be charged for late materials; instead, items that aren't returned to the library will be billed at their full replacement cost after 28 days. Patrons can then bring the materials back with no further penalties, or choose to pay for unreturned items.

As of the end of December, TRL is still in a soft hiring freeze that will likely lead to slowed hiring or restructuring of positions at our libraries, Lacey included. In 2019 we went from 31 staff to 27. We were able to increase the hours of several of our remaining staff as a result, while still realizing savings for TRL as a whole. Our reduced programming statistics for 2019 reflects staffing reductions and remodel preparations. We will continue to carefully evaluate programming for 2020 and beyond to ensure all programs presented and resources used support the 2020-2022 Strategic Direction for TRL.

Statistics:

2019 Programming at Lacey:

- ADULTS

- 58 Programs attended by 1,665 participants
- 16 Outreach visits promoting library services to 629 adults
- AARP provided tax preparation assistance to 620 adults at the library

Special note: of the above 58 adult events serving 1,665 participants, 44 were funded wholly or in part by the Friends of the Lacey Timberland Library.

- YOUTH

- 143 Programs attended by 7,549 participants
- 55 Outreach visits promoting library services to 11,068 youth

Special note: of the above 143 youth programs serving 7,549 participants, 81 were funded wholly or in part by the Friends of the Lacey Timberland Library.

- ALL AGES

- 20 Special Interest programs attended by 884 participants
- 1 Outreach visits promoting library services to 306 children & their families

- SUMMER LIBRARY PROGRAM

- 3,038 kids, teens, and adults participated with 1,337 finishers

Special note: of the above 20 all ages & Summer Library programs serving 4,228 participants, all were funded wholly or in part by the Friends of the Lacey Timberland Library.

- **Grand Total: 295 events serving 25,759 people in our community in 2019**

In 2019, once again visitation decreased over the previous year. A significant portion of this decrease can be attributed to multiple day closures due to winter weather and remodeling. Visitation decreased 5% in comparison to 2018.

292,612 visitors to the library checked out *x% fewer* physical materials than 2018, as shown below:

2019 Circulation at Lacey:

- ADULT COLLECTION

- 210,603 print items
- 152,443 audio-visual items

- YOUTH COLLECTION

- 275,881 print items
- 35,180 audio-visual items

- 13,756 'other' (magazines & special collections) items

- DIGITAL COLLECTION (Overdrive)

- 224,150 items downloaded

- **Grand Total:**

- **Physical: 689,863 items checked out in 2019 vs. 694,959 in 2018, a decrease of 1%**

- **Digital: 224,150 items downloaded in 2019 vs. 190,904 in 2018, an increase of 17%**
- **Total items borrowed: 914,013 in 2019 vs. 885,863 in 2018, an increase of 2.8%**

2019 Facility Improvements:

- Replacement of checkout machines (TRL)
- Consolidation of service points to one central desk (TRL)
- Creation of remote service points at either end of the building (TRL)
- Replacement of ceiling lighting control boards (City)

Submitted by Holly Paxson, Lacey Timberland Library Manager on 1/6/2020