

Final Lacey Library Board Minutes
January 9, 2019, 5:30 pm
(Lacey Timberland Library Community Room)

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

Scott R. called the meeting to order at 5:31 pm.

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

Moved, seconded and carried to approve the minutes from the November 14th meeting as written.

There were no public comments.

Scott reported that there will be two line items on the city budget for building improvements to the library: one for the family bathroom and one for the remodel.

Library Manager's Report:

- Remodel: A fundraising letter has gone out to select individuals (based on household income) and general fundraising will begin soon.
- The city has hired a project manager and Holly will contact her in the near future.
- Timberland Regional Library system currently has no plans for facilities closures unless necessary for health or safety.
- Timberland will conduct a classification and compensation study in preparation bargaining. There is intent to avoid reductions in force by increasing efficiency now and in future.

New Business:

Election of Officers:

The following individuals were nominated for the indicated positions. They accepted and were elected unanimously:

Amy Blondin – Vice Chair/Secretary
Scott Robinson - Chairman

2019 Meeting Dates:

The following dates were approved. It is understood that flexibility may be required around the date of the City Manager's presentation:

13 March 2019
12 June 2019
11 September 2019
13 November 2019

Holly has reserved the Community Room for Library Board meetings on the approved dates.

Agenda topics for 2019:

The following topics were proposed:

- Invite Friends of the Lacey Library to one or more board meetings; Holly to facilitate.
- City Manager's annual report
- Update bylaws by end of calendar year
- Community Open House (end of summer/beginning of fall) to be presented jointly by the library and the board

Holly expressed her appreciation for board members as advocates for the library, and her pleasure in working with all members. She looks forward to working with the board through the challenges of the upcoming year.

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Sharla Desy

Lacey Library Board
Library Manager's End-of-Year Report for 2018
Holly Paxson, Lacey Library Manager
January 9, 2019

Library News:

In January 2018, we kicked off our space planning project with local architect Jeff Weiss. A committee made up of Lacey library staff, TRL Administrative staff, City staff, and Jeff met multiple times over the next five months to arrive at an initial draft layout which included the top three priorities identified as remodel needs in our building: ADA accessible, central service desks; a separate materials check-in and processing area; and additional self-checks and resource stations on the floor to make it easier for patrons to receive assistance and borrow materials. The final anticipated cost for this remodel is \$225,000, of which \$150,000 in funding has been identified from TRL gift funds, City of Lacey, and the Friends of the Lacey Timberland Library. In partnership with the Friends, I launched a fundraising effort in December 2018 which includes a mail campaign, an online social media campaign, and a special booksale planned for February 2019, in hopes of raising the remaining \$75,000 needed. Approximately \$5,000 has been raised as of the end of 2018. I look forward to continuing to fundraise and to work with the City-hired project manager on this remodel throughout 2019 and beyond.

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, Thurston County Commissioners, & St. Martin's University. I participated in the Depot District planning process for City of Lacey and NTPS Community Conversations. I gave tours to and discussed library services with students at Okazaki Women's Junior College 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 Kate DiCamillo, planning many community events including a Teen Writing contest with short story, essay, and cover art categories. I continued my community involvement with the Lacey Chamber Education committee and the Lacey Makerspace Steering committee. Working with the Chamber Ed committee, we presented a career conference for students at South Sound High School. I conducted outreach at Lydia Hawk Elementary's Dr. Seuss birthday event, Lacey Ethnic Celebration, Meadows Multicultural Fair, Lacey 3rd of July celebration, Roolan Health Fair, Thurston County Fair, Emerald City Writers Conference, and did a presentation on library resources at Panorama.

April 2018 marked the grand opening of the newly-situated Hawks Prairie kiosk at Baby Boomer Bikes Chain & Pedal Café, restoring a much-used service in east Lacey. Timberland Regional Library's 50th birthday celebration happened in June with cupcakes and music for all who attended.

In preparation for a new strategic plan for 2020, TRL began to conduct ASK interviews and surveys from a wide swath of our community of users, asking for members to share their vision for their community and what their community needs to get to that vision. This approach allows libraries to identify broad community priorities and then to align library priorities with their community. TRL received over 1,000 responses in their 27 communities across five counties as part of this effort. At about the same time, TRL administration released a Capital Facilities Proposal that proposed changing services at or closing multiple libraries throughout our service area. Widespread public outcry at the proposal and the processes which created it led the TRL Board of Trustees to abandon the proposal and undertake new actions to ameliorate anticipated budget shortfalls in 2019, 2020, and beyond. Community conversations throughout the District are planned

for 2019 to solve this problem and continue to get public feedback for use in TRL's strategic planning process. As of the end of December, TRL is in a soft hiring freeze that will likely lead to slowed hiring or restructuring of positions at our libraries, Lacey included.

Despite these setbacks, Lacey staff remain committed to providing excellent service in our community with the resources we have, and look forward to working with the Library Board, the City, the Friends, and the rest of our community partners to ensure our library remains ready to meet (and hopefully exceed) service expectations in 2019 and beyond.

Statistics:

2018 Programming at Lacey:

- ADULTS

- 25 Book Discussions with 227 participants
- 94 Special Interest programs attended by 3,234 participants
- 32 Outreach visits promoting library services to 1,245 adults
- AARP provided tax preparation assistance to 736 adults at the library

Special note: of the above 151 adult events serving 4,706 participants, 46 were funded wholly or in part by the Friends of the Lacey Timberland Library.

- TEENS

- 12 Book Discussions attended by 92 participants
- 22 Special Interest programs attended by 223 participants
- 21 Outreach visits promoting library services to 4,102 teens

Special note: of the above 55 teen programs serving 4,417 participants, 23 were funded wholly or in part by the Friends of the Lacey Timberland Library.

- CHILDREN/ALL AGES

- 73 Story Times attended by 2,840 participants
- 9 Book Discussions attended by 77 participants
- 37 Special Interest programs attended by 7,049 participants
- 33 Outreach visits promoting library services to 7,495 children & their families

- SUMMER LIBRARY PROGRAM

- 2,605 kids, teens, and adults participated with 1,054 finishers

Special note: of the above 153 children's/all ages & Summer Library programs serving 20,066 participants, 70 were funded wholly or in part by the Friends of the Lacey Timberland Library.

- **Grand Total: 359 events serving 29,189 people in our community in 2018**

In 2018, once again our numbers for visits decreased somewhat, though not as drastically as the previous year. Visitation decreased by approximately 3,043 in comparison to 2017, a decrease of 1%. Some of the decline may be due to increased use of the Hawks Prairie Kiosk (rather than the Lacey library) for holds pickup. Though we do plan to lessen our programming efforts in 2019 as we prepare for our 2020 remodel, we will get out into the community more so that we can bring services and information to people where they are. We also hope that

improvements in the layout and displays of our collections in 2019 will encourage more physical checkouts.

308,632 visitors to the library checked out 1% *fewer* physical materials than 2017, as shown below:

2018 Circulation at Lacey:

- ADULT COLLECTION
 - 211,168 print items
 - 162,647 audio-visual items
- YOUTH COLLECTION
 - 267,708 print items
 - 36,441 audio-visual items
- 16,995 ‘other’ (magazines & special collections) items
- DIGITAL COLLECTION (Overdrive)
 - 190,904 items downloaded
- **Grand Total:**
 - **Physical: 694,959 items checked out in 2018 vs. 702,269 in 2017, a decrease of 1%**
 - **Digital: 190,904 items downloaded in 2018 vs. 159,264 in 2017, an increase of 20%**
 - **Total items borrowed: 885,863 in 2018 vs. 861,533 in 2017, an increase of 2.8%**

2018 Facility Improvements:

- Replacement of handicap ramp from parking lot to sidewalk in front of main entrance (paid by City of Lacey).
- Installation of new HVAC control software (paid by City of Lacey).
- Installation of new magazine racks in teen and youth areas (paid by Lacey Friends).
- Installation of HDTV display in meeting room (paid by Lacey Friends).
- Plans for installation of family restroom in lobby outside meeting room (project rescheduled for completion in 2020 as part of library remodel, paid by City of Lacey).

Submitted by Holly Paxson, Lacey Timberland Library Manager on 1/4/2019