

Lacey Library Board Minutes  
November 14, 2018, 5:30 pm  
(Lacey Timberland Library Community Room)

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

Scott R. called the meeting to order at 5:36 pm and welcomed all in attendance to the last board meeting of the calendar year.

Moved, seconded and carried to amend the agenda to include an “ask exercise” with the Manger’s Report.

Minutes from the September 5<sup>th</sup> meeting were approved as written.

There were no public comments.

Library Manager’s Report:

- The library has only one unfilled position and interviews are in progress.
- Holly reported that 2019 will be a year of preparation for the remodel in 2020. As part of the preparation, the number of special programs hosted by the building will decrease. Programs which are TRL directed and not subject to decrease include Early Learning, Summer Reading, Native Voices and Outreach.
- Other preparations will include rearranging collections and testing concepts.
- Fundraising will be necessary for the remodel. There will be a request for support mailed to selected patrons mid-December; there will also be an online giving option available through Friends of the Lacey Library. The Friends will donate all proceeds from their February book sale to the remodeling project.
- In the parking lot the handicap ramp has been re-poured/repared.
- Circulation is up compared to last year. This does not include the Hawks Prairie kiosk.
- Amy commented that the new app is very user friendly.
- Board members were given an opportunity to participate in an ask exercise called the “Harwood Method” in which patrons are given an opportunity to express opinions regarding the strengths and weaknesses of the community in general rather than of the library itself. Responses are reviewed to identify areas where the library may be able to fill needs in the community.

New Business:

First three proposed meeting dates for 2019 are: January 9 (election of officers), March 13, June 12.

Scott reviewed the duties of the chair and vice-chair.

Scott requests all board members bring their calendars to the next meeting, January 9 at 5:30 p.m. in the Library Community Room.

Meeting adjourned at 6:30.

Respectfully submitted,

Sharla Desy

Lacey Library Board  
Library Manager's Report  
Presented on November 14, 2018  
**For Sept/Oct 2018**

Library News:

LA Library Aide Claire transferred to Olympia, so we are once again hiring a new 20 hour Aide. We expect interviews to happen in November.

Lacey staff are working together to prepare for 2019 as we get ready to remodel our facility. We have a number of projects, programs, outreach opportunities, and ideas to test next year to ensure our plan for our new service desk layout gives us the best setup possible to assist our patrons and provide for flexibility in our building. To prepare for this, staff will be focusing on the TRL program priorities of Early Learning, Summer Library Program, and Native Voices. We will be reducing the number of special, non-regular programs in the building but will be focusing on larger (and possibly more expensive) all ages programs and performers. We also are setting up passive program activities like an Early Learning Makerspace table in the Youth Services area, and promoting tours and class visits on Mondays & Fridays. Finally, we'll be shifting and rearranging collections on the other side of the library to make space for a new romance section & more book displays. We hope to explore new ways of setting up our library that will enhance our services & collections as well as get us ready for the remodel in 2020.

An updated, final budget estimate for the Lacey Remodel Project has been submitted by the space planner to reflect a 2020 construction date. The new amount anticipated is \$225,000. Working in conjunction with the Friends of the Lacey Timberland Library, plans are underway for a fundraising effort to raise the additional \$75,000 needed to pursue the remodel as planned. A fundraising letter will be sent out to various community members inviting donation in exchange for recognition on a new donor plaque system to be installed in the library. The Friends will also advertise the February 2019 book sale as a fundraiser solely for the library remodel project. Online giving options are currently being explored as well. The fundraising drive will launch December 1, 2018 and continue through April 30, 2019.

Timberland News:

The recently released Capital Facilities Proposal was tabled by the TRL Board of Trustees until August 2019. An ad hoc committee has been created to explore elements of the proposal and develop a plan over the next year that will address anticipated budget shortfalls and provide services in our communities. For more information and updates, please visit <https://www.trl.org/capital-facilities-proposal> on the TRL website. As part of TRL's efforts to prioritize services that meet community needs, TRL staff have been conducting ASK interviews in their communities and will be doing so until November 17, 2018. These interviews four questions about a person's aspirations for their community. By gathering this data, TRL can identify community priorities and use

these to inform TRL priorities as part of our new strategic plan beginning in 2020. Holly will ask Lacey Library Board to complete the ASK questionnaire at the November Board meeting.

Programming:

**September**

Youth: 5 programs attended by 337 people (including passive Maker Station with 167 participants)

Adult: 12 programs attended by 292 people

**October**

Youth: 19 programs attended by 1,419 people (including passive Maker Station with 180 participants)

Adult: 13 programs attended by 247 people

Outreach:

**September**

Lib. Mgr: Digital Resources presentation to 50 attendees at Panorama. Attended 1 meeting for LL2R, 1 meeting for Lacey Chamber Education Committee, Lacey Makerspace fundraiser.

Youth: Attended NTPS Librarians breakfast and updated 25 librarians on library news, conducted booktalks at South Sound, Timberline, River Ridge, & North Thurston high schools for 862 students & teachers.

Adult: Conducted tour for 7 members of NTPS Special Ed group.

**October**

Lib Mgr: Authors & Libraries presentation to 11 attendees at Emerald City Writers Conference, attended 1 meeting for LL2R & 1 meeting for Lacey Chamber Education Committee.

Youth: Attended NTPS Librarians breakfast & updated 20 librarians on TRL news, worked at Children's Day outreach booth sharing LL2R 2019 & library information to 300 visitors, had outreach booth at NTPS Career Fair and shared library information to 160 attendees.

Circulation:

We checked out 72,366 physical & digital items in September, an increase of 2.8% over September of 2017.

We checked out 76,956 physical & digital items in October, an increase of 7.9% over October of 2017.

The library was visited by 22,709 patrons in September, a decrease of 11.4% over September of 2017

The library was visited by 27,485 patrons in October, an increase of 4.5% over October of 2017.

Building:

Light bulbs replaced throughout the library, and batteries in all emergency exit door alarms replaced.

Front interior lobby door handle repaired.

Evaluation of additional security lighting, staff bike rack relocation behind building.

Replacement of exterior wheelchair ramp cutout from parking lot to main entrance sidewalk.

Submitted by Holly Paxson, Lacey Library Manager

**November 8, 2018**