



City of Lacey, Washington
Lacey Library Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, January 24, 2024

5:30 PM

Council Chambers and Online

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome and Announcements**
- 4. Approval of the Agenda**
- 5. Review and Approval of November 29, 2023 Minutes**
- 6. Public Comment**
- 7. Agenda Items**
 - A. City Email Addresses and Advisory Board Stipend Program**
Kelly Adams, Special Projects Administrator
Elissa Fontaine, City Clerk
 - B. Election of 2024 Board Officers**
Library Board Members
 - C. Library Manager's Updates**
Holly Paxon, Library Manager
- 8. Next Meeting**
- 9. For the Good of the Order**
- 10. Adjourn**

Attend Remote or In Person

The public may attend the meeting in person, or you may view or listen to the meeting using one of the following platforms:

In Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: <https://us02web.zoom.us/j/84818807245>
Website: <https://cityoflacey.org/government/public-meetings/>
YouTube: <https://www.youtube.com/watch?v=IEfkY0PnF8k>
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 848 1880 7245)



DRAFT Lacey Library Board Minutes

November 29, 2023, 5:30 p.m.

(Live and Zoom meeting)

Present: Amy Blondin, Scott Robinson, James Murray, Pam Nelson, and new student representative Sophie Allard. Blake Bresnahan, Assistant Library Manager, attended for Holly Paxson and Sharla Desy didn't attend due to illness.

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

Amy introduced our new student representative, Sophie Allard. Everyone introduced themselves and discussed the recent books they have read.

The agenda was approved.

The minutes to the June meeting couldn't be located. Sharla was going to continue to look for them. The main topic of that meeting was the budget request for next year. The budget request was approved and forwarded to the city on behalf of the library.

There were no public comments.

Library Manager's Report

Blake presented the Library Manager's report.

TRL has hired substitute library assistants to fill in for vacation absences, vacancies, etc.

A second copier was authorized for the Hawks Prairie branch.

Lacey has a new weekly program – "Talk Time" which provides opportunities for people who are learning to speak English to practice speaking English.

The Anywhere Library Program now has seventeen stops throughout Thurston County.

Friends of the Lacey Library is sponsoring a booth for the library at the Lacey Cultural Celebration. They are also working on a banner to be placed across College Street which would advertise what Friends does for the library.

A Lacey Library patron was the winner of the 0-5 age category of the Design a Library Card Contest.

TRL has a new website which is more interactive and includes a more sophisticated search feature.

James asked questions about the circulation statistics. Hawks Prairie has seen huge increases in the number of checkouts as compared to the same period last year. Blake explained that the location had just opened last year. Also, the collection has been fine tuned to better meet the requirements of the Hawks Prairie patrons. The laptop bar at Hawks Prairie has been a great improvement.

The proposed date for the January meeting is January 24th, 2024.

The meeting adjourned at 6:09 p.m.

Respectfully submitted,

Pam Nelson

Lacey Library Board
Library Manager's Annual Report for 2023
January 24, 2024

Intro

It's hard to believe another year has come and gone, that was fast! We officially brought in-person programming back to the buildings and started accepting outreach engagements again. We kept up with our popular Take & Make craft bundles and even offered a take-home murder mystery party program to serve those folks who weren't quite up to coming back to the library yet. Our community's use of the library continues to inch back up toward those pre-pandemic levels, and as business increases, staff adapt and adjust our methods of providing service. 2023 brought a new TRL website, catalog, newsletter, and new program for booking meeting rooms. TRL shared its philosophy on rating systems for library materials (we already separate materials for adults, teens, kids, and small children, there is no need for additional labeling) and took a hard stand against banning books and in favor of our patrons' freedom to read, and to choose materials appropriate for their own children. Thanks to the Friends support, a special Banned Books week program gave out over 100 free books that were on the American Library Association's Top Ten Banned (and challenged) books to participants.

We owe a huge debt of gratitude to the City of Lacey for the gorgeous new paint job throughout the library. The community has noticed and commented on how nice and clean everything looks.

Library News:

Lacey/Hawks Prairie

Staffing Updates

As part of TRL's continued budget efficiency work, positions that became vacant through attrition continue to be carefully evaluated (and in some cases, eliminated or the FTE changed). This restructuring is to keep TRL's budget balanced while continuing to fund our long-overdue need for increased salaries for entry level staff and increasing healthcare costs. TRL's revenue is capped at a 1% increase each year due to state law, while medical insurance costs alone regularly increase at least 5-8% each year.

Happily, over 50% of TRL District staff participated in the wellness program which allowed us to receive discounts on our healthcare premiums through Association of Washington Cities.

Lacey's staffing dropped to 23 people for about 8 months in 2023, but we regained a position and now are back to 24 staff (with an increase of .5 FTE, or 20 hours/week) at 22.025 FTE. This increase in Library Assistant hours will help support our in-building services so our Public Services

Specialists/Librarians (Information staff) can increase programming, outreach, and community engagement activities for 2024.

Anywhere Library

TRL's mobile services department restructured and re-introduced itself in 2023, as Anywhere Library. The service will eventually exist in all five counties in TRL, but the start was right here at Lacey with Anywhere-Thurston. Amoreena Harpole is our Anywhere Public Services Specialist, and she built the program from the ground up. From a start of 5 total stops, Anywhere Library now has 16 total stops throughout rural Thurston county and in the communities of Rochester, Rainier, Littlerock, Lacey, and Olympia. Some stops deliver holds and provide books to browse and checkout, some provide Early Learning programming (she does 10 storytimes in a day on Headstart visit days), and some provide computer use and crafts or other activities. The new van, outfitted with a power lift mechanism and built-in shelving, was delivered at the end of December and should have had additional ergonomic support to Amoreena's one-person show. We expect to be able to eventually accommodate up to 32 stops in Thurston county.

Building (s):

Lacey Timberland Library

The Lacey Timberland Library received the following refreshes in 2023:

- Staff workroom refresh & new lockers
- Whole-library paint job!

Hawks Prairie Timberland Library

The Hawks Prairie Timberland Library received the following 'upgrades' in 2023:

- Laptop bar & barstools
- 3 additional patron Internet stations
- Open 7 days a week!

Programming & Outreach

Early Learning: 164 events with 5,942 attendees

Youth/Teen/Adult & All Ages: 71 events with 4,372 attendees

Outreach: 74 visits with 15,260 attendees

Summer Library Program: Lacey – Gave out 1,164 books to participants

Hawks Prairie – Gave out 128 books to participants

AARP Tax Help: 561 community members served

Voting Center/Voter Assistance: 21 voters assisted by library staff on election day (not bad for an off year)!

Materials:

LA: 519,689 physical materials were borrowed in 2023, compared to 476,573 in 2022, an increase of 9%.

419,525 digital materials were borrowed in 2023, compared to 325,135 in 2022, an increase of 3%.

HA: 49,667 physical materials were borrowed in 2023, compared to 27,307 in 2022, an increase of 82%

13,216 digital materials were borrowed in 2023, compared to 2,833 in 2022, an increase of 366%

Anywhere Library-Thurston: 1,418 physical materials borrowed in 2023

23 digital materials borrowed in 2023

Total materials borrowed in 2023, digital & physical materials: 1,003,538

Submitted by Holly Paxson, Lacey Library Manager

January 23, 2023