



City of Lacey, Washington Lacey Library Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, April 17, 2024

5:30 PM

Executive Boardroom and Online

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome and Announcements**
- 4. Approval of the Agenda**
- 5. Review and Approval of the Minutes**
 - A. Meeting minutes of January 24, 2024
- 6. Public Comment**
- 7. Agenda Items**
 - A. **Library Manager's Update**
Holly Paxson, Library Manager
 - B. **2025 Budget Request**
Holly Paxson, 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: Executive Boardroom at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_4zj_KF3bScuF4jy3ZG29wQ

Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=O8zfHpNzxHQ>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 881 1224 7633)

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located at the meeting location.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_4zj_KF3bScuF4jy3ZG29wQ

Instructions and access details will be provided once registration is complete.



DRAFT Lacey Library Board Minutes

January 24, 2024, 5:30 p.m.

(Live and Zoom meeting)

Present: Amy Blondin, Scott Robinson, Sharla Desy, James Murray, Pam Nelson, Sophie Allard, student representative and Holly Paxson, Library Manager. No one attended via Zoom.

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

Everyone introduced themselves and discussed the recent books they have read.

The agenda was modified to add the review and approval of the draft June 28 board minutes. The modified agenda was approved.

The June 28th minutes were approved as written.

The November 29th minutes were approved as written.

There were no public comments.

City E-mail addresses and Advisory Board Stipend Program

Kelly, Special Projects Manager, and Elissa, City Clerk, explained the process and reason for the new e-mail addresses for all board members. The new addresses will be used for city business only. They improve public access and transparency for public review of meetings. Kelly and Elissa stayed after the meeting to help everyone set up their new e-mail accounts.

The new Advisory Board Stipend Program makes it easier for all members of the public to participate. Everyone has costs associated with participating on a board, whether it be childcare, gasoline, public transportation, etc. The stipend is up to \$50 per meeting and no more than \$500 per year.

Election of 2024 Officers

Sharla Desy agreed to be the Chair and Pam Nelson agreed to continue as Vice-Chair/Secretary. Both were elected unanimously.

Library Manager's Report

Post-Covid, people continue to return to the library both at the main library and the Hawks Prairie site. Over one million items (both physical and digital) were checked out in 2023, making Lacey the busiest library, followed by the Olympia library.

There were increased book challenges in 2023, to include a suggestion for a rating method for books. Timberland's position is that the parent/caregiver should be the ones to decide what to read and what is appropriate for the child.

Amy asked about the Anywhere Library. Lacey is the hub library and visits places where people gather, such as Head Start, Cielo, Rochester Food Bank and other locations. It provides book check-outs, Wi-Fi and will soon add printing capabilities.

The proposed date for the January meeting is April 10, 2024.

For the Good of the Order

Lacey Loves to Read program activities:

Newberry winner Donna Higuera will be at the Koval Center February 15th.

Teen Cover Art and Writing Contest

Bookmark contest winners are on display and the Lacey and Hawks Prairie libraries.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Pam Nelson

Lacey Library Baord
Library Manager's Report
Presented on April 17, 2024
For January – March 2024

Library News:

Hawks Prairie Timberland Library now offers weekly storytimes! Beginning in January, Hawks Prairie Timberland Library offers a family storytime at 10 am on Thursdays. We are still building an audience for this new program, so please let your friends and family with little ones know about this program.

Lacey Timberland Library welcomed two new Library Assistants to our staff in February 2024, bringing our total staffing levels to 24 employees.

February was also Lacey Loves to Read month, featuring award-winning author Donna Barba Higuera. Lacey celebrated her visit with a bookmark contest, teen writing and cover art contest, the Lacey South Sound Chamber-sponsored Read Around Lacey event, multiple school visits, and a free community presentation and author signing event. We greatly appreciate the support of the Nisqually Indian Tribe and the Friends of the Lacey Timberland Library, who donated the \$5,000 grant awarded by the Nisqually Tribe to Lacey Loves to Read.

Our pilot program working with a social work student from St. Martin's continues this spring semester – Laia Currios, a fluent Spanish speaker, is staffing a community resource table daily at Lacey Timberland Library from 3 to 6pm. She is available to provide referrals and assist patrons in connecting with local agencies providing the help they need. Laia will continue to offer these services until the end of April.

Anywhere Library-Thurston now has a total of 21 stops each month, 8 stops open to the public and 13 stops to various schools, senior centers, and other agencies throughout Thurston county. These stops provide everything from storytimes and classroom book bag dropoffs to mini-library setups where patrons can browse for materials, pick up holds, and have access to wifi and chromebooks.

Timberland News

TRL is building a new library in Randle! The land has been purchased and TRL entered into a contract with Schwiesow Construction for an amount not to exceed \$2,212,552.00 that comes from the special purpose fund, the Building Fund. This is the first new library for TRL since the late 1990s. This building will replace the current Mountain View Library facility. For more information visit <https://trl.org/new-mountain-view-library/>

Shelton Library's refresh in March unveiled an amazing new children's area featuring a Jolly Reader Pirate Ship! This area provides lots of options for indoor play and learning, features that will eventually be coming to all TRL libraries. Check out

<https://trl.org/news/sunken-pirate-ship-the-jolly-reader-comes-to-shelton-timberland-library/> for more information.

For patrons who just can't get enough TRL swag, check out the new TRL online store at <https://www.bonfire.com/store/trl/> for t-shirts, bookbags, coffee mugs, and more! All proceeds support Timberland Regional Library.

Programming & Outreach

January

*Programs in **bold** are funded whole or in part by the Friends of the Lacey Timberland Library*

Early Learning

5 Book Babies with 163 attendees

5 Kaleidoscope Early Learning Playgroup with 363 attendees

4 Toddler Times with 143 attendees

4 Family Storytimes with 161 attendees (Lacey)

4 Family Storytimes with 6 attendees (Hawks Prairie)

Youth (Y)/Teen(T)/Adult(A) & Intergenerational (IG)

10 days Read Around Lacey (Y) with 73 participants (Hawks Prairie)

10 days Read Around Lacey (Y) with 112 participants (Lacey)

Outreach

A=Adult T=Teen Y=Youth EL=Early Learning (Birth – 5) and IG=Intergenerational

NTPS Library Teacher Meeting (A) with 21 attendees

Coyote Den After-School Club (Y) with 30 attendees

ASHHO Resource Fair(A) with 25 attendees

February

*Programs in **bold** are Friends-funded, in whole or in part*

Early Learning

4 Book Babies with 170 attendees

4 Kaleidoscope Early Learning Playgroup with 264 attendees

4 Toddler Times with 120 attendees

4 Family Storytimes with 204 attendees (Lacey)

5 Family Storytimes with 10 attendees (Hawks Prairie)

Youth (Y)/Teen(T)/Adult(AA) & Intergenerational (IG)

5 Talk Time English Conversation Circle (A) with 49 attendees

1 Thursday Book Club (A) with 16 attendees

1 Lego Brick Builders (IG) with 60 attendees

1 Gender Affirming Clothing Alteration (A/T) with 11 attendees

1 Button & Sticker Making Party (IG) with 32 attendees

Outreach

A=Adult T=Teen Y=Youth EL=Early Learning (Birth – 5) and IG=Intergenerational

NTPS Library Teacher Meeting (A) with 16 attendees

Adventures in Learning Preschool Tour (EL) with 40 attendees

Lacey Loves to Read Community event (IG) with 120 attendees

Coyote Den After School Club (Y) with 35 attendees

Open Book Club at Senior Center (A) with 6 attendees

SPSCC ESOL visit (A) with 40 attendees

March

*Programs in **bold** are Friends-funded, in whole or in part*

Early Learning

4 Book Babies with 153 attendees

4 Kaleidoscope Early Learning Playgroup with 257 attendees

5 Toddler Times with 164 attendees

5 Family Storytimes with 153 attendees (Lacey)

4 Family Storytimes with 8 attendees (Hawks Prairie)

Youth (Y)/Teen(T)/Adult(AA) & Intergenerational (IG)

2 Worksource Resume Writing workshops (A) with 16 attendees

4 Talk Time English Conversation Circle (A) with 46 attendees

1 Thursday Book Club (A) with 8 attendees

1 Lego Brick Builders (IG) with 53 attendees

1 Know Your Rights Immigrant Northwest Project (A) with 4 attendees

1 Prepare in a Year 12 steps to disaster prep (IG) with 13 attendees

1 Teen Creative Club (T) with 11 attendees

Outreach

A=Adult T=Teen Y=Youth EL=Early Learning (Birth – 5) and IG=Intergenerational

Early Literacy Night at Mountain View elem (Y) with 50 attendees

Billy Frank Jr. Celebration at North Thurston High School (IG) with 200 attendees

Lacey Cultural Celebration (IG) with 648 attendees

Coyote Den After School Club (Y) with 17 attendees

ASHHO Resource Fair (A) with 20 attendees

RMAC Boys & Girls Club visit (Y) with 22 attendees

Open Book Club at Senior Center (A) with 9 attendees

Ruby Street Art Quilters Group presentation (A) with 24 attendees

NTPS College & Career Fair (T) with 95 attendees.

Circulation:

January

Lacey – 87,507 physical & digital checkouts, 12% increase over January 2023.

Hawks Prairie – 6,898 physical & digital checkouts, 59% increase over January 2023.

February

Lacey – 82,834 physical & digital checkouts, 12% increase over February 2023.

Hawks Prairie –6,382 physical & digital checkouts, 49% increase over February 2023.

March

Lacey – 86,774 physical & digital checkouts, 5% increase over March 2023.

Hawks Prairie – 6,951 physical & digital checkouts, 34% increase over March 2023.

Building:

Multiple light bulbs replaced.

HVAC system repairs.

Dispensers for free period products installed in 2 public restrooms.

Submitted by Holly Paxson, Lacey Library Manager

April 10, 2024



April 10, 2024

Lacey Library Board

Subject: Building Improvement Request, Lacey Timberland Library

Background: The Lacey Timberland Library is considered the busiest library in the District, where community users regularly visit with library staff, meet with each other, use computers, and engage in normal library activities. The high use of the library reflects a bustling community space that could benefit from one or more small conference rooms where groups of 1-4 people and individuals can hold in-person meetings, do group work, and individually use the space to participate in online interviews or just have a private, quiet place to work.

To illustrate this need, the library meeting room was booked for use 956 times between June 1 2022 and June 1 2023. (The library switched to a new meeting room booking system in July 2023, and meeting room attendance data is not required for patron bookings, so we do not have more recent statistics). Of these bookings, 246 were library program bookings. Of the remaining 710 meeting room bookings by the general public, 279 (39%) were booked by groups of 4 or less.

Small conference rooms have been a regular request by patrons in the library for the past 10 years. Our community has very few free meeting spaces. When the library's large meeting room (capacity 125) is booked by small groups or only 1 individual, the room is then not available for larger group meetings. Approving this project would allow for more opportunity for larger group bookings in the library meeting room since the smaller groups of 4 or less could use a small conference room instead.

Estimated cost: Depends on a variety of factors and project would likely be \$50,000 or more (may require going out to bid).

Proposal: City of Lacey investigates the possibility of designating a specific area of the current library footprint to create 1 or 2 small conference rooms that can accommodate up to 4 persons in each room. City of Lacey then provides project management (project out to bid if required) and funding support.

Cost to City: Lowest bid accepted up to \$50,000; if the project is in excess of this amount other funding sources (Lacey Timberland Library Gift Fund, Friends of the Lacey Timberland Library) would make up the difference.

Thank you for considering this request,
Holly Paxson, Library Manager
Lacey & Hawks Prairie Timberland Libraries
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