

February 11, 2013
Lacey Library Board Meeting Minutes
Approved May 13, 2015

Present: Helen Spalding, Susan Cordas, Tanya Fehlig, Suzanne Cofer, Scott Kankelborg, Albert de Santis, and Holly Paxson, Library Manager.

Lacey City Manager, Scott Spence, was present. Meeting began at 5:30 p.m.

1. **Announcements.** Helen introduced our new board member, Albert de Santis. Helen welcomed City Manager, Scott Spence.
2. **Approval of Agenda.** The agenda was approved as presented.
3. **Presentation of City Manager** (Mr. Spence presented an abbreviated October 25, 2012 City Council PowerPoint about the City's 2013 proposed budget. The entire October 25, 2012 budget presentation is available to the public on the City Council's website.)
Mr. Spence reminded the board of the challenges cities across the nation and in Washington State face. Current city revenues are not meeting current expenses. The City of Lacey is projecting a \$1 million deficit for 2013. Because the exceptional fiscal management of the previous city manager and our current city manager, the City of Lacey has weathered the economic storm of the last four years. Looking forward, the City now must begin reducing services. For example, although a number of positions remain vacant, the City is hiring based on the greatest need. The City now is serving more people in Lacey with fewer staff.

The Board appreciated hearing an overview of the City's 2013 capital projects, which include enlarging the Lacey Senior Center, grant money to develop the Depot District Planning Area in time for the City's fiftieth anniversary in 2016, and a grant to conduct a study of the proposed Exit 109 and Exit 111 Interchange.

Noteworthy points the City Manager made are: the City of Lacey has \$20 million dollars in debt. Although that seems high, state law allows cities to carry up to \$350 million of debt. The City of Lacey has a history of working to pay as it goes. This is an impressive accomplishment. The citizens of Lacey are receiving great value for its tax dollars. The City has a world class park system, well-maintained infrastructure, and high public safety record.

Another noteworthy point is a Lacey property owner who maintains a \$200,00 home pays \$263 in annual property tax. However, that same household, pays its cable television service annual fees totaling \$1,800.

After Mr. Spence concluded his presentation, he explained to the board because the repair of the HVAC system had cost the City \$43,000, the City could not afford to pay for the requested mini blinds/solar shades at this

time. Nevertheless, the City Council would not object to the board submitting its wish list for the record. Mr. Spence reviewed with the Board the process for submitting facilities requests to the Council and the August 1 deadline.

Holly Paxson remarked to the board that it should submit each request with justification, explaining whether the request is necessary because it is adversely affecting service or whether it is improving service. In this way, the Council can more easily prioritize library facilities requests.

Discussion then followed about the possible future need for a new library. Mr. Spence told the board he would send it a letter on behalf of the City Council, requesting that the board undertake a study to determine the need for an additional library and where it may be located. Holly Paxson explained that she is able to help the board assembled data and other information for its review and consideration. Ms. Paxson and Mr. Spence both acknowledged that the City of Lacey and TRL would need to work together to coordinate any future planning. The result of the board's work on this subject will put in place a foundation of knowledge that can built upon each year and set in motion any necessary cooperative letters of understanding between the City and TRL as they work together to coordinate and prepare their long range capital facilities projects. Holly Paxson noted that the TRL facilities committee currently is working on its 10-year plan for TRL district. She also noted the 10 percent growth in circulation from 2011 to 2012.

City manager expressed interest in meeting with our new TRL director. The board thanked Mr. Spence for his time. Mr. Spence left the meeting.

4. **Minutes.** The minutes were approved without corrections.
5. **Library Manager's Report.** See attached. Holly stated the HVAC is repaired. LLTR events are well-attended and circulation remains high.
6. **Old Business.** Guidelines still are under view at city hall.
7. **New Business.** The March 13 meeting is cancelled. April 10 at 5:30 p.m. will be the next meeting of the board.

Meeting was adjourned at 7:30 p.m.

Respectfully submitted by
Suzanne Cofer
Vice-Chair/Secretary
Lacey Library Board

Lacey Library Board
Library Manager's Report
Presented on February 11, 2015
For January 2015

Library News:

The hiring continues! After 20+ years of service to Lacey and TRL, Adult Services Librarian Rosemary Conor retired in mid-January. We're pleased to announce former Lacey Adult Services Associate Hannah Taylor was selected to become Lacey's new Adult Librarian. Hannah recently completed her Master's in Library Science and has been working for Lacey and TRL for almost 3 years. Library Aide Deborah Creveling retired as well; the library will be recruiting for her and Hannah's position in February. In addition, we hired new Part-time Youth/Circulation Associate Jessica Hernandez and new Circulation Assistant Lacey Rader. Though we have many new faces at Lacey, all of us are dedicated to providing the same great service.

As in years past, the City has proclaimed February 2015 as "Lacey Loves to Read" month. Author Kashmiri Sheth will be visiting our schools and community Feb. 25th – 27th, 2015. Numerous activities such as the all-ages Bookmark contest, Teen Short Story contest, and Read Around Lacey initiative are happening throughout the month to prepare for Ms. Sheth's visit. More information is available at <http://www.nthurston.k12.wa.us/read> . The Community Author Reception will be held at the Lacey Community Center at 7pm on Thursday February 26, 2015.

Timberland News:

Like most libraries throughout the country, TRL has discovered that the IRS will no longer be supplying tax instruction booklets or any printed forms other than the standard 1040, 1040A, & 1040EZ to normal distribution centers (like libraries) this year. Citing budget cuts, the IRS suggests people visit www.irs.gov/forms to get the forms and instructions they need. Library staff are doing their best to assist patrons who do not have computers or would prefer to fill out and mail paper forms. Patrons may print up to 50 pages free each week, and staff also may do some single-form printing at no charge at the Information desk. Tax assistance offered by AARP volunteers is available at many libraries at no charge. (Lacey's assistance hours are Thursdays & Saturdays 11am to 3pm).

Adult Winter Reading is going strong throughout TRL. Read 5 books and turn in your review sheet to be entered into drawings for great prizes. Lacey patrons also receive a free book provided by the Friends of the Lacey Library for each completed entry.

Submissions for Timberland Writes Together are open and will be accepted until March 31, 2015. Short story submissions and cover artwork are sought, and professional rates will be paid for accepted submissions. For more information, visit <http://www.trl.org/ProgramsResources/Pages/TRT15/TRT.aspx> .

Service Story :

Lacey held a Literary Gingerbread House contest for all ages in January, to great acclaim and appreciation from the community! We invited patrons to vote on their favorites. Winning entries included 'The Pequod' from Moby Dick, 'Gingerbread House on the Prairie' from the Little House books, 'My Hobbit Home' from 'The Hobbit' and 'Poseidon's Cabin' from the Percy Jackson series. It was a wonderful multi-day event with families and people of all ages coming to the library to build and enter their literary Gingerbread into the contest. The houses are on display at the Lacey Library in the children's section until mid-February.

Programming for Month:

Youth: **3** programs attended by 125 people

Adult: 8 programs attended by 136 people

Outreach:

Youth: YS Librarian Raina visited Chinook, Komachin, & Aspire Middle schools throughout January doing booktalks and promoting library services. She spoke to 2,088 students in total.

2 Preschool tours to 67 students & caregivers.

Adult: 7 one-hour adult computer tutoring sessions provided by adult services staff.

Circulation:

We checked out **67,501** items in January, about the same as January of **2014**.

The library was visited by **27,493** patrons, a decrease of 9% over January of 2014.

Building:

Unfortunately, Lacey had its first episode of vandalism during Holly's time here – a sink faucet in the men's room was broken off and stolen, resulting in an after-hours flood thankfully confined to the restroom. Holly arrived on site and managed to turn off the water, and the ever-responsive City staff arrived shortly afterwards to replace the faucet. It has been suggested the Library may wish to look into putting a security camera for Lobby/Hallway outside restrooms. Holly will follow up on this with TRL Administration.

Submitted by Holly Paxson, Lacey Library Manager

2/9/15