

## **Lacey Library Board Meeting Minutes January 14, 2015**

The meeting began at 5:35 p.m.

Present: Holly Paxson, Library Manager, Helen Spalding, Suzanne Cofer, Sue Cordas, and Marti Rutishauser.

1. **Announcements.** Board members Sarah Park and Scott Kankelborg were excused. Helen will be absent for our February meeting.
2. **Approval of Agenda.** Agenda approved.
3. **Public Comment.** None.
4. **Approval of Minutes.** Approved with small correction.
5. **Nomination Committee Report.** Marti gave the committee report. All board members were consulted, regarding 2015 board officer nominations. The committee nominates Helen Spalding for Chair and Suzanne Cofer for Vice-Chair/Secretary for the year 2015. The nominating committee's slate of 2015 officer board positions was put forward as a motion. It was seconded and unanimously approved.
6. **Library Manager's Report.** Holly encouraged the board to participate in the Winter Adult Reading program. In a recent update to her report, Holly told the board that St. Martins University's literary magazine, SMUniverse would publish in its spring introduction the LLTR 2015 student short story competition winners. The LLTR VIP Library event is scheduled for February 25 at 5:30 p.m. in the library meeting room. See Holly's attached reports for further details.
7. **Update on the TRL Strategic Plan Process.** The next region-wide update will be available in late February or early March. See the TRL website. One strategic plan

initiative TRL prioritized this year is outreach to one group that is seen less frequently in a local library. The Lacey library target is South Puget Sound Community College. Its extension campus soon will be opening nearby. Students will have a computer lab and a digital library to access. However, Holly and her staff want to create student awareness of what TRL offers that is not offered by their college library. A further library target is service. Libraries are community-gathering places. The Lacey library will host one special event specifically geared toward college students, including St. Martins University students.

8. **Meeting Room Use Policy Discussion.** It was noted that it was not easy to find a copy of the City's policy about meeting room use. The board conducted a review and discussion of both TRL's meeting room policy and the City's meeting room policy. Both policies are dated. Helen advised that the City/Lacey Library policy and/or the guidelines for use provided to the public should note that computers are not available inside the meeting room. The board requested more information about city meeting rooms. Where can the public meet at City Hall? Is the Lacey Fire Station meeting room use guided by the City's policy or does it have its own meeting room policy? The board will resume its discussion at the February meeting. Sue Cordas agreed to conduct further research for the board.
9. **Disruptive Patron Behavior Policy Discussion.** Both the TRL and City policies were current and the board noted no particular contradictory language. The next topic for board review will be policies for: Displays and Exhibits and Public Bulletin Boards. Marty will bring copies of the City's policies for our February meeting.

10. **Old Business.** Helen told the board she would check on the status of the City's long-range plan update. She also agreed to invite our City Manager, Scott Spence, to our March meeting in order to provide the board a presentation about the City's upcoming 2016 budget.
11. **New Business.** None.

Meeting adjourned at 7:02 p.m.

Respectfully submitted by,  
Suzanne Cofer  
Vice-Chair/Secretary

Lacey Library Board  
Library Manager's End-of-Year Report for 2014  
Holly Paxson, Lacey Library Manager  
January 14<sup>th</sup>, 2015

**Library News:**

2014 was a year of transition and change for Lacey Timberland Library. Through retirements, promotions, and departures, Lacey hired 14 new staff in 2014, including new heads of Adult and Youth Services. Though the library was short-staffed for most of the year, we still were able to expand our hours to stay open until 6pm on Friday evenings, pilot several new family-oriented programs, including some held after open hours to be more accessible to a larger all-ages audience, and continue to provide outreach to students in our middle and elementary schools to promote reading and library use.

In my role as Lacey Library Manager, I attended and/or gave several presentations on library resources to the Lacey City Council, Lacey South Sound Chamber of Commerce, Joint Base Lewis-McChord, the Thurston County Chamber of Commerce, the Hawks Prairie Rotary Club, visiting students from Lacey's sister city in Poland, teachers from Shang-Hai and elementary education students from inner Mongolia through St. Martin's International program. I led a roundtable discussion on community partnerships at the 1<sup>st</sup> annual Summer Reading Conference in Yakima, WA and participated in the Thurston Thrives Community Resiliency workshop. I was accepted into the year-long Leadership Thurston County program through TRL's sponsorship and have been learning a great deal about all aspects of life and community in Thurston County. I worked with the Lacey Loves to Read Committee to present another successful year of Lacey Loves to Read, featuring award-winning author Patrick Carman with many community events including a Teen short story contest and Teen book trailer contest. With other library staff I did a presentation on digital library resources at Panorama, manned outreach booths at all three Lacey Community Markets with the Friends of the Lacey Library, and visited with new families and registered students for library cards at Horizons Elementary Open House.

Using TRL's Strategic Plan as a framework, the staff at Lacey are working to develop specific goals designed to fulfil the following Strategic Plan initiatives:

Promote the Library as a Community Gathering Place

Support Local Economies

Foster A Supportive Work Environment

Enhance Collections/Technology

Strengthen Families & Youth

Support Community Engagement through History, Culture, & The Arts

I look forward to sharing our progress on fulfilling these initiatives and continuing to bring excellent library services to Lacey and the Timberland community in the year to come.

**Statistics:**

2014 Programming at Lacey:

- ADULTS

- 41 Book Discussions with 383 participants
- 43 Special Interest programs attended by 1,236 participants
- 209 participants read 2,660 books during the Adult Winter Reading Program
- 10 Outreach visits promoting library services to 506 adults

**Special note: 47 of the above adult programs serving 1,665 participants were funded wholly or in part by the Friends.**

- TEENS

- 10 Book Discussions attended by 92 participants
- 10 Special Interest programs by attended by 319 participants
- 484 Teen Summer Reading Program participants
- 16 Outreach visits promoting library services to 2,936 teens

**Special note: 21 of the above teen programs serving 895 participants were funded wholly or in part by the Friends.**

- CHILDREN

- 49 Story Times attended by 2,193 participants
- 42 Special Interest programs attended by 3,796 participants
- 2,312 preschool & children Summer Reading Program participants
- 33 Outreach visits promoting library services to 3,263 children & their families

**Special note: 43 of the above children's programs serving 6,108 participants were funded wholly or in part by the Friends.**

- **Grand Total: 256 events serving 17,729 people in our community in 2014**

In 2014, numbers for visits and items checked out decreased from 2013, as shown in the statistics below. Part of this decrease may be attributed to a change in data collection methods. In January 2014, TRL stopped collecting data on how many courtesy collection ('spinners') items were checked out. Since Lacey had the largest amount of checkouts for this particular collection, this certainly impacted statistics. In addition, Lacey's door-counter broke in May and its replacement is regularly under-reporting our visitation numbers.

**327,079** visitors to the library checked out **3% fewer materials than 2014**, as shown below:

**2014 Circulation at Lacey:**

- ADULT COLLECTION
  - 262,549 print items
  - 184,722 audio-visual items
  - 17,539 'other' (magazines & special collections) items
- YOUTH COLLECTION
  - 294,808 print items
  - 53,184 audio-visual items

- 4,784 'other' (magazines & special collections) items
- DIGITAL COLLECTION
  - 77,504 items downloaded
- **Grand Total:**
  - **Print: 817,586 items checked out in 2014 vs.842,966 in 2013, decrease of 3%**
  - **Digital: 77,504 items downloaded in 2014 vs. 60,278 in 2013, increase of 28%**

In addition to the above, additional explanations for lower numbers this year could be a slight decrease in use thanks to an improving economy. Library use typically goes up when the economy is struggling, and lessens when the economy improves. We will continue to monitor our statistics and in 2015 have plans to increase our outreach, programming, and promotion of services to ensure we remain a vibrant and important part of the Lacey community.

2014 Facility Improvements:

- Windows, Carpets, & Floors thoroughly cleaned quarterly as per custodial contract
- Installation of automated interior lobby door.
- Re-stripping of parking lot spaces
- Installation of gravel on paths in central island in parking lot.

Submitted by Holly Paxson, Lacey Timberland Library Manager on 1/9/15