

Lacey Library Board Minutes, ACCEPTED October 12, 2016

September 14, 2016 (Lacey Timberland Library Meeting Room)

Present: Scott Kankelborg, Helen Spalding, and Andrew Metcalf

TRL Staff: Holly Paxson

Absent: Marti Rutishauser

Chair, Scott Kankelborg called the meeting to order at 5:36 pm.

Announcements: Library Closed Thursday, September 15th.

Agenda: Approved

Public Comment: None

Minutes, June 8, 2016: Unable to approve at this time due to lack of Quorum.

Library Manager's Report - Holly Paxson

Holly distributed the report (attached) and highlighted the following items:

Discussed new budget manager and plans to share cost and expenditures for building and utilities with city and board. The new budget manager delivered in depth budget for use by TRL.

Looking at options for next year's staffing on CSR to analyze and put together a plan of action to better serve the guests of the library. This may include one desk reception and renovations within the building.

Holly shared a concern that was brought to her attention by a long time library guest for the lack of a single use restroom. This was brought to the city manager's attention and the city is costing out the project for a possible family restroom.

Review of TRL Service Point Analysis: Scott distributed a letter to the Mayor from Cheryl Heywood, Executive Director of TRL (Attached). Holly expressed she spoke with Cheryl on this and she will have an update in 1-2 weeks.

Old Business: Discussed a plan around recruiting a new board member and youth member. Scott has found a potential youth member from Timberline High School. Holly plans to check with Lacey loves to read for potential candidates. Reaching out to EDC / SPSCC for possible candidate options and contacting City of Lacey for possible Facebook post to recruit candidates.

New Business: Next meeting date is scheduled for October 12, 2016 at 5:30, contingent on youth member accepting position. If no youth member by October the next meeting is planned for Nov. 9th, 2016 at 5:30.

Meeting Adjourned: 5:43pm

Lacey Library Board
Library Manager's Report
Presented on September 14, 2016
For June/July/August 2016

Library News:

We held interviews for our vacant Aide position in June and the position has been accepted by Jennifer Langer, who started at Lacey on July 18th.

On Your Mark, Get Set, Read! The TRL Summer Reading Program kicked off with reading, programs, and activities focused around fitness, movement, sports, and teams. The Summer Reading Program is open to children birth to age 18 to attend programs, participate in reading challenges & activities, and earn prizes for reading this summer. Materials became available after school's out in each community (Monday June 20th at Lacey).

By the end of August, Lacey's summer reading totals were 2,880 babies, kids, & teens participating – slightly down from 2015. Of those, 435 kids completed activity sheets for a finishing medal, which is a completion rate of about 15%. This is TRL's first time tracking a finishing statistic and we'll continue to explore ways of increasing the number of program finishers.

Our Adult Librarian Hannah Taylor got a dream job at her childhood library in Pierce County in August! We're excited for her but sad to see her go, and we're working on fast-tracking the hire of her replacement. Another 'happy for her, sad for us' departure was Library Aide Amanda Barron, who resigned to stay home with her new baby. We hope to have both positions hired and starting in September & October, respectively.

Our annual Quilt display is up for the month of September, this year featuring the Washington Stars Quilt Guild. Pick up a brochure at the Information desk & be sure to stop by & admire the quilts!

Timberland News:

TRL Business Office has been doing hard work getting TRL's finances up to date. All library locations were provided definitive numbers for their gift fund balances & we expect to be able to start tracking expenditures by individual library by the end of the year. Lacey Library's gift fund has \$135,000 and will be working on a plan to remodel service desks for next year's City of Lacey budget submittal.

Timberland Reads Together is coming next month; 'Boys in the Boat' by Daniel James Brown is the featured book. TRL has many different events planned; pick up a booklet at Adult Information desk for details.

Service Story :

June

Lacey had quite a few positive comments this month:

An excerpt from a user who posted to Yelp:

"I like this library a LOT! It has been here for years and has kept up with the demand of technology including computers for the most part. There are talking books, possibly for the reading/vision impaired mostly. I use them at times because I cannot read books very fast and I enjoy talking books much more than struggling with a book.... The entire library is clean and inviting. Any paper finding its way to the floor is immediately picked up. THE ENTIRE LIBRARY IS HANDICAP ACCESSABLE. The air in the library is clear and doesn't smell musty like old books can smell. There are several staff waiting to help. I have always kind of gotten lost in libraries. All you need to do in this library is ask for help and help you will get." ~Submitted by Kelsey Smith.

A patron at the Circ desk said how much he loves our library system. He's visited libraries all over our area and he's particularly impressed by how happy and welcoming our staff is at Lacey. ~Submitted by Sabina Tate

July

For an extra special fitness-themed storytime in July, we partnered with St. Martin's University to present a "StoryWalk" family storytime on the beautiful wooded campus next to Lacey Library. I walked back with two moms who had recently moved here because of their military connections. They seemed to be striking up a friendship as we walked back through the woods! Several of the caregivers said they didn't realize St Martins had such a nice area that was open to the public. We really appreciate having such great neighbors here at the library.

~Submitted by Raina Sedore, Youth Librarian.

August

A grandmother stopped by the desk to thank us for holding The K creators, a meetup event for 4th-12th graders who like to write or draw. Her granddaughter lives in another city and is homeschooled, and came to Lacey for two of the K creators events last spring. "It really has meant a lot," the grandmother said. "She's been writing all summer! She can't WAIT to find out if it's happening again."

Fortunately, it is!

Submitted by Raina Sedore, Youth Librarian

Programming:

June

Youth: 5 programs attended by 1,319 people; 1,610 Babies, Kids, & Teens registered for Summer Reading Program.

Adult: 9 programs attended by 173 people

Joint (All Ages): 1 program attended by 94 people.

July

Youth: 9 programs attended by 890 people

Adult: 1 program attended by 11 people

Joint (Adult/Teens & All Ages): 3 programs attended by 121 people.

August

Youth: 4 programs attended by 608 people

Adult: 2 programs attended by 18 people

Joint (All Ages): 3 programs attended by 164 people.

Outreach:

June

Youth: Attended NTPS librarians breakfast meeting & discussed library services/summer reading to 20 school librarians. Elementary school visits & tour promoting Summer Reading Program to Meadows, Community Christian Academy, Pleasant Glade, Evergreen Forest, Lakes, Seven Oaks, Lydia Hawk, Mountain View, Olympic View, Woodland, & South Bay Elementary reaching 3,930 students.

Lib. Mgr: Presented Lacey City Council meeting update on Summer Reading to 25 attendees. Attended Lacey South Sound Chamber Education Committee meeting.

July

Adult: Boots to Business military outreach to 23 attendees; database workshop to Thurston EDC to 15 attendees.

Lib. Mgr: Shanghai TCM University tour & workshop to 26 attendees; BecHai HS/Maritime University tour to 9 attendees. Visits arranged through partnership with St. Martin's University International Studies program.

August

Youth: Presented outreach & library card sign-up at Horizons Elementary Open House to 80 attendees.

Adult: Participated in outreach booth at Thurston County Fair multiple days, saw 200+ attendees.

Lib. Mgr: Promoted Lemonade Day! @ Lacey South Sound Chamber Forum to 120 attendees; Okazaki Women's Jr. College tour to 20 attendees; Mukagawa University tour to 20 attendees. Visits arranged through partnership with St. Martin's University International Studies program.

Circulation:

We checked out **79,405** physical & digital items in **June**, an increase of 2.8% over **June** of 2015.

We checked out **79,343** physical & digital items in **July**, a decrease of 6.3% over **July** of **2015**.

We checked out **80,520** physical & digital items in **August** about the same as **August** of 2015.

The library was visited by **30,115** patrons in **June**, an increase of about 2% over **June** of **2015**.

The library was visited by **29,256** patrons in **July**, a decrease of about 9.8% over **July** of **2015**.

The library was visited by **30,412** patrons in **August**, about the same as **August** of **2015**.

Building:

The roof was pressure washed and windows caulked by the City once additional leakage occurred during this process. The City installed new can lighting in ceiling above the Reference collection (back wall) and in the previously dim corner at the end of Adult Fiction, and replaced burnt-out bulbs in the suspended halogen lights.

The HVAC computer was replaced by City of Lacey Computer Services staff. This computer allows staff to view (but not change/control) the building's temperatures & state of its HVAC system.

Submitted by Holly Paxson, Lacey Library Manager

September 10, 2016