

Longview Library Board of Trustees

Meeting Minutes

7/10/2023

1. Call to Order

Meeting opened at 4:01pm

2. Pledge of Allegiance

3. Roll Call

Board Members Present: Tina Smith, Linda King, Paula Stepankowsky, Erik Halvorson.

Library Representatives Present: Director Jacob Cole, Administrative Assistant James Newkirk.

Absent: Dave Knoyle

4. Approval of Agenda

Agenda approved as Presented

5. Approval of June 12, 2023 Minutes

A few adjustments and clarifications were made.

Minutes Approved as Amended.

6. Approval of Claims

Question. What is the Polaris Software?

Answer. Polaris is our Intergrated Library System (ILS). It's what we use to check-in and check-out material, Register Patrons, Charge fees, Its basically the backbone of the Library.

Question. On page 23 there are late fees from Cowlitz PUD, could you explain those please?

Answer. Cowlitz PUD used to allow us to pay every other month without a late fee. They didn't charge the City late fees and all of the sudden started charging late fees. The library has put the PUD bill on a City Purchase Card and setting up an automatic payment system which should make these fees less likely to occur.

Question. What about the Bank of America Late fee?

Answer. We used to have other cards with Bank of America before switching to US Bank. During the cancellation process, one card was missed, and a late fee ensued.

Question. What are book processing Fees?

Answer. The book processing from Baker and Taylor includes putting jackets on books, placing a label, and stamping our books. This used to be done in-house at great expense of labor hours, but through Baker and

Taylor, this charge comes to about \$1.24 per book. Sometimes we request extra services, and depending on what is done, they'll increase the charge accordingly.

Question. Charges for the Library's copy machines. Is this a lease?

Answer. This is a contract between the city and the vendor for service of the copy machines inside the library and city. We charge \$0.10 per copy from the public which offsets much of the costs. It also allows the Library to offer free prints to those who are in distressed situations. We also receive donations from individuals for printing for exemplary service. We are considering raising the rates on the back & white printing, but the color costs are about standard.

Question. City Passport – How many were printed, and how many are coming back to get stamped?

Answer. There were 500 books printed, and many people have come back to get them stamped. We anticipate a large number of people will get these fulfilled toward the end of summer because it is part of the Summer Reading Program and doing it will gain an entry into the incentive giveaways for the Summer Reading Program.

Question. What is Tin Can Alley?

Answer. Tin Can Alley is an Antique Store. The Longview Room has a budget of about \$500. Staff will go to Antique Stores looking for items to add the Longview Room Collection.

Claims Report was approved.

7. Surplus Materials Report

James –

Physical materials added to the catalog: 502.

Digital materials added to the catalog: 7,211.

Physical materials withdrawn from catalog: 1,791.

Digital materials withdrawn from the catalog: 3,197.

Surplus Materials Report was approved.

8. Constituent Comments

No Constituent Comments

9. Chair and Board Reports

Tina –

The board is saddened to hear of Lisa's husband's sudden passing. Tina helped out in the Rose Garden for the first time and spent two hours with the volunteers and hope to be able to go again. The coming Humanities Washington is next week, we're excited about that. Could you explain The Library Foundation Hours in the Board Room on the calendar? (Jacob – Those are the staffed hours of the Foundation secretary. It's placed on the schedule to make sure we don't double book the room). The WSL third Thursday event was about communications between libraries, their friends groups, and foundations. Tina has found that in Longview, The Friends and Foundation work together well and have their sights on similar goals. Also, the Director keeps the Friends, the Foundation, and the Trustees well informed.

Linda –

The Parade was a huge success. Everyone participating was very happy handing out pamphlets and candy and offering information about the Mobile Library. They ran out of pamphlets before the halfway point of the parade. Linda attended the Hip-Hop Humanities Washington event. The speaker described various artists and styles of music, but Linda had a hard time connecting to the program because they did not offer samples of the works being discussed. The AARP Tax-aide program offered 8 million sites and 2.24 million people were helped nationwide, and Linda thanked the director for allowing the Library to be a participant in this event. Linda enquired about the Field Instructor for the Social Work Intern Program. Jacob stated that a field instructor has been found but currently the City and the University of Washington are currently processing the paperwork and we should hear back soon.

Paula –

Paula attended the Friends of the Library and would have liked to see more participation from the Foundation members and City Council. Paula attended the Columbia River Reader launch of Empire of Trees and queried if the Library had any copies. Jacob stated that the Library is making this book the focal point for the Community Reads Program this fall, that members of the public will be able to get a copy of the book at a reduced price; A suggested donation of \$10. The Library will be hosting individuals who worked on the book do a presentation on September 11th, followed by three programs focusing on Longview's past, present, and future. There is also going to be a special Library edition with a letter from the Director. Paula noted that this is the only written book about the history of the city in this year of the centennial. Library staff member Angela Stephenson has also been credited in the book for her work in the Longview Room to provide historic information to the writers. Paula noted that a report from the University of Washington shows the need for cooling centers (especially in Washington State) being led by community-based organizations and emphasizes the gratitude there will be once the new HVAC system has been completely installed.

Erik –

Erik is glad to see the HVAC moving forward as well. Erik questioned about a grant being sought for digital classes and Jacob stated that paperwork has been submitted, but we are still waiting to hear back. Jacob noted the new network equipment has been installed but inquired about what the next step in the process is to get that up and running. Jacob stated that we get our internet from the K12 Network designed to serve schools and libraries, and we have been waiting for them to make a network change to increase available internet speeds, which recently happened. Now we are waiting for a contractor to come in and run new cabling from our server to the various access points across the building. Part of our local network controls services like mobile printing and public computer usage and there is only one specialist in the city who can make specific changes to ensure those services stay intact when we do the switch over. The end result of this project will speed-up WIFI access and increase the number of devices able to be on it at one time. The State of Washington is paying 92% of costs on this installation and services the first three years. Erik asked about the Server Migration for the Polaris systems. Jacob said that the server is migrating from one cloud server to another, which should include faster response times, better services, etc. Erik asked about generators inside libraries, if we are talking about heat protection HVAC, in emergency situations, libraries can be staging places, have we seen other libraries set up like that? Jacob shared about when he first started working in libraries, the university library he worked for was the emergency shelter for the school and it had generator to use in times of emergency.

Tina asked if a generator for the Library would be something the City would need to be involved with through budgeting and approvals. Jacob mentioned that we have higher priorities that we need to consider. One item

that Jacob and Library staff would like to see is the remodeling of a small ADA-noncompliant bathroom on the main floor that is staff use only. To have it turned into an ADA Compliant bathroom, that would be single use, and be available to the public.

10. Director's Report –

Jacob –

Summer Reading has gone off with a Bang! We have over 870 Registrations to date and that is higher than our 2019 pre-Covid total. We are running radio ads to reach a goal of 1000 registrations by summer's end. We gave out 100 yard-signs to the public and we are seeing them all over the city and mini-rural district. It has been really busy, while also dealing with employees being out for various reasons. This is leading to work on projects and programs slowing down due to the prioritization of staff hours to the service desks helping patrons.

We're continuing the weeding and RFID projects and planning to do the major shift of fiction and nonfiction material sometime in September. Jacob plans on measuring our current shelving in the reading room and seeking an estimate to replace that shelving to discuss with the budget process of 2025/2026. There are lines in that biennial budget process that we're going to review and request to add to our permanent budget. The Library will also seek increased funding for emphasized programs and projects.

This fall we're working towards having a volunteer drive to spread awareness to our need for volunteers especially around Project READ. Other entities in the area have taken on some of the work that went into Project READ in the past, and so we're looking to emphasize specific functions like the naturalization process and focus on those.

Question. The Summer Reading Display had a question to the community, "What is your dream of the future?" Over 150 people responded, what kind of responses did we get?

Answer. Some of the answers were thoughtful and kind. Some were silly, one patron asked for 27 more squirrel statues. Some were from parents and included answers like redevelop downtown, better parking, etc.

Question. Currently we have 4.7k followers on Facebook, how do you create more viewers of social media posts?

Answer. We can use targeted advertising, paying for sponsored ads through Meta (Facebook Parent Corp). We currently use our website, our brochure, the monthly newsletter, etc. We also hashtag our posts which are searchable so that people searching for local events or programs can find us. Heather Palow the Communications and Marketing Specialist has also sought multiple grants to attend a marketing conference which will enhance our ability to reach more people.

Question. There is an open part-time circulation position, how is the process going for that?

Answer. Today was the last day to accept applications. Once that is finished, Austin will go through them and interview potential candidates to fill the position.

Question. Is there a public list of the staff and their job titles?

Answer. We have an organization chart that is being updated while filling the open positions, which lists the board and staff members.

Question. Where are we in regard to the size of libraries nation-wide and how is it figured out?

Answer. Jacob does spend a lot of time looking at comparable data. While researching other libraries that serve similar populations, it was parsed different ways depending on size of service area, number of cardholders, how much money they spend, how much salaries are, etc. When doing this research, it was restricted mostly to Washington State due to the geopolitical nature of the various states, their laws, and their funding levels.

Question. Are the current operating hours working out, do you plan to continue them?

Answer. Compared to the years before Covid, the Library operated at around 52 hours per week. We currently operate at 54 hours per week. The survey we did with the public showed they desired more early-morning hours versus late-night hours. The hours late in the evening dwindled the later it got, and though from 9-9:30am we don't have many people come in the doors, the people that do are very dedicated, and we wouldn't want to change it too much. There has been requests from the staff to close more days of the year so that they can have more training opportunities. We are considering closing Columbus Day for that. Though it is not a city holiday, most of the public can understand the building being closed on that day.

Question. In the past there have been classes about making wills, could there be a class on creating wills this fall?

Answer. As library staff, we cannot give legal advice nor medical advice. We would need a lawyer to be able to give legal advice and run that class.

Tina – International Festival. While she was there, Tina and Becky interacted with more than forty people who came in and passed out information about summer reading. Most of the questions were about summer reading and it was very worthwhile to be there.

Question. What is the most difficult problem the Library is facing at this time?

Answer. Not having the HVAC is tough, Staffing is tough, having money in the budget to replace worn out equipment and stock supplies is tough. One of the things that is currently an issue is the back door that the staff come and go from the most is swelling in the heat of the day during the summer. Some staff and volunteers have stated that it could be a safety issue. Jacob reached out to the risk management for the city who was going to speak with the Fire Marshall. We don't think there is safety issue because there is another external door on the same wall that functions perfectly fine. Facilities has worked on the door in the past and will look into it again this summer.

Question. What is the plan for the parking lot when it gets dark during open hours this fall/winter?

Answer. Jacob was hoping that the Ameresco project will be underway replacing the parking lot lights by that point, but if not, the Library will request to borrow the same lighting as last year.

11. Other Business – Adoption of 2023 -28 Strategic Plan

Jacob –

Jacob wanted to thank all those who participated in this group effort. There was good input from all committee members. The Library undertook a strengths, weaknesses, opportunities, and threats analysis with both the Strategic Planning Committee and library staff. There was also a series of listening sessions with the public, and a survey of users and non-users of the Library. This showed that the community priorities were literacy, education, and engagement. We worked to create specific areas to focus on and metrics to gauge progress. Jacob is now working on how to capture those numbers and when to load the data. There were also some areas that the Library needs to focus on such as being a great place to work, expanding and engaging the community, and helping the Library being a welcoming building.

We made changes to the mission and vision. Values have been added for the first time. It was developed to be shorter, easier to remember, and encompass the current and future goals of the Library. We also added a set of values to include when developing policy, procedure, programs, etc. which are access, diversity, equity, community, discovery, and learning.

Question. How many have been printed and how are they being distributed?

Answer. We have printed 300 full copies and 500 one-pagers. They have not been distributed yet, we were waiting on approval from the board, and Jacob plans to present it to City Council in August.

Question. In section four, Literacy, it states increase the number of materials donated to organizations that support socially excluded communities to 1000 items by 2028, what does that mean?

Answer. In some instances, we receive funds from the Friends of the Library and the Foundation specifically to give books away. With the Summer Reading Program we give books away as incentive for the challenge, we give books to teens that we get for free from publishers. With this in mind, we were trying to find areas of our community that really need books but are not part of the usual systems. For example, how do we get books to Community House or Hope Village, or to other places where people can't get library cards or can't get to the Library. The money from these books would not come from City funds, but from the Friends or Foundation, or be used books. We are just beginning this process, so the goal is to reach these levels by 2028.

Question. Also in section four, it states increasing the number of collection items for marginalized groups by 30%. We had previously discussed seeking a diversity audit, has this taken place, and how did you come up with the 30%?

Answer. The diversity audit has not happened yet. We were looking at the percentage of what we estimated our current collections are, and this may need to be adjusted. This is a living and breathing document and it can change. This goal breaks down to about 6% per year for 5 years. If we take the percentage of our population that include all these different groups, including BIPOC, LGBTQIA+, Disabled, Neurodivergent, they make up way more than 30% of our population, and currently we do not have that percentage of the collection representing those groups. Something around 80-90% of the collection is white hetero-normative content. The Library wants to build a collection that allows all members of the community to see themselves. We would like the collection to be reflective of the community we are a part of. Staffing hours are already strained and we wouldn't have time to do this in-house, so Jacob has a proposal in with the iSchool at the University of Washington and will attend their pitch night via Zoom, in the hopes of acquiring a student to do a project for their schoolwork that would be presented to the board and staff what their findings are with our current collection.

Erik offered his appreciation for the homeschool and early-learning goal and the focus on horticulture collection development.

Question. In the Plan in Action section, it has a 10% innovation allocation, could you explain that?

Answer. When Google was founded, the owners gave 10% of time to all employees for innovation. This time was set aside for the individual project and programs that the employees desired to work on. This time led to products we know and use today such as Android. One of the libraries that Jacob worked for also offered this 10% time to the staff as well, and with that time the staff would cultivate new and exciting ways to help the library. This is something we'd like to bring here. It will be between the staff member and their supervisor to coordinate the time and projects to be worked on.

2023 – 2028 Strategic Plan was adopted.

12. Next Meeting, August 14, 2023 at 4:00 p.m.

Vice-Chair Dave Knoyle will preside under Chair Tina Smith's Absence.

13. Executive Session

No Executive Session

14. Adjournment

Meeting Adjourned at 5:48pm

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	SHARPIES/ BINDER CLIPS	30.70	44100	313058652001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.099	CUSTOM WINDOW ENVELOPES	240.82	44100	313061514001	1	226296 OFFICE DEPOT
E 001.24.572.20.42.001	PHONE MODEM	54.53	44010	3604231126 985B	1	224037 CENTURY LINK
E 001.24.572.20.48.002	VIEWSCAN ANNUAL MAINT. CONTRACT	849.37	44136	369617	1	002651 TECHNOLOGY UNLIMITED INC
Libraries	Total :	1,175.42				
E 001.24.589.90.00.095	TAXES	-2.77	43998	2100786	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures	Total :	-2.77				
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	43994	2037543544	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	43994	2037543548	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	43994	2037543550	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	43994	2037543552	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	17.42	43994	2037528588	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	43994	2037528592	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	43994	2037528598	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	43994	2037528600	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	12.45	43994	2037528602	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	24.44	43994	2037508486	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	48.12	43994	2037508490	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	92.82	43994	2037508492	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	112.79	43994	2037508494	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	43994	2037508496	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	213.91	43994	2037508498	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.94	43994	2037511119	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	43994	2037511121	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	7.84	43994	2037511123	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	36.44	43994	2037517299	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.98	43994	2037514554	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	4.79	43994	2037514556	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	22.95	43994	2037514558	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.68	43994	2037514562	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	CITY BOOKS	17.59	43994	2037514564	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.14	43994	2037514566	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	87.95	43994	2037514568	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	43994	2037514570	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.78	43994	2037514572	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.74	43994	2037520079	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.11	43994	2037528589	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	20.33	43994	2037528591	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.33	43994	2037528595	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	75.60	43994	2037528597	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	41.15	43994	2037528599	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	66.77	43994	2037528601	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.33	43994	2037533053	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	35.80	43994	2037532781	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	37.07	43994	2037533055	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS--CITY	36.52	43998	2100786	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	CITY BOOKS	29.42	44045	81129859	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	2023 J FOUNDATION BOOKS	392.98	44077	ARU0352797	1 005841	LERNER PUBLISHING, GROUP
E 001.24.594.72.64.014	CITY MEDIA	53.54	44090	503761727	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	52.68	43994	2037508488	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	11.30	43994	2037514560	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 ALTENHOF FOUNDATION)	16.96	43994	2037528585	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	321.27	43994	2037528587	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	12.56	43994	2037528593	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	17.59	43994	2037533047	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	15.72	43994	2037533049	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(MJO FOUNDATION)	17.59	43994	2037533051	1 224529	BAKER & TAYLOR BOOKS
Capital Expenditures/Expenses		Total :	2,098.36			
LIBRARY		Total :	3,271.01			

Surplus Materials Report for the month of July 2023

- Physical materials added to the catalog: 425
- Physical materials withdrawn from catalog: 1,736

Net physical materials: -1311

- Digital materials added to the catalog: 3,181
- Digital materials withdrawn from the catalog: 8,777

Net Digital Materials: -5596



Longview Public Library

July 2023

Educating Minds

Accomplishments

- Messy Art Day was July 15. This was our fourth time hosting this event, but the first time we've done it outside in the summer (previous Messy Art Days were in the auditorium in the spring). We had about 28 preschoolers attend, along with their families. The wind gave us a little trouble with the butcher paper, but we were able to use a hose to make a rinse off station which made up for the difficulties of being outside. Kids used their whole bodies to make art with paint and shaving cream. One auntie even let her kiddos use her body as a canvas!
- American Girl Book Club continues to be a success, and we will be continuing the club past its original August end date. In July, we read about Nanea, who lives in Hawaii during the bombing of Pearl Harbour. We had a nice discussion and made shave ice and fresh flower leis.
- The Teen Thursday events continued with 3D Printing and Teen Open Mic which were open to middle and high school students.
- Our summer story times ended July 24. We had Outdoor Family Story Time on Friday mornings, which had 30-60 people each week, and Baby Story Time on Monday mornings, which had 10-20 participants each week.
- Becky, Jakob, and Jo are still rotating stories for the StoryWalk at Archie Anderson Park. We've received positive feedback from people while at the park saying they love that it's a service we offer and that we use books with both English and Spanish text. We've had several people comment that they see others walking the StoryWalk on a regular basis.

Empowering People

Accomplishments

- Our July Centennial podcast episode featured two daughters of Archie Anderson, Diane Burch and Karen Rasmussen, speaking about their family, especially their father, after whom Archie Anderson Park is named.
- Humanities WA had strong attendance of about 15 people for their presentation on "Fighting for Love: Strong Women in Onscreen Romances."

Enrich Lives

Accomplishments

- The Puzzle Swap was a success. We had many people donate puzzles before the swap and had 30 people attend the swap, taking home new-to-them puzzles. Many people complimented the library on how organized the swap was and many people commented that puzzles are expensive, and this was a great opportunity to get different ones for no cost.
- Adult Book Club had their last meeting of the summer. We discussed *The Rabbit Hutch* by Tess Gunty. Even though there was differing opinions of the book, the discussion produced greater reflection and enhanced our understanding of the novel. Some quotes from those that attended: "Our book club is like book therapy.", "I learn from our conversations.", "It's so much fun.", "How many people do you know that you can discuss books with?", "This is one of the most important things that I do in a month. Thank you for doing this."
- We hosted a Toy Swap Meet which encouraged community members to bring a toy they no longer use but is in good shape and swap it for another toy that was new to them. We had plenty of toys and even a few extras to pass out after the event.

Next Steps/Coming Soon

- Our Cookbook Club will start on September 21 and take place each third Thursday. We will start with the Betty Crocker Cookbook attendees are encouraged to make a recipe from any version of the book. The group will choose the next cookbook at the meeting. Hopefully attendees will have fun and make new friends.

Encourage Life-long Learning

Accomplishments

- Over 1,100 people have participated in our Summer Reading Challenge so far this year, which is the highest level of participation we have on record and almost double 2022 participation.
- Readers have logged 14,689 days of reading since the Summer Reading Challenge began.
- 251 readers completed the Summer Reading Challenge in July.
- The Shelving volunteer program has been successful, with the sorting shelves often being empty. Additionally, the quality of the work is significantly higher than in years past.
- We were awarded a \$6,000 PLA Digital Literacy Workshop Incentive, supported by AT&T, to conduct workshops using DigitalLearn training materials designed to help patrons build skills and confidence using technology.

Next Steps/Coming Soon

- Summer Reading continues through August 12.
- Training for and planning the workshops using DigitalLearn training materials designed to help patrons build skills and confidence using technology.

Limiting Factors/Concerns

- There have only been four patrons interested in help from Project READ and three volunteers. Lisa has been trying to find new ways to reach out to possible participants and volunteers.

Enhance Connection

Accomplishments

- 2023 LPL Puzzle Competition was a success. We had 21 participants and at least 3 audience members. The competitors completed a 500-piece puzzle of the Longview Library. The winning team finished in 50 minutes, 2nd place took 1 hr. and 2 minutes to finish while 3rd place finished after 1 hr. and 9 minutes. Emerald Haven donated a \$40 gift certificate and a puzzle. The other prizes were made up of Longview Library merchandize. The competitors were grateful for the opportunity, and they asked that we offer more puzzle competitions. One person suggested we do it quarterly and another wanted one in the colder months. The competitors were friendly to each other. I observed two exchanging phone numbers and another telling people about a puzzle club in Portland. I was also asked what other kind of events we offer besides book clubs and was told people wanted more fun events like this.
- Our Summer Picnic was held July 25. We had about 250 community members attend. Many thanks to the Longview Kelso Early Bird Lions for cooking hot dogs for us, Foster Farms for donating the hot dogs, Franz Bakery for a discount on buns, the Friends of the Library for covering the remaining food costs, and the Longview Library Foundation for our entertainment, the wonderful Mo Phillips!
- The Lower Columbia College Early Learning Center has come for summer visits every other week. The first week they got a tour of the library and a story. Other weeks include a short story time and play time in the MJO. This group is four adult caregivers and 12-15 preschoolers.
- We continue to add 2 new stories a month to the Archie Anderson StoryWalk and promote it on our marketing efforts. We've gotten several great comments from people in the community enjoying the books with the nice weather.
- The Dungeons and Dragons program was well received by the participants. They collectively wrote a letter to Jacob and Becky requesting the program be continued once Summer Reading is over. Additionally, a few members of the program built their own group and are going to play D&D at one of their own homes.

Next Steps/Coming Soon

- We have set up 3 upcoming Centennial events at the Library in September and October in partnership with the museum.

Internal Goals and Strategies

Recent Accomplishments

- We finalized and printed both the full strategic plan document and the one-page quick reference guide for the strategic plan.
- A new part-time library clerk has been hired. Her name is Molly Mahoney and she started August 1.
- Jacob did an interview for KLOVE radio station 90.3 that will play on various Sundays at 7:30pm. We will be working with them to promote programs on their online bulletin board and radio ads.
- We continue to work with the Foundation on their Mobile Library Fundraising efforts including their activities in the Go Fourth parade. Heather P prepared a PSA and updated / printed both brochures and bookmarks for them to pass out as they walked in the crowds and Jacob Cole joined their efforts walking in the parade.

Next Steps/Coming Soon

- We have scheduled August 27 to flip the adult fiction and nonfiction between the Mezzanine and Main floor.
- Post Summer Reading, Youth Services staff will focus on finishing RFID tagging youth collections and other more “behind the scenes” projects before resuming Story Times in late September.
- We have started plans for the Volunteer Appreciation Dinner which will be held September 14 6pm at the Women’s Club.
- Becky, Jakob, and Jo will begin jacketing books to help Tech Services with their backlog of items.
- We’ve talked about the creation of a board game library for some time. This would allow those with library cards to check out games to take home and play. Many board games are given away to libraries for free, which would help reduce the cost. Jacob mentioned possibly using a teen board game club to test games to see if they’re worth adding to the collection. Jakob is still mulling the idea over and seeing if there is much public interest in it.

2023 LPL Puzzle Competition Photos



1st Place



2nd Place



3rd Place



Picnic Photos





UNATTENDED CHILDREN POLICY

PURPOSE

Children nine years of age and under must be accompanied by, and be under the direct supervision of, a parent or designated caregiver who is thirteen years of age or older.

Children ten years of age and older may use the library unattended.

Staff does not provide custodial care or surveillance of unattended children.

Parents are responsible for the actions of their children, including their children's access to library materials.

Everyone, both adults and children, must comply with the LPL Rules of Behavior.

CLOSING TIME

- Children who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. Staff will attempt to contact them to come get the child.
- If a child 17 or younger is not picked up after 30 minutes of the library closing, library staff will call the Longview Police Department (LPD).
- Two staff members are required to stay with children until they are picked up.