

August 29, 2023

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: September 11, 2023 at 4:00 p.m. in person in the Longview City Council Chambers and via zoom

All members of the public are encouraged to listen in to the meeting and participate via a Moderator. For information about Zoom accessibility, please contact 360-442-5310.

Jacob Cole is inviting you to a Zoom webinar

When: September 11, 2023 04:00 PM Pacific Time (US and Canada)

Topic: Longview Public Library Board of Trustees Meeting

Please click the link below to join the webinar:

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BOARD of TRUSTEES AGENDA
September 11, 2023

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call – Introduction of Members & Guests**
4. **Approval of Agenda**
5. **Approval of August 21, 2023 Minutes**
Discussion by James Newkirk
Action: Approve/Amend minutes
6. **Approval of Claims – Action Item**
Action: Approve/Disapprove
7. **Surplus Materials – Action Item**
Action: Approve/Disapprove
8. **Constituent Comments – Limited to 3 minutes**
9. **Chair and Board Reports**
10. **Director’s Report –**
Director’s Report
Board Questions
11. **Other Business –**
12. **Next Meeting, October 11, 2023 at 4:00 p.m.**
13. **Executive Session (IF necessary)**
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, August 22, 2023

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

*Board Chair Tina Smith called the meeting to order at 4:02pm. A Quorum was verified.
Time and Date of original meeting rescheduled due to excessive heat within the building on August 14th.*

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

***Present:** Chair Tina Smith, Vice-Chair Dave Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Erik Halvorson, Library Director Jacob Cole, Library Administrative Assistant James Newkirk*

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF JULY 10, 2023 MINUTES – Action Item**

***Action:** Erik Halvorson motioned to approve minutes as written, Dave Knoyle Seconded.
The July 10th minutes were approved unanimously.
A discussion was held to determine the best way to record the details of the minutes.*

6. **APPROVAL OF CLAIMS – Action Item**

***Action:** Claims Report was approved.*

7. **SURPLUS MATERIALS – Action Item**

***Action:** Erik Halvorson moved to approve the Surplus Materials Report, Linda King Seconded.
The Surplus Materials Report was approved unanimously.*

8. **CONSTITUENT COMMENTS**

*Christine Johnson provided public comment.
Response given by Director Jacob Cole.*

9. CHAIR AND BOARD REPORTS

Tina – Tina Attended the July 11th Humanities Washington event with Alison Palumbo. On July 12th Tina was able to see Altrusa donate \$5000 to the Library's Foundation for purpose of the Book Mobile.

Dave – The Library's foundation is working to replace James as their secretary, the current replacement just quit. The Foundation is actively working to fundraise for the Mobile Library. The next Foundation meeting will be the third Thursday of November.

Linda – Linda was thrilled to see the Summer Reading Program filling the library with people and had fun at many events such as the summer picnic with musical guest Mo Phillips. Linda praised Heather Palow's efforts in advertising and marketing for the Library.

Paula – Paula also praised the efforts and activity in the Summer Reading Program. Paula was amazed at how engaged the public, especially children, was with the historic photos and artifacts that were on display for the Centennial. Paula supports the idea to have more historic items on display in the library.

Erik – Erik visited the Longview Room in July and considers it a vital room for retaining historic items. Erik thinks the making available of board games for check out from the library as a great idea and looks forward to its implementation.

10. DIRECTOR'S REPORT –

Director's Report –

We had 1131 Summer Reading Program participants. We had one of the best completion rates that will be expounded on in a future meeting. The Summer Picnic had about 200 attendees. The library has hired a new employee to fill the vacant position, Molly Mahoney. Starting on September 11th, the library will be hosting a series of events based around the book "Empire of Trees." There will be 100 copies available to the public with a suggested donation of \$10. We are getting closer to finishing the WIFI update which will increase access and speeds building wide. We are looking into other entities in the community that we can partnership with to help provide reading opportunities to the public. The big shift is coming this Sunday, August 27, 2023. The hope is with the current staff that have Volunteered, it should be done within one day.

Board Questions –

- What is the Status of the HVAC?
 - The contractor met with Facilities leadership this week and we are waiting to hear back about the details of this meeting. Ideally, they should start soon, and we hope to have it repaired by next summer.
- What is the next step of the Strategic Plan?
 - The Strategic Plan has been made public via the website, and it is available in printed copy inside the Library. We have requested to present it to the City Council and are waiting on a scheduled time.
- Could there be a monthly printed calendar that shows all events and activities?
 - The Director will speak with the Marketing and Communications Specialist to look into that possibility.
- How often does the library have staff meetings?
 - Every other Thursday, we have an all-staff meeting, and on the opposite Thursdays there are leadership meetings. We have a general programming

*meeting once per month, and a youth services meeting once per month.
Jacob also meets with the people he supervises at least twice per month.*

11. OTHER BUSINESS –

Rose Garden Memorial –

Abe Ott, JH Kelly Liaison – Presented a packet with the new location of the memorial being adjacent to the Rose Garden. This memorial will be a gift to the City from J.H. Kelly. Projected dedication date of February 10, 2024.

Action: Erik Halvorson made a motion to support the construction of this monument. Dave Knoyle Seconded.

The motion to support the Rose Garden Memorial Monument was approved unanimously.

Unattended Children Policy –

Change Recommended: Rephrase “LPL Rules of Behavior” to “LPL Code of Conduct.”

Action: Paula Stepankowsy motioned to approved the policy as amended, Dave Knoyle Seconded.
The Unattended Children Policy was approved as amended by unanimous vote.

**12. NEXT REGULAR MEETING:
MONDAY, SEPTEMBER 11, 2023 – 4:00 P.M.**

13. EXECUTIVE SESSION
No Executive Session

14. ADJOURNMENT
The meeting was adjourned by Chair Tina Smith at 5:03pm.

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.091	STAFF PICKS PRIZE - STARBUCKS (FRIE	10.00	45133	6784 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	OTC BRANDS	9.59	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S CRAFT PACKET (FRIENDS)	155.67	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART.COM SRP CRAFT PACKET (FRI	137.92	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART SUPPLIES (FRIENDS)	90.97	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART SRP SUPPLIES (FRIENDS)	40.47	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART SUMMER READING (FRIENDS)	51.45	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART SUMMER READING (FRIENDS)	100.72	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	GOOGLE GSUITE (FOUNDATION)	6.49	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LAKESHORE TABLE (FOUNDATION)	421.82	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WEBSTAUANT TABLE (FOUNDATION)	387.88	45133	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON USB FLASH DRIVES	62.50	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON CHROMALABEL DOT STICKERS	34.20	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON CHROMALABEL DOT STICKERS	190.06	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON POWER STRIP SURGE PROTEC	13.53	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SRP CIRCLE DOT STICKERS (FI	55.14	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON CARDSTOCK COPY PAPER	49.76	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	BAYSCAN ADHESIVE RECEIPT PAPER	387.74	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON DESK CALENDAR	8.63	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SADIE AND JOSIE'S - ADULT BOOK CLUB	15.25	45133	6784 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CANVA - ADULT SERVICES DISPLAY	13.50	45133	6784 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	FRED MEYER - ADULT BOOK CLUB	10.78	45133	6784 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AVERY LABELS - TECH SERVICES	77.90	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.35.012	ELLE MAGAZINE PERIODICAL 1yr. 1yr.	10.82	45133	0139 DS	3	700010 US BANK ONE CARD
E 001.24.572.20.41.099	CARD USED IN ERROR -REIMBURSEMEN	7.22	45133	3494 AS	1	700010 US BANK ONE CARD
E 001.24.572.20.44.099	DEMCO MARKETING DIVIDERS	536.62	45133	6272 HP	1	700010 US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADVERTIS	58.00	45133	6272 HP	3	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD ELECTRICITY	1,751.46	45133	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.49.002	ROTARY CLUB OF LONGVIEW	250.00	45133	5373 JC	1	700010 US BANK ONE CARD
E 001.24.572.20.49.002	CANVA - ANNUAL SUBSCRIPTION	119.99	45133	6272 HP	2	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA NEWSLETTER SERVICE	139.10	45133	9693 AB	2	700010 US BANK ONE CARD
E 001.24.572.20.49.005	WHENTOWORK.COM ANNUAL SUB	220.00	45133	9693 AB	1	700010 US BANK ONE CARD

Departmental Expenditure Report
City of Longview

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
	Libraries	Total : 5,425.18				
E 001.24.589.90.00.095	TAXES	-2.46	45133	0139 DS	2	700010 US BANK ONE CARD
	Other Nonexpenditures	Total : -2.46				
E 001.24.594.72.64.011	AMAZON CITY BOOKS	16.22	45133	3947 MR	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SEW NEWS PERIODICAL 1yr. 1 yr.	32.41	45133	0139 DS	1	700010 US BANK ONE CARD
	Capital Expenditures/Expenses	Total : 48.63				
	LIBRARY	Total : 5,471.35				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	73.98	45302	01452CO2320286	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS CITY	437.36	45302	01452CO2321192	1	003617 OVER DRIVE INC
Libraries		Total :				511.34
E 001.24.589.90.00.095	TAXES	-21.34	45192	2109197	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	Taxes	-29.52	45256	10004112329	2	225029 INFO USA MARKETING INC
E 001.24.589.90.00.095	TAXES	-32.77	45274	100768	2	005761 LIBRARY IDEAS, LLC
Other Nonexpenditures		Total :				-83.63
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45187	2037651002	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45187	2037651010	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45187	2037651014	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	45187	2037651020	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.60	45187	2037642580	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	27.25	45187	2037642582	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.59	45187	2037642590	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.09	45187	2037642592	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.07	45187	2037642594	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	19.64	45187	2037642596	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	9.15	45187	2037643162	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.74	45187	2037643164	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.52	45187	2037643166	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	78.42	45187	2037643168	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	21.39	45187	2037590054	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.98	45187	2037605837	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.30	45187	2037605839	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	50.22	45187	2037605841	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	41.31	45187	2037605843	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	48.86	45187	2037605847	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	28.93	45187	2037605849	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.14	45187	2037605853	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	34.04	45187	2037605855	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	12.44	45187	2037605857	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	76.38	45187	2037617863	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	23.76	45187	2037617865	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	36.45	45187	2037617867	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	36.91	45187	2037617869	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.70	45187	2037617871	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.60	45187	2037617875	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	38.62	45187	2037617879	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.67	45187	2037617881	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.47	45187	2037626820	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	7.85	45187	2037623932	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	29.99	45187	2037623934	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	24.64	45187	2037623936	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.22	45187	2037623942	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	45.86	45187	2037623944	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	122.39	45187	2037623948	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.43	45187	2037633055	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	22.29	45187	2037633057	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	21.06	45187	2037633061	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.21	45187	2037633063	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.32	45187	2037633065	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.59	45187	2037633067	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	28.71	45187	2037633069	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.66	45187	2037633071	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	45187	2037651009	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.58	45187	2037651011	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.79	45187	2037651013	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.22	45187	2037651017	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	39.15	45187	2037651019	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	91.73	45187	2037625253	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	96.14	45187	2037609351	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	55.92	45187	2037639911	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	54.02	45187	2037654576	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	72.25	45187	2037668146	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	19.67	45187	2037642584	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	61.83	45187	2037617861	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CREDIT	-59.99	45192	2109197	3	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	CITY BOOKS	255.28	45244	81486946	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	TASTE OF HOME - 5 INGREDIENT	33.52	45339	01025	1	226406 TASTE OF HOME BOOKS
E 001.24.594.72.64.014	CITY MEDIA	60.02	45285	503967064	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	25.15	45285	503999681	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	244.99	45285	503998826	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	5.67	45285	503998825	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	181.70	45285	504031002	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	377.14	45285	504062951	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	72.20	45285	504093871	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	21.63	45285	504093872	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	8.11	45285	504093874	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	22.71	45285	504093875	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	11.13	45187	2037642572	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.21	45187	2037642574	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	21.34	45187	2037642576	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	16.60	45187	2037642578	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	16.61	45187	2037642586	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	42.35	45187	2037642588	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	29.95	45187	2037605829	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	12.23	45187	2037605831	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	72.79	45187	2037605833	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	39.34	45187	2037605835	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	38.23	45187	2037605845	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.83	45187	2037617849	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.84	45187	2037617851	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.67	45187	2037617853	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	34.92	45187	2037617855	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	54.27	45187	2037617857	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	11.79	45187	2037617859	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	20.42	45187	2037617873	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	23.59	45187	2037617877	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	17.47	45187	2037623928	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	29.41	45187	2037623930	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	33.92	45187	2037623940	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	26.22	45187	2037623946	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	9.43	45187	2037633051	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	35.17	45187	2037633053	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	34.54	45187	2037633059	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	11.13	45187	2037651001	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	10.69	45187	2037651003	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	50.67	45187	2037651005	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.22	45187	2037651007	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	45.21	45187	2037651015	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	20.10	45187	2037651021	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	AUDIOBOOKS -- (FOUNDATION)	281.56	45192	2109197	1	004633 BLACKSTONE PUBLISHING	
E 001.24.594.72.64.092	WONDERBOOKS & LP (JAN HANSON FOL	1,198.65	45241	431893	1	005561 FINDAWAY WORLD LLC	
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	46.72	45244	81364512	1	003330 GALE GROUP INC	
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	94.32	45244	81538257	1	003330 GALE GROUP INC	
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	87.39	45244	81554146	1	003330 GALE GROUP INC	
E 001.24.594.72.64.092	BOOKS - POLK CITY DIRECTORY (FOUNE	389.52	45256	10004112329	1	225029 INFO USA MARKETING INC	
E 001.24.594.72.64.092	BOOKS-- (JAN HANSON FOUNDATION)	432.30	45274	100768	1	005761 LIBRARY IDEAS, LLC	
E 001.24.594.72.64.092	2023 J FOUNDATION FUNDS	199.39	45283	566523	1	227116 MIDAMERICA BOOKS INC	
Capital Expenditures/Expenses		Total :	6,566.52				
LIBRARY		Total :	6,994.23				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.20.002	WEX COBRA Admin Fee - Library	7.00	45628	0001789816-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.004	Copier/Printers CNW - lib - jul2023	297.15	45438	INV2686263	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.004	Toshiba copier support - lib - jul2023	58.19	45553	092984	9	222541 OFFICE SYSTEMS
E 001.24.572.20.31.091	CORRUGATED BOXES (FRIENDS)	78.35	45610	166912728	1	005065 ULINE INC
E 001.24.572.20.31.099	STRATEGIC PLAN BOOKLETS	168.79	45577	800-23	1	001536 REPROGRAPHICS INC
E 001.24.572.20.31.099	LABELS/TAPE	229.07	45600	634749	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.31.099	CREDIT	-149.13	45600	634749	2	219615 THE LIBRARY STORE INC
E 001.24.572.20.31.099	LABELS/TAPE	160.63	45600	635008	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.35.012	BOOKPAGE PERIODICAL	779.04	45412	S79991	1	227210 BOOK PAGE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	459.64	45555	01452CO2328175	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	KANOPY STREAMING SERVICE (FOUNDA	272.00	45514	359954 - PPU	1	005646 KANOPY INC
Libraries		Total :	2,360.73			
E 001.24.589.90.00.095	TAXES	-12.97	45410	2112907	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-59.04	45412	S79991	2	227210 BOOK PAGE INC
Other Nonexpenditures		Total :	-72.01			
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037664161	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037661698	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037661706	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037661708	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.96	45402	2037661710	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45402	2037667449	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	39.82	45402	2037667453	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037667455	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037667457	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45402	2037667459	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037667467	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037667469	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037667471	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45402	2037667473	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037685068	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45402	2037681373	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037681375	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037681377	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	45402	2037681379	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037681381	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	45402	2037681383	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	45402	2037681385	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	45402	2037698426	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037698430	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037698434	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037698436	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45402	2037698438	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	91.08	45402	2037683784	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.60	45402	2037661695	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	10.86	45402	2037661697	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	49.60	45402	2037661701	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	24.48	45402	2037661703	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	45402	2037661705	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	45402	2037661707	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	49.75	45402	2037661709	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.13	45402	2037664160	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.51	45402	2037664162	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	45402	2037667456	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	9.15	45402	2037667458	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.74	45402	2037667460	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.56	45402	2037667464	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	9.84	45402	2037667466	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.77	45402	2037667468	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	45402	2037667470	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.09	45402	2037667472	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	35.82	45402	2037696489	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	19.64	45402	2037681378	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	24.87	45402	2037681382	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	18.33	45402	2037681384	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	23.60	45402	2037681376	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45402	2037664163	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.014	CITY MEDIA	135.48	45539	504125530	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	59.20	45539	504157149	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	64.91	45539	504161040	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	30.15	45402	2037661699	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 ALTENHOF FOUNDATION)	22.22	45402	2037667448	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.84	45402	2037667450	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	1,163.83	45402	2037667452	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LARGE PRINT FOUNDATIC	15.07	45402	2037667454	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	10.69	45402	2037667462	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	203.60	45402	2037681372	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LARGE PRINT FOUNDATIC	22.29	45402	2037681374	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	16.37	45402	2037681380	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS -- (FOUNDATION)	171.15	45410	2112907	1	004633 BLACKSTONE PUBLISHING
Capital Expenditures/Expenses		Total :	2,508.20			
LIBRARY		Total :	4,796.92			

Surplus Materials Report for the month of August 2023

- Physical materials added to the catalog: 923
- Physical materials withdrawn from catalog: 1676

Net physical materials: -753

- Digital materials added to the catalog: 5612
- Digital materials withdrawn from the catalog: 6514

Net Digital Materials: -902



Longview Public Library

August 2023

August 2023

Educating Minds

Accomplishments

- We wrapped up our Summer Reading Program with a variety of fun activities including teen events, book clubs, and finisher prize activities.
- Teen Bookapalooza took place August 10. Middle and high schoolers earn tickets for free book by playing games and answering trivia. We had 10 teen participate and gave out 93 books. These books come through Becky's participation in various book award committees and review groups.

Next Steps/Coming Soon

- September is Library Card Sign Up Month so we are brainstorming some ways to use the "Elemental" theme from ALA to help encourage our community to sign up for the Library.
- In-person story times resume September 18. We will be having Baby Story Time on Mondays, Toddler Story Time on Tuesdays, and Preschool Story Time on Wednesdays. We will be doing hybrid Pre-K Packet programs every other week as well.
- Kids Book Club, Little Kids Book Club, American Girl Book Club, and Evergreen Teen Book Club are ongoing.

Empowering People

Accomplishments

- We focused various marketing efforts on BrainFuse and their test help support for students getting back into the school year and preparing for SAT, PSAT, GRE, etc.
- With the Longview Centennial, we promoted the Digital Archive Collection with local images, historic surveys, brochures, flyers, maps, etc. There has been an uptick in locals asking us about Longview historic imagery and it has been great to send them to the online archive when the Longview Room hasn't been available.
- We are continuing the podcast with one author episode and one centennial episode a month.

Next Steps/Coming Soon

- We're working on a full line up of fall programming for all ages with some fun highlights including Library Centennial Events, Eclipse events, and more.

Enrich Lives

Accomplishments

- The Stuffed Animal Sleepover was August 8. 39 children and 28 adults attended the story time for the stuffed animal sleepover. One woman brought her adult son's, well-loved teddy-bear that was 34 years old. When she came to pick it up the next day, she thanked us multiple times for hosting that event. "Thank you so much. I know I was the oldest one there, but I brought my son's teddy bear and I use to take him to different reading events when he was little. That was over 30 years ago. He lives in New York now and I only see him once a year so doing this has brought back many nice memories. Thank you again."
- Humanities WA had a presentation on "How the Movies Prepared Us for the Pandemic" where Robert Horton looked at the eerie imagery of apocalyptic movies, and how these films foreshadowed our responses during the pandemic. There were about 10 people in attendance and lots of great conversation with the recent pandemic.

Encourage Life-long Learning

Accomplishments

- The Koth Gallery featured local artist Linda McCord's car show paintings.

Next Steps/Coming Soon

- We added a new "Wills vs Trusts" program in October to help the community as they make personal life decisions. This will take place October 2nd.

Enhance Connection

Accomplishments

- Tabled at 2023 Squirrel Fest. Forty people, adults and children, sat down and visited and made a squirrel craft. The Friends of the Library had books, media, and squirrel-themed items for sale, as well as a gift basket silent auctions. The Foundation shared about the Mobile Library and ART shared about the Chihuly project.
- We attended several "back to school" events to table and share our information with elementary schools.

Next Steps/Coming Soon

- We are starting a new “Cookbook Club” where people to make a dish from the cookbook and share it with the group, hopefully encouraging community connection.
- We are working with the United Way for September’s Day of Caring to have their volunteers help in the Rose Garden.

Internal Goals and Strategies

Recent Accomplishments

- We accomplished the great move of fiction and non-fiction books in the stacks including moving the nonfiction items to the mezzanine, moving fiction items to the main floor, updating signage on the stacks, elevator, and at each entrance, and finishing up a large amount of the collection clean up that we’ve been working on all year. We sent out a special eNewsletter to share all the changes and help people find their way:
 - bit.ly/UpdatedLPLAug2023
- We shared the 2023-2028 Strategic Plan with the public in a variety of ways including paper copies of the full report, a one page quick read copy, in the monthly enewsletter, at various community events, and on our website. The feedback we’ve received has been positive about the report and a few people have said they are already seeing improvements in the Library.
 - <http://longviewlibrary.org/mission.php>
 - bit.ly/Aug2023LPLNews

Next Steps/Coming Soon

- We continue our free twice monthly 90 second radio announcements with Bicoastal Media and have added working with KLove and their free 15 second PSAs for specific library events. The first event featured will be Library Card Sign Up Month.
- We are continuing to train staff around challenging patron behavior with recent trespasses issued and are creating an “At a Glance” type of trespass log with key information such as the start and end time of the trespass, name of the patron, and any pertinent information so everyone is better informed should those individuals try and come back to the Library.
- The Volunteer Appreciation Dinner will be September 14th at 6:00pm at the Women’s Club. We are looking forward to showing our thanks to all those that help the Library in so many different ways.



Stuffed Animal Sleepover 8/8/23



Squirrel Fest 8/19/23



Storywalk continues



Mad Hatter Tea Party 8-28-23



New Signage



Moving the Fiction and Nonfiction Stacks



Merchandising the Shelves

