August 29, 2023

To: **Board of Trustees of Longview Library**

From: **Jacob Cole, Library Director**

Subject: **October 16, 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: October 16, 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:

https://us02web.zoom.us/j/85968210045

Passcode: 577920

Or One tap mobile :

US: +12532158782,,87029278703#,,,,*577920# or +14086380968,,87029278703#,,,,*577920#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 408 638 0968 or +1 669 900 6833 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 859 6821 0045

Passcode: 577920

International numbers available: https://us02web.zoom.us/u/kb3oCb5FXo

BOARD of TRUSTEES AGENDA
October 16, 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**
   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 –**
    Addressing the Board of Trustees Policy

12. **Next Meeting**, **November 13, 2023 at 4:00 p.m.**

13. **Executive Session** (IF necessary)

14. **Adjournment**

City of Longview

Minutes

Longview Public Library Board of Trustees

Monday, September 11, 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.

2. **PLEDGE OF ALLEGIANCE**
   In honor of 9/11, A poem was shared by Board Chair Tina Smith
   - *"A 9/11 Poem from London" by Michael Brett*

   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*
   Guests: *Youth Services Librarian Becky Standal*
   Absent: *n/a*

4. **APPROVAL OF AGENDA**
   Summer Reading Presentation by Becky Standal added to "Other Business."
   Agenda will run as amended.

5. **APPROVAL OF JULY 10, 2023 MINUTES – *Action Item***
   A discussion was held to include the new format of minutes this month and going forward. Minutes amended to include the word "Individually" to describe Library Director Jacob Cole's supervisory meetings with staff.
   ***Action**: David Knoyle motioned to approve minutes as amended, Linda King seconded. The minutes were approved unanimously as amended.*

6. **APPROVAL OF CLAIMS – *Action Item***
   Clarification was provided for questions regarding individual purchases, and for the new inclusion of Bank One Credit Card Expenditures.
   ***Action**: Erik Halvorson motioned to approve the Claims Report, Paula Stepankowsky Seconded. The Claims Report was approved unanimously.*

7. SURPLUS MATERIALS – *Action Item*

Dave Knoyle questioned about the continued removal of material in the Library.
Jacob Cole stated that the major weeding project was finished, but certain collections are still being assessed and worked on which might include continued removal of material. However, it won't be to the same levels as previously done.
***Action**: Dave Knoyle motioned to approve the report, Erik Halvorson Seconded. The Surplus materials report was approved unanimously.*

8. CONSTITUENT COMMENTS

No constituents present.

9. CHAIR AND BOARD REPORTS

Tina – *Tina is delighted to see the Shakespeare Club is coming back to the Library this fall. During a visit to the library, Tina was pleased to hear the laughter and positive greetings of the individuals who participate in Rainbow Community. Tina was browsing the Library's website and found that the link to the Microfilm/Microfiche webpage ends in a 404 error page. Jacob responded that the new website is still under development and certain links on the current site are going to have these kind of issues until the new site goes live.*

Dave – *The next Library Foundation meeting is going to be on November 16th which will be after the November Board of Trustees meeting, so he will try to get an update on the Mobile Library funding campaign in advance.*

Linda – *The City of Longview's monthly newsletter had some nice information about the library. Linda found and used some of the Library's brochures which include Dewey decimal guidance, Genealogy information, and Art for educational purposes.*

Paula – *Paula was pleased to see that the Library is a participant in the City of Longview's Centennial celebrations. After seeing that the community has been positively involved in the City's Centennial, she is excited to see what the Library will do for its centennial celebrations in 2026.*

Erik – *Erik asked about the Community Reads program featuring the "Empire of Trees" by Hal Calbom. Jacob confirmed that the meeting was to take place at 5:30pm that night.*

10. DIRECTOR'S REPORT –

Director's Report –

On Thursday when United Way has its "Day of Caring" we have asked them to come to the library and help with weeding the Rose Garden beds, and other areas around the building to assist in this since Parks has had such a backlog of requests citywide. The collections switch has been completed, it was an arduous undertaking, but has been a good learning experience. Reference collections have been diminishing countrywide for 20 years or more, and though we have removed much of the reference material, there are still some

items that we want to remain, creating a core collection of material to be held. There is one more Humanities Washington program on October 17th.

There is a growing wish list that staff would like to see including capital improvement items and budget enhancements. We have positions in the Library we would like to see upgraded to enhance the ability of those staff members to perform work that is outside the current scope of their position. There is desire to update the shelving on the main floor to make use of the space more dynamic and create a more uniform appearance of the building.

The update to the Magazine Storage room will require considerable amount of work, and we will want to seek quotes for that work before starting a committee. We also want to finish our current projects and fundraising efforts before moving on to this item. The library will be hosting an ASL class in conjunction with the Longview United Methodist Church on Tuesdays, from October 3rd to December 19th.

Board Questions –

- *Will there be a fall family festival this year?*
    - *Yes. We will have the Little Monster Mash on October 27th from 12:00am to 2:00pm. It should be similar to last year's event.*
- *Have we ever had any kind of auction as a fundraiser for the library?*
    - *The Foundation has hosted the Art Speaks Volumes silent auction twice since 2019 for fundraising.*
- *Is there going to be puzzle club or another puzzle competition?*
    - *Not a club. There might be something planned for the winter, but currently nothing has been scheduled.*

11. <u>OTHER BUSINESS –</u>

Summer Reading Program –

The theme this year was "All Together Now." It ran from June 14th to August 12th which is 60 days. This year we ran one single program for all ages instead of separate programs for the different age groups. There were prizes given out to patrons who met the reading challenges at 10, 20, 30 40, 50, and 60 days of completion. The Foundation paid for 100 yard signs that we handed out to those who registered for summer reading, and they turned out to be very popular.

There were 1,188 participants in the reading challenge this year, and 331 readers finished the challenge and logged 30 days of reading. This made a total of 19,336 days of reading logged by patrons, 2,361 prizes were redeemed, and participants read 324 books into the Library's collection.

In 2022 there were 640 participants, and the 2023 total of 1,188 participants is the highest number we've had in over 9 years. The finish rate of the reading challenge has stayed about 30% each year.

The community is a The Library Foundation budgeted $3500 for prizes and events. The Friends budgeted about $3,000 for prizes and events, and also paid for 28 Summer Reading Library Cards. Dairy Queen donated 50 free ice cream vouchers, Burgerville donated 250 free ice cream vouchers, Foster Farms donated hot dogs for the summer picnic, and Franz Bakery gave a generous discount on hot dog buns. The Early Bird Lions volunteered to cook at the picnic, and we had one summer reading intern through ESD.

The Library held 21 children's programs, 13 teen programs, 7 programs focused on early learning in addition to the children's programs, 6 adult programs, 3 all ages programs as part of the Summer Reading Program, and roughly 1,844 combined event participants.

The theme for 2024 is "Adventure Begins at the Library" and we are starting to plan for that.

12. NEXT REGULAR MEETING:
MONDAY, OCTOBER 16, 2023 – 4:00 P.M.

13. Executive Session
No Executive Session

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

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	21.72	45713	6341 JN	1	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	21.63	45713	6341 JN	4	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	33.27	45713	6341 JN	6	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	22.72	45713	6341 JN	9	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	10.27	45713	6341 JN	10	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	10.77	45713	6341 JN	11	700010	US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON YS SRP PRIZES (FRIENDS)	37.86	45713	9693 AB	3	700010	US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZE - STARBUCKS (FRIEI	10.00	45713	6784 JD	1	700010	US BANK ONE CARD
E 001.24.572.20.31.091	PUZZLE COMPETITION PRIZES (FRIENDS	25.00	45713	6784 JD	2	700010	US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS ADULT BOOK CLUB (FRIEN	310.68	45713	6784 JD	3	700010	US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE KIDS BOOK CLUB (FRIENDS)	26.96	45713	6784 JD	4	700010	US BANK ONE CARD
E 001.24.572.20.31.091	JOANN - YS SUPPLIES (FRIENDS)	3.88	45713	2520 BS	1	700010	US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - YS SUPPLIES (FRIENDS)	14.98	45713	2520 BS	2	700010	US BANK ONE CARD
E 001.24.572.20.31.091	WALMART- SRP SUPPLIES & PRIZES (FRI	132.22	45713	2520 BS	4	700010	US BANK ONE CARD
E 001.24.572.20.31.091	MICHAELS - YS SUPPLIES (FRIENDS)	57.29	45713	2520 BS	5	700010	US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER- AMER GIRL BOOK CLUB (F	63.09	45713	2520 BS	7	700010	US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - TOY SWAP MEET (FRIENDS)	27.46	45713	2520 BS	8	700010	US BANK ONE CARD
E 001.24.572.20.31.091	CHEF'S STORE - SRP PICNIC (FRIENDS)	269.39	45713	2520 BS	10	700010	US BANK ONE CARD
E 001.24.572.20.31.092	GOOGLE GSUITE (FOUNDATION)	6.49	45713	9693 AB	1	700010	US BANK ONE CARD
E 001.24.572.20.31.092	PAPERBACKS - BOOK CLUB FOT (FOUNI	136.74	45713	2520 BS	3	700010	US BANK ONE CARD
E 001.24.572.20.31.092	LONGVIEW ROOM - EMPIRE OF TREES (F	54.10	45713	3494 AS	1	700010	US BANK ONE CARD
E 001.24.572.20.31.099	(1) Dell Latitude 5540	1,395.23	45698	IT jul2023	3	700001	US BANK ONE CARD
E 001.24.572.20.31.099	LOWE'S - HOSE KEY	20.73	45713	9693 AB	4	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON DRIVE-THRU BELL	140.63	45713	9693 AB	5	700010	US BANK ONE CARD
E 001.24.572.20.31.099	PUZZLE COMPETITION SUPPLIES	7.50	45713	6784 JD	5	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON LABEL DOT STICKERS	8.65	45713	6341 JN	2	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON BATHROOM SUPPLIES	43.10	45713	6341 JN	3	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON OFFICE SUPPLIES	46.73	45713	6341 JN	13	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON OFFICE SUPPLIES	18.91	45713	6341 JN	14	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON OFFICE - SAFETY SUPPLIES	53.88	45713	6341 JN	16	700010	US BANK ONE CARD
E 001.24.572.20.31.099	ALA CHICAGO - LIB CARD SIGN UP SUPP	71.29	45713	2520 BS	9	700010	US BANK ONE CARD
E 001.24.572.20.41.091	COUNTY HLTH DEPT - SRP PERMIT (FRIE	57.50	45713	2520 BS	6	700010	US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	45713	6341 JN	8	700010	US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK LUMEN BILL - PHONE/INT	92.98	45713	6341 JN	7	700010	US BANK ONE CARD
E 001.24.572.20.42.001	VERIZON BILL - HOTSPOTS	1,594.93	45713	6341 JN	15	700010	US BANK ONE CARD
E 001.24.572.20.42.003	ALASKA AIR TRAVEL - JC (FOUNDATION)	201.09	45713	6341 JN	18	700010	US BANK ONE CARD
E 001.24.572.20.43.003	EXPEDIA TRAVEL - JC (FOUNDATION)	281.22	45713	6341 JN	17	700010	US BANK ONE CARD
E 001.24.572.20.43.003	ALASKA AIR TRAVEL - HP (GRANT)	420.39	45713	6272 HP	3	700010	US BANK ONE CARD
E 001.24.572.20.43.003	MARKETING CONF REGISTRATION - HP (	475.00	45713	6272 HP	4	700010	US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADVERTIS	58.00	45713	6272 HP	1	700010	US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADVERTIS	34.00	45713	6272 HP	2	700010	US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADERTISII	52.50	45713	6272 HP	5	700010	US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD SMARTHUB ELECTRICITY	2,031.09	45713	6341 JN	5	700010	US BANK ONE CARD
E 001.24.572.20.49.002	ALA ANNUAL MEMBERSHIP (FOUNDATIOI	236.00	45713	1440 JC	1	700010	US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	137.86	45713	9693 AB	2	700010	US BANK ONE CARD
E 001.24.572.20.49.008	FEDEX SHIPPING COSTS	342.00	45713	6341 JN	12	700010	US BANK ONE CARD
Libraries	**Total :**	9,142.61					
E 001.24.594.72.64.011	BARNES AND NOBLE CITY BOOKS	27.33	45713	3947 MR	1	700010	US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	138.81	45713	3947 MR	2	700010	US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	18.37	45713	3947 MR	3	700010	US BANK ONE CARD
E 001.24.594.72.64.012	GOOD HOUSEKEEPING PERIODICAL 1yr.	17.28	45713	0139 DS	1	700010	US BANK ONE CARD
Capital Expenditures/Expenses	**Total :**	201.79					
LIBRARY	**Total :**	9,344.40					

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - POWEI	34.41	46266	6341 JN	1	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - PHONE	6.06	46266	6341 JN	4	700010	US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - LAMIN/	84.87	46266	6341 JN	5	700010	US BANK ONE CARD
E 001.24.572.20.31.091	FRANZ BAKERY (FRIENDS)	93.58	46266	7837 JC	1	700010	US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB (FRIENDS)	26.97	46266	6784 JD	1	700010	US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB (FRIENDS)	219.88	46266	6784 JD	2	700010	US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PRIZES (FRIENDS)	10.00	46266	6784 JD	3	700010	US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE KIDS BOOK CLUB (FRIENDS)	25.80	46266	6784 JD	4	700010	US BANK ONE CARD
E 001.24.572.20.31.091	ROMANCE BOOK CLUB (FRIENDS)	112.14	46266	6784 JD	5	700010	US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - SUMMER PICNIC (FRIENI	26.47	46266	2520 BS	1	700010	US BANK ONE CARD
E 001.24.572.20.31.091	WALMART SUPPLIES - SRP SLPOVEI	13.33	46266	2520 BS	3	700010	US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY SUPPLIES - YS (FRIENDS)	39.38	46266	2520 BS	4	700010	US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - YS BOOK CLUBS	795.05	46266	2520 BS	5	700010	US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS PRIZES (FRIENDS)	41.98	46266	2520 BS	6	700010	US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS (FRIENDS)	17.57	46266	2520 BS	7	700010	US BANK ONE CARD
E 001.24.572.20.31.092	GALLERY SYSTEM ART DISPLAYS (F(	675.62	46266	9693 AB	1	700010	US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON VOLUNTEER PRIZES (FOUI	156.88	46266	6272 HP	1	700010	US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON VOLUNTEER PRIZES (FOUI	32.44	46266	6272 HP	2	700010	US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON LIBRARY CARD SIGN UP (F(	34.61	46266	6272 HP	4	700010	US BANK ONE CARD
E 001.24.572.20.31.092	LONGVIEW ROOM - BLUEPRINTS (FC	66.01	46266	3494 AS	1	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - INK PAD	8.66	46266	6341 JN	2	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON OFFICE SUPPLIES - DOT ST	66.40	46266	6341 JN	8	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - RECYCLING BII	61.88	46266	6341 JN	9	700010	US BANK ONE CARD
E 001.24.572.20.31.099	HEMPZ HAND SANITIZER	51.94	46266	6341 JN	11	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - DRIVE THRU BI	49.53	46266	6341 JN	12	700010	US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - COIN COUNTIN	17.21	46266	6341 JN	13	700010	US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE GSUITE (FOUNDATION)	6.49	46266	9693 AB	2	700010	US BANK ONE CARD
E 001.24.572.20.41.092	LIB DIRECTORS MEETING REG (FOU	75.00	46266	1440 JC	2	700010	US BANK ONE CARD
E 001.24.572.20.41.092	WIX ONLINE WEB HOSTING (FOUND	24.88	46266	6341 JN	10	700010	US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE / IN	138.05	46266	6341 JN	6	700010	US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE / IN	43.73	46266	6341 JN	7	700010	US BANK ONE CARD
E 001.24.572.20.44.099	EMMA EMAIL MARKETING	137.84	46266	9693 AB	3	700010	US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description		Amount	Check #	Invoice	Line	Vendor	
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADER		58.00	46266	6272 HP	3	700010	US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADER		42.00	46266	6272 HP	5	700010	US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD SMARTHUB ELECTRI(		1,935.56	46266	6341 JN	3	700010	US BANK ONE CARD
E 001.24.572.20.49.002	ROTARY 10 MEALS		150.00	46266	1440 JC	3	700010	US BANK ONE CARD
E 001.24.572.20.49.002	ADOBE RENEWAL - BS		389.39	46266	2520 BS	2	700010	US BANK ONE CARD
E 001.24.572.20.49.002	ADOBE RENEWAL - JJ		389.39	46266	7807 JJ	1	700010	US BANK ONE CARD
Libraries		Total :	6,159.00					
E 001.24.594.72.64.011	AMAZON CITY BOOKS		10.81	46266	3947 MR	1	700010	US BANK ONE CARD
E 001.24.594.72.64.011	WAXWING CITY BOOKS		24.86	46266	3947 MR	2	700010	US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON CITY BOOKS		13.95	46266	3947 MR	3	700010	US BANK ONE CARD
E 001.24.594.72.64.012	ARCHAELOGOY - 2 YEAR SUB / 1 YE/		44.97	46266	0139 DS	1	700010	US BANK ONE CARD
E 001.24.594.72.64.012	HIGHLIGHTS - HELLO - 2 YR SUB / 1 `		60.58	46266	0139 DS	2	700010	US BANK ONE CARD
E 001.24.594.72.64.012	NAT GEO LITTLE KIDS - 2YR SUB / 1 `		58.58	46266	0139 DS	3	700010	US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS (FOUNDATION)		39.74	46266	1440 JC	1	700010	US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS - FOUNDATION YA /		12.97	46266	3947 MR	4	700010	US BANK ONE CARD
Capital Expenditures/Expenses		Total :	266.46					
LIBRARY		Total :	6,425.46					

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 07/31/2023	3,848.15	45680	504148123	1	226280	MIDWEST TAPE LLC
E 001.24.572.20.49.004	HOOPLA - credit memo from 1.31.2020	-33.12	45680	CM-012930	1	226280	MIDWEST TAPE LLC
Libraries	**Total :**	3,815.03					
LIBRARY	**Total :**	3,815.03					

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	46246	0001808022-IN	17	005788	WEX HEALTH, INC
E 001.24.572.20.31.004	Toshiba copier support - lib - aug2023		19.41	46174	093235	9	222541	OFFICE SYSTEMS
E 001.24.572.20.31.091	CENTENNIAL PASSPORTS (FRIENDS)		702.00	46187	1186-23	1	001536	REPROGRAPHICS INC
E 001.24.572.20.31.099	BOOK EASELS		122.03	46077	7339171	1	213405	DEMCO INC
E 001.24.572.20.31.099	BOOK MARKS		33.47	46077	7341239	1	213405	DEMCO INC
E 001.24.572.20.31.099	BOOK JACKETS		292.99	46077	7344651	1	213405	DEMCO INC
E 001.24.572.20.35.012	PERIODICALS		54.10	46238	1 YR/KEEP 1	1	002937	WASHINGTON TRAILS ASSOCIATION
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 08/31/2023		3,400.63	46158	504293732	1	226280	MIDWEST TAPE LLC
E 001.24.572.20.49.007	MOBILE HOTSPOT POUCHES		275.50	46077	7356149	1	213405	DEMCO INC
Libraries		**Total :**	4,907.13					
E 001.24.589.90.00.095	TAXES		-1.78	46094	2 YR/KEEP 1	2	003073	FOOD NETWORK MAGAZINE
E 001.24.589.90.00.095	TAXES		-2.87	46176	1 YR/KEEP 1	2	004286	PACIFIC CREST TRAIL
E 001.24.589.90.00.095	TAXES		-2.95	46202	2YR/ KEEP 1	2	005329	SMITHSONIAN
E 001.24.589.90.00.095	TAXES		-4.10	46238	1 YR/KEEP 1	2	002937	WASHINGTON TRAILS ASSOCIATION
Other Nonexpenditures		**Total :**	-11.70					
E 001.24.594.72.64.012	PERIODICALS		23.78	46094	2 YR/KEEP 1	1	003073	FOOD NETWORK MAGAZINE
E 001.24.594.72.64.012	PERIODICALS		37.87	46176	1 YR/KEEP 1	1	004286	PACIFIC CREST TRAIL
E 001.24.594.72.64.012	PERIODICALS		38.95	46202	2YR/ KEEP 1	1	005329	SMITHSONIAN
Capital Expenditures/Expenses		**Total :**	100.60					
LIBRARY		**Total :**	4,996.03					

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.572.20.31.004	Copier/Printers CNW - lib - aug2023	204.06	45778	INV2701867	10	005460	COPIERS NORTHWEST INC
E 001.24.572.20.31.099	OFFICE SUPPLIES	29.96	45886	323608404001	1	226296	OFFICE DEPOT
E 001.24.572.20.31.099	OFFICE SUPPLIES	243.98	45886	323590671001	1	226296	OFFICE DEPOT
E 001.24.572.20.31.099	LABELS/TAPE	273.79	45943	639860	1	219615	THE LIBRARY STORE INC
E 001.24.572.20.31.099	LABELS/TAPE	100.89	45943	640789	1	219615	THE LIBRARY STORE INC
E 001.24.572.20.31.099	BOOK JACKETS	520.05	45943	645576	1	219615	THE LIBRARY STORE INC
E 001.24.572.20.31.099	LABELS / TAPE / JACKETS	412.87	45943	645345	1	219615	THE LIBRARY STORE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	43.59	45892	01452DA2329488	1	003617	OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	52.20	45892	01452DA2329822	1	003617	OVER DRIVE INC
E 001.24.572.20.49.004	KANOPY STREAMING SERVICE (FOUNDA	307.00	45840	364473 - PPU	1	005646	KANOPY INC
Libraries	**Total :**	2,188.39					
E 001.24.589.90.00.095	TAXES	-3.81	45749	2114367	2	004633	BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-7.07	45749	2116043	2	004633	BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-1.91	45759	2028407	2	224761	CENTER POINT PUBLISHING INC
E 001.24.589.90.00.095	TAXES	-7.50	45858	100996	2	005761	LIBRARY IDEAS, LLC
Other Nonexpenditures	**Total :**	-20.29					
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037709216	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	88.35	45739	2037709218	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45739	2037709220	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	8.71	45739	2037704646	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037704648	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	18.66	45739	2037704650	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037710925	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	45739	2037710927	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	8.71	45739	2037722139	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037722141	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037722147	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45739	2037722149	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037726012	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037721372	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	3.73	45739	2037721376	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037721382	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	17.42	45739	2037721384	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	45739	2037721386	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45739	2037734586	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	45739	2037734588	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037734590	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037734592	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037734600	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	45739	2037734602	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037739910	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037739916	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45739	2037741203	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	45739	2037741205	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	45739	2037741209	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	45739	2037749966	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.96	45739	2037749970	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	3.92	45739	2037685067	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	44.56	45739	2037685069	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.30	45739	2037685071	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.37	45739	2037705549	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.47	45739	2037705551	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.30	45739	2037698431	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	20.33	45739	2037698433	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	45739	2037698435	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	45739	2037698437	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	22.28	45739	2037709219	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	45739	2037704647	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	916.46	45739	2037704649	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.14	45739	2037722146	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.43	45739	2037722148	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	3.92	45739	2037726011	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.56	45739	2037726013	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	9.43	45739	2037734593	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	18.84	45739	2037734595	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.56	45739	2037734597	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	45739	2037734599	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	54.88	45739	2037734601	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	25.62	45739	2037741206	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	26.87	45739	2037741208	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT	25.15	45759	2028407	1	224761	CENTER POINT PUBLISHING INC
E 001.24.594.72.64.014	CITY MEDIA	137.75	45877	1400742128	1	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CREDIT	-127.43	45877	1400742128	2	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	38.11	45877	504187699	1	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA (RECORDINGS)	189.20	45877	504223811	1	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	31.64	45877	504223813	1	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA (RECORDINGS)	1,202.26	45877	504253800	1	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	32.45	45877	504253802	1	226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	73.47	45739	2037708922	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	72.57	45739	2037698425	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	19.71	45739	2037698427	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	43.72	45739	2037698429	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	23.82	45739	2037709215	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	2,006.69	45739	2037709217	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	115.52	45739	2037704645	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	11.36	45739	2037710924	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	88.50	45739	2037710926	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	20.10	45739	2037724887	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	381.12	45739	2037722138	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	15.94	45739	2037722140	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	19.67	45739	2037722142	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FULLER FOUNDATION)	18.81	45739	2037722144	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	90.48	45739	2037738742	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	41.73	45739	2037734585	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	96.04	45739	2037734587	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	19.67	45739	2037734589	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 FULLER FOUNDATION)	17.69	45739	2037734591	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	93.85	45739	2037741202	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	20.33	45739	2037741204	1	224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS CITY	50.26	45749	2114367	1	004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS FOUNDATION	93.29	45749	2116043	1	004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	WONDERBOOKS (JAN HANSON FOUNDA	59.50	45805	437921	1	005561	FINDAWAY WORLD LLC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	166.14	45807	81664112	1	003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	66.63	45807	81679488	1	003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	60.58	45807	81690054	1	003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	59.71	45807	81723782	1	003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	19.90	45807	81737815	1	003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS-- (JAN HANSON FOUNDATION)	98.94	45858	100996	1	005761	LIBRARY IDEAS, LLC
Capital Expenditures/Expenses	**Total :**	6,988.18					
LIBRARY	**Total :**	9,156.28					

Surplus Materials Report for the month of September 2023

- Physical materials added to the catalog: 465
- Physical materials withdrawn from catalog: 330

  Net physical materials: 135

- Digital materials added to the catalog: 5121
- Digital materials withdrawn from the catalog: 6404

  Net Digital Materials: -1283

Longview PUBLIC LIBRARY

Longview Public Library **September 2023**

Educating Minds

Accomplishments

- September's Library Card Sign Up Month had great success with 245 new patrons, a record number of new card holders. (215 new patrons in 2022, 2019 had 211 new card holders.) The theme was "Elemental" from ALA.
- In-person story times resumed September 18. We have Baby Story Time on Mondays, Toddler Story Time on Tuesdays, and Preschool Story Time on Wednesdays.
- With our partnership with OMSI, we provided pre-K activity packets related to patterns including STEM tips and activity instructions.
- The American Girl Book Club continues to be a very popular program and we read and discussed *Molly*.
- Family movie night was September 5th with good attendance, watching Spider-Man: Across the Spider-Verse. A quote from an attendee: "*Had a great time with my sister tonight at the movie! Thank you guys for doing this!* 💪"
- We hosted our second eclipse presentation with a discussion on the annular eclipse.
- The Evergreen Teen Book Club read and discussed *Starfish*.
- The Kids Book Club read and discussed *The Lion of Mars.*
- Little Kids Book Club read and discussed *Disgusting Critters*.
- We offered a Culture Card drawing for 2 tickets to a Columbia Theatre show or Stageworks NW Performance Sept 5 – 16th.
- We offered a Houseplants 101 class Sept 16th.

Next Steps/Coming Soon

- The next reading challenge for October's Beanstack Challenge is the **Banned Book Bingo**. Registration is open now.
- NW Voices will resume in October and November.
- With our partnership with OMSI, we have 2 more pre-K activity packets planned for October.
- We are offering an evening storytime in October that includes the "Read for the Record" book and activities on Thursday, October 26th at 5:30pm.
- The teen Shakespeare Drama Club starts again in October.

Empowering People

Accomplishments

- Tribal Walk – Austin and James participated in the community Tribal Walk to promote the many services and upcoming events of the library.
- We offered a ukulele class on Saturday, September 23rd.

Next Steps/Coming Soon

- The Friends of the Library is having their October book sale Friday, October 20 & Saturday, October 21from 10:00 a.m. to 4:00 p.m. and Sunday, October 22, 10:00 am to 1:00 pm.
- We are starting a new romance book club in October.
- A weekly ukulele club will be coming later this fall

Enrich Lives

Accomplishments

- Chamber of Commerce materials – Updated promotional materials were distributed to the Chamber of Commerce to promote both the library as a whole and the Fuller Economic Development Center (FEDC). Marketing materials will be placed in packets for people who are new to our community and for new small business owners. In addition, the FEDC materials were distributed to the Cowlitz Economic Development group for them to distribute in their marketing efforts.
- **Supporter Appreciation Dinner –** The dinner was a success with awards given out to key volunteers and "Our volunteers help the LPL Bloom and Grow" plant gifts were given to everyone in attendance.

Next Steps/Coming Soon

- Little Monster Mash is coming up Saturday, October 28 from 11 AM – 2 PM. We'll have music and dancing, crafts, and games. The Shay Locomotive will be open. Lower Columbia Gardens is bringing their cider press and rangers from Washington State Parks will have an interactive table for kids. We will also have a balloon twister, donut races, and more. The event is outside this year on the library lawn, rain or shine!

Encourage Life-long Learning

Accomplishments

- The Civil Discourse Book Club had 14 attendees to discuss Indigenous Peoples History of the United States. There was a lively discussion about history and the complicated lives of historical figures.

- We continue to create 2 radio spotlights per month with a literacy tip and promotion of a service/event at the Library.

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

- We hosted two centennial events, Thursday Sept 7th and September 11th.
    - Don Larry's presentation on Longview architecture had 26 attendees that were enthusiastic about learning more about local history.
    - The Empire of Trees centennial presentation with Hal Calbom and Sue Piper had 21 attendees that asked a lot of insightful questions and created a good dialogue about the past, present, and future of Longview.
- **First Cookbook Club** program had 14 participants. All ages were represented, and the food was delicious. Our next month will be making something from your favorite cookbook.
- We worked with the United Way for September's Day of Caring to have their volunteers help in the Rose Garden.

Next Steps/Coming Soon

- **Humanities WA** is presenting "A Nicer Kind of Murder: Matthew Sullivan on October 17th at 6:30.
- An **Introduction to Sign Language** class will start in October – December at the Library.

Limiting Factors/Concerns

- Unfortunately, we only had one attendee for the **Community Read discussion** of Empire of Trees on October 2nd. We are hoping that people are engaging asynchronously with the book and flyer that has discussion questions.

Internal Goals and Strategies

Recent Accomplishments

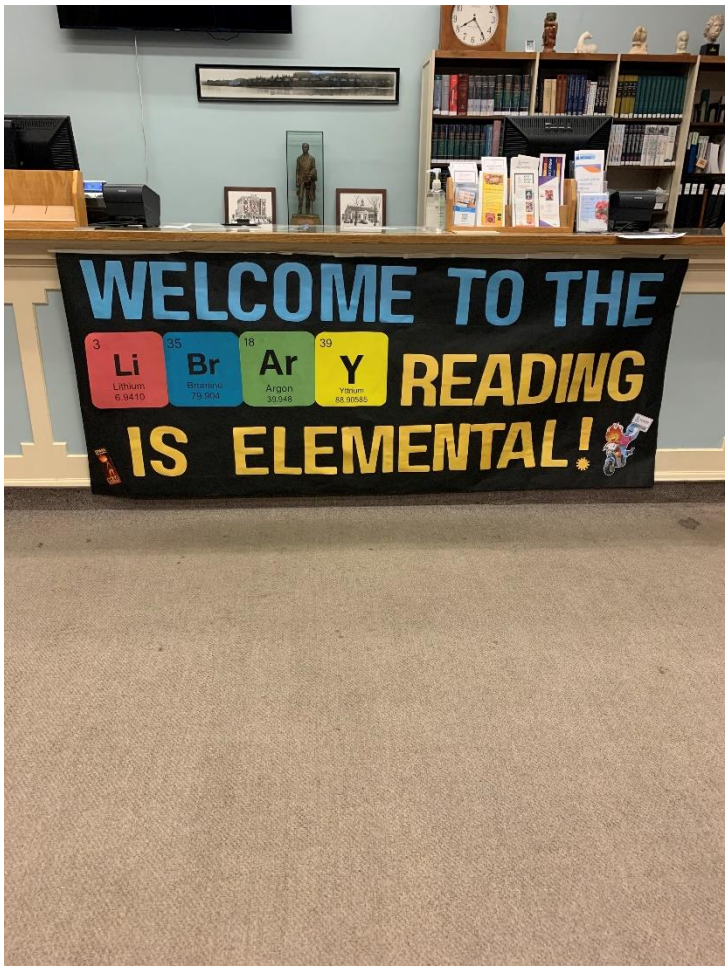
- Jacob attended a **Public Libraries of Washington Conference** in Spokane where there was discussion about possible changes in State law surrounding the dissolution of library districts, tax incremental financing, capital projects, and much more. He got the opportunity to tour the newest Spokane Valley Library location which opened in June.
- The **Library Foundation** received a $25,000 donation from the Rose Foundation, through collaboration with the Community Foundation of Southwest Washington, to go towards the purchase of the bookmobile.

- Facilities started working on repairs to the drain and floor of the men's room. They replaced light bulbs in some of the darkest parts of the Library.
- We continue 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.

Next Steps/Coming Soon

- Temporary **lighting for the parking lot** will begin on October 9.
- We are doing a **staff training day** on Monday October 9th to support staff development on specific topics including safety, marketing, collections, Longview Room activities and more.

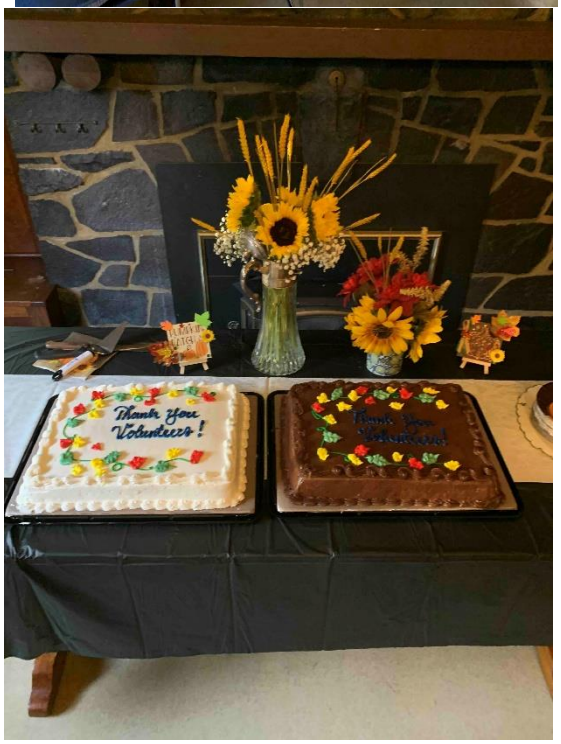
Photos



September's Library Card Sign Up Month!

September's StoryWalk

Tabling at the Cowlitz Tribal Walk event.



Volunteer Appreciation Dinner

Various Book Displays in Library

One of the Seed Library Beanstack Challenge Winners.

ADDRESSING THE LIBRARY BOARD OF TRUSTEES

PURPOSE

This policy applies to any staff and all persons wishing to address the Longview Public Library (LPL) Board of Trustees during a regularly scheduled Board meeting. So that the Trustee Board can conduct all of its usual business and in order to have effective meetings rules and guidelines for public comment need to be set.

POLICY

The LPL Board of Trustees welcomes staff and visitors to its meetings. Input from those outside the board is always helpful in informing board decisions. The Board provides limited time during meetings for staff and visitors to address subjects not on the agenda. The Board also permits staff and visitors to address the Board on agenda items prior to Board action. Visitors who wish to address the Board will be asked to sign-in before the meeting begins on one of the sign-in sheets, allowing the secretary to record the names accurately in the minutes. Sign-in is not a requirement to speak.

Individuals who sign up to address the Library Board will be recognized by the Chair at the time they are to speak. Because time allotted for each agenda item is limited, each speaker has a maximum of three minutes to address the Board, and no more than fifteen minutes will be allotted to comments on a single subject except with the consent of the Board. The Chair may interrupt or terminate an individual's address when it is too lengthy, personally directed, abusive, obscene, or irrelevant.

Staff with items to discuss that are not on the agenda are encouraged to contact the Director two weeks prior to the board meeting for possible inclusion on the agenda. Supporting materials should be ready for distribution with the Trustees pre-board packet.

No one, including Trustees and employees, may orally present or discuss complaints about individual employees or Trustees at regular Board meetings. Such complaints must be presented to the Board in writing. Executive sessions may be granted for the hearing of charges against individuals. Board members are committed to maintaining confidentiality regarding personnel information and other matters discussed in executive sessions.

RELATED POLICY: Board of Trustees Bylaws Rev. 01/09/2023

RELATED PROCEDURES: City of Longview - Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees

_____

STATUTORY REFERENCE: RCW 27.12.210 Library trustees – Organization – Bylaws – Powers and duties; RCW 42.30 Open Public Meetings Act.

RECCOMENDED for approval: Jacob Cole 10/2/2023

ADOPTED by the Longview Public Library Board of Trustees.