

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: November 13, 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: November 13, 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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Longview Public Library

BOARD of TRUSTEES AGENDA

November 13, 2023

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call – Introduction of Members & Guests**
- 4. Approval of Agenda**
- 5. Approval of October 16, 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 –**
Digital Circulation Overview 2023
- 12. Next Meeting, December 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, October 16, 2023

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith Called the meeting to order at 4:00pm. A Quorum was verified.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

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

Absent: Vice-Chair David Knoyle

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made. Agenda approved as written.

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

A grammatical issue was identified and corrected.

Action: Paula Stepankowsky motioned to approve the minutes as amended, Linda King seconded.

The minutes were approved unanimously as amended.

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

Action: Erik Halvorson motioned to approve the Claims Report, Tina Smith seconded.

The Claims report was unanimously approved.

7. **SURPLUS MATERIALS – Action Item**

Action: Linda King motioned to approve the Surplus Materials Report, Paula Stepankowsky seconded.

The Surplus Materials Report was unanimously approved.

8. **CONSTITUENT COMMENTS**

No constituents present.

9. CHAIR AND BOARD REPORTS

Tina – *Tina was grateful for the volunteer appreciation dinner and was excited to see that library card signup month had record numbers. Tina was delighted to see that the Library had great coverage in the Daily News October 1st article ‘The history in and around the Longview Public Library’, and the October 5th opinion article ‘Thumbs up to document preservation.’ Tina attended the City Council meeting on October 8th. Tina shared enthusiasm about the Library’s Podcast, in particular the episodes about the centennial.*

Linda – *Linda attended the Extreme Machines event and had a great time. Linda is interested about maybe incorporating the library into Extreme Machines in the future, possibly with the Mobile Library. Linda mentioned that people are criticizing libraries countrywide and is interested in learning about our local challenges. Linda is also Interested in learning about Library databases and was happy to see informational brochures available at the Library. Linda attended the eclipse event and enjoyed the experience.*

Paula – *Previous to the board meeting, Paula met with Tina about the Centennial Committee and discussed books in the 1920s, and focused on things that engage the community.*

Erik – *Erik Went to Empire of Trees launch party, funded by the Library Foundation, and enjoyed the event.*

10. DIRECTOR’S REPORT –

September was big month for centennial celebrations. Angela did an amazing job representing the Library at several events. Multiple book clubs were well attended in September. To discuss E-Resources, Jacob will have Jennifer come to a board meeting in the future to give a comprehensive analysis. Unfortunately, E-Resources can be underutilized by patronage, so we try to find new ways to highlight material regularly. Heather Palow does a great job speaking with radio stations and doing press releases with the newspapers to engage the community and advertise these library resources.

Jacob recently met with the Mini-Rural District Board to request a marketing plan for their constituents. They approved to finance a mailer which will be sent to the taxpayers in their districts advertising the availability of and access to library resources. Previously the outreach services have remained exclusive to within city boundaries. Jacob has requested and got approval for additional funding from the Mini-Rural District Board for a new part-time position. This new position will specifically work to provide outreach services to the Mini-Rural District. The Mini-Rural District passed its annual budget and added a 4.6% increase to match the City’s budget increase for 2024.

Board Questions –

- *Could you tell us about your best takeaways from your conference in Spokane?*
 - *Jacob learned about incremental taxing that could slash millions of dollars from larger library districts. There is some movement in the state legislature about increasing the cap on yearly taxing from 1% to 3%. We don’t have an estimate on how that will go though. There was a discussion*

to see if Washington can “Ban” book-bans, but the consensus was that each local entity is responsible for that, and we wouldn’t want to take away someone’s 1st amendment rights to request a book being removed from the shelves. They discussed staff burnout and HR issues. Some library districts are adjacent to counties who are going to 32hr workweeks and how that can affect staffing levels. Jacob was able to tour the newest Spokane Valley Library and it was beautiful. Jacob brought back marketing material for Heather Palow to look over and consider.

- *For the Tribal Walk, how many staff were present, how much time was used for this, and what were the results?*
 - *The efforts of library staff resulted in six new cardholders from the Cowlitz Tribe. Two staff members were present for the event which ran about four hours, using roughly eight hours of staff time.*
- *How is the fundraising going for the Mobile Library?*
 - *The Foundation has around \$52,000 left to fundraise. Regarding the timeline of receiving the vehicle, United Auto Workers at Ford are on strike. This could lead to delays in manufacturing which would in turn push back the date we receive the vehicle. We don’t know today if any delays have occurred, but it might become an inevitability.*

11. OTHER BUSINESS –

Proposal of New Policy – Addressing the Library Board of Trustees

This policy outlines the ability of the board to limit the time and subject matter for members of the public who speak at Longview Library Board of Trustees meetings. It also allows some guidelines for people to follow when addressing the board. It will help to set up this policy now in preparation for a time when and if they become necessary.

The board would like to have this policy reviewed by the city attorney before making any decisions.

No Motions made at this time.

12. NEXT REGULAR MEETING:

MONDAY, November 13, 2023 – 4:00 P.M.

13. Executive Session

No Executive Session

14. Adjournment

The meeting was adjourned by Board Chair Tina Smith at 4:55pm.

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	BOOK EASELS	305.06	46339	7360918	1 213405	DEMCO INC
E 001.24.572.20.31.099	COPY PAPER	215.80	46418	331543912001	1 226296	OFFICE DEPOT
E 001.24.572.20.31.099	COLOR CODING DOTS LABELS	54.04	46452	652151	1 219615	THE LIBRARY STORE INC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	299.00	46384	369028 - PPU	1 005646	KANOPY INC
E 001.24.572.20.42.005	ALARM MONITORING	69.85	46275	152152628	1 222980	ADT COMMERCIAL
E 001.24.572.20.42.005	ALARM MONITORING	69.84	46275	152152628	2 222980	ADT COMMERCIAL
E 001.24.572.20.42.005	ALARM MONITORING	69.84	46275	152152628	3 222980	ADT COMMERCIAL
E 001.24.572.20.42.005	ALARM MONITORING	69.84	46275	152152628	4 222980	ADT COMMERCIAL
E 001.24.572.20.49.004	GALE DATABASES	759.28	46358	81499474	1 003330	GALE GROUP INC
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 09/30/2023	3,705.49	46406	504429391	1 226280	MIDWEST TAPE LLC
Libraries		Total :	5,618.04			
E 001.24.589.90.00.095	TAXES	-18.26	46296	2119701	2 004633	BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-8.00	46296	2116706	2 004633	BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :	-26.26			
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037748824	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	46287	2037748826	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	46287	2037748830	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037748832	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037748836	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037748840	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037748842	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	18.66	46287	2037764768	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037762423	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037762427	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037762429	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	46287	2037762431	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037775002	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037775006	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037775008	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037775012	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	1.24	46287	2037785773	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	8.71	46287	2037785775	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037785777	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	14.93	46287	2037785781	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037785783	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037785785	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037785789	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037791797	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037795853	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037795857	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037795859	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037795861	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	8.71	46287	2037795865	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037804351	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037804353	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037804355	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037807377	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037807379	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037807383	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037807387	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.96	46287	2037807395	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037807397	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037825365	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	46287	2037825367	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037825373	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037825377	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037825381	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037828572	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46287	2037828574	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	12.45	46287	2037828576	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	10.69	46287	2037721377	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	20.10	46287	2037721379	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	46287	2037721381	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	94.27	46287	2037721383	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	88.17	46287	2037721385	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	10.69	46287	2037739907	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.52	46287	2037739909	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.19	46287	2037739911	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	33.20	46287	2037739913	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	3.92	46287	2037739915	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	148.79	46287	2037749969	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	10.69	46287	2037748833	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	9.82	46287	2037748835	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.30	46287	2037748837	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.14	46287	2037748839	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	46287	2037748841	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	26.22	46287	2037764765	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	49.66	46287	2037764767	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	14.41	46287	2037762428	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	34.04	46287	2037762430	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	58.00	46287	2037775015	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.68	46287	2037785788	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	35.19	46287	2037785790	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.97	46287	2037791790	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	10.37	46287	2037791792	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.30	46287	2037791794	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	46287	2037791796	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.72	46287	2037791798	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	47.64	46287	2037795860	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	19.67	46287	2037795858	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	46.48	46287	2037795864	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	60.97	46287	2037803312	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46287	2037755532	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT-- PIONEER LIONS	143.65	46358	82313239	1 003330	GALE GROUP INC
E 001.24.594.72.64.013	CITY MEDIA (RECORDINGS)	147.04	46406	504286630	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA (RECORDINGS)	15.14	46406	5043188175	1 226280	MIDWEST TAPE LLC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.013	CITY MEDIA (RECORDINGS)	25.94	46406	504384175	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	28.40	46406	504286632	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	373.07	46406	504352029	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	893.86	46406	504352060	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	241.66	46406	504384174	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	724.99	46406	504384176	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	65.44	46287	2037721371	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	15.72	46287	2037721373	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	526.22	46287	2037749965	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 MARION FOUNDATION)	16.97	46287	2037749967	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	171.14	46287	2037748823	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	144.09	46287	2037748825	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	16.57	46287	2037748827	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	44.86	46287	2037748829	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	19.01	46287	2037748831	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	147.63	46287	2037755529	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	13.10	46287	2037755531	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	247.98	46287	2037762418	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.22	46287	2037762420	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	53.94	46287	2037762422	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	66.51	46287	2037762424	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 MARION FOUNDATION)	290.82	46287	2037762426	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	53.42	46287	2037771099	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.84	46287	2037771101	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	204.37	46287	2037775001	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	20.10	46287	2037775003	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	19.66	46287	2037775005	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	21.17	46287	2037775007	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	80.38	46287	2037775009	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	19.67	46287	2037775011	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 MARION FOUNDATION)	20.42	46287	2037775013	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.33	46287	2037785772	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	102.15	46287	2037785774	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)	19.71	46287	2037785776	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.84	46287	2037785778	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	476.86	46287	2037785780	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	58.64	46287	2037785782	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	37.13	46287	2037785784	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 MARION FOUNDATION)	18.84	46287	2037785786	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	112.80	46287	2037786654	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	38.97	46287	2037786656	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.84	46287	2037795850	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	5.88	46287	2037795852	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	9.35	46287	2037795854	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	22.29	46287	2037795856	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.81	46287	2037795862	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	99.64	46287	2037721375	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS FOUNDATION	240.98	46296	2119701	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS FOUNDATION	105.49	46296	2116706	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	27.70	46358	82017658	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	166.14	46358	82452573	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	34.61	46358	82487774	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	TASTE OF HOME BEST SHARED (FOUND.	42.18	46449	01027	1 226406	TASTE OF HOME BOOKS
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (RECORDINGS)	126.92	46406	504384177	1 226280	MIDWEST TAPE LLC

Capital Expenditures/Expenses **Total :** 7,836.32

LIBRARY **Total :** 13,428.10

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	46779	0001825421-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.001	LABELS / TAPE	165.34	46743	655195	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.31.004	Copier/Printers CNW - lib - sep2023	401.27	46563	INV2716252	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.004	Toshiba copier support - lib - sep2023	22.14	46688	093475	9	222541 OFFICE SYSTEMS
E 001.24.572.20.31.099	STRATEGIC PLAN BOOKLETS	480.41	46709	1021-23	1	001536 REPROGRAPHICS INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	722.45	46690	01452CO2333834	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	88.54	46690	01452CO2327741	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EDUCATIONAL DIGITAL SERVICES	5,125.00	46539	2011950	1	005410 BRAINFUSE INC
Libraries		Total :	7,012.15			
E 001.24.589.90.00.095	TAXES	-1.64	46714	1YR SUB / KEEP :	2	005927 SCIENCE NEWS EXPLORES
E 001.24.589.90.00.095	TAXES	-4.02	46742	1 YR SUB / KEEP	2	005507 THE HORN BOOK
Other Nonexpenditures		Total :	-5.66			
E 001.24.594.72.64.002	DESK CHAIRS CIP	649.18	46682	331184759001	1	226296 OFFICE DEPOT
E 001.24.594.72.64.002	DESK CHAIRS CIP	144.34	46682	331184766001	1	226296 OFFICE DEPOT
E 001.24.594.72.64.002	DESK CHAIRS CIP	538.21	46682	331184764001	1	226296 OFFICE DEPOT
E 001.24.594.72.64.002	DESK CHAIRS CIP	467.41	46682	331176378001	1	226296 OFFICE DEPOT
E 001.24.594.72.64.002	ACCESSIBLE CHAIRS X50 CIP	10,060.55	46785	INV406806-LON20	1	005681 WORTHINGTON DIRECT HOLDINGS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46530	2037807385	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	14.06	46530	2037804350	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	9.15	46530	2037804352	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.30	46530	2037804354	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.56	46530	2037804356	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	9.43	46530	2037804358	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.30	46530	2037807388	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.81	46530	2037807392	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	51.71	46530	2037807394	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.11	46530	2037807396	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	4.57	46530	2037828571	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.02	46530	2037828573	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	32.68	46530	2037828575	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	33.20	46530	2037825374	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	5.88	46530	2037825380	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	19.67	46530	2037825376	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.96	46530	2037850628	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46530	2037850636	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46530	2037850638	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46530	2037850640	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT-- PIONEER LIONS	18.17	46604	82708452	1 003330	GALE GROUP INC
E 001.24.594.72.64.012	PERIODICALS	21.59	46714	1YR SUB / KEEP :	1 005927	SCIENCE NEWS EXPLORES
E 001.24.594.72.64.012	PERIODCALS	53.02	46742	1 YR SUB / KEEP	1 005507	THE HORN BOOK
E 001.24.594.72.64.013	CITY MEDIA (RECORDINGS)	15.14	46667	504417550	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	319.56	46667	504416376	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	125.71	46667	504416379	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	16.21	46667	504417551	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	71.60	46530	2037815287	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	51.10	46530	2037807376	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	17.65	46530	2037807378	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	16.96	46530	2037807380	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	3.92	46530	2037807382	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	3.92	46530	2037807384	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	16.37	46530	2037807386	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 MARION FOUNDATION)	22.84	46530	2037807390	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	66.53	46530	2037825364	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	83.80	46530	2037825366	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	35.80	46530	2037825368	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 J FOUNDATION)	31.11	46530	2037825370	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 LP FOUNDATION)	19.67	46530	2037825372	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 MARION FOUNDATION)	72.25	46530	2037825378	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	30.29	46604	82621781	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	57.09	46604	82638015	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT--2023 FOUNDATION	57.13	46604	82686367	1 003330	GALE GROUP INC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (RECORDINGS)	57.26	46667	504416377	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (RECORDINGS)	10.41	46667	504384177X	1 226280	MIDWEST TAPE LLC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
	Capital Expenditures/Expenses	Total : 13,426.66				
	LIBRARY	Total : 20,433.15				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	AMAZON TECH SUPPLIES - DOTS	8.65	46803	6341 JN	1	700010 US BANK ONE CARD
E 001.24.572.20.31.001	CCI SOLUTIONS - DVD / BLURAY BOXES	422.93	46803	6341 JN	6	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - BATTERIES	36.61	46803	6341 JN	12	700010 US BANK ONE CARD
E 001.24.572.20.31.001	WALMART.COM - BATHROOM SUPPLIES	43.11	46803	6341 JN	15	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - PAPER	16.26	46803	6341 JN	16	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - LAMINATIO	32.62	46803	6341 JN	17	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - TAPE	14.92	46803	6341 JN	22	700010 US BANK ONE CARD
E 001.24.572.20.31.001	WALMART OFFICE SUPPLIES - BATTERIE	19.41	46803	6341 JN	23	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES - INVOICE H	10.79	46803	6341 JN	25	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS SNACKS (FRIENDS)	30.27	46803	7837 JC	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	USPS BALLOT BOX - AS (FRIENDS)	4.49	46803	6784 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WILCO - STAFF PICKS PRIZE (FRIENDS)	10.00	46803	6784 JD	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - LIL KID BOOK CLUB (FRIE	20.59	46803	6784 JD	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LAND'S END - NEW LOGO (FRIENDS)	58.00	46803	6341 JN	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BANNED BOOK MONTH SUPPLIES - YS F	104.93	46803	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAELS - YS CRAFT SUPPLIES (FRIEN	20.54	46803	2520 BS	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TARGET.COM - REFUND	-0.26	46803	2520 BS	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS - YS STORYWALK BOOKS I	102.01	46803	2520 BS	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS AMERICAN GIRL BC (FRIE	3.98	46803	2520 BS	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	HEAVENLY DONUTS -YS AMERICA GIRL F	17.97	46803	2520 BS	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VERNIE'S PIZZA (FOUNDATION)	122.12	46803	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SAFEWAY ARTIST RECEPTION (FOUNDAT	59.59	46803	9693 AB	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WILCO DAY OF CARING (FOUNDATION)	70.19	46803	9693 AB	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	PROGRAPHYX GOLDEN CART (FOUNDAT	119.02	46803	9693 AB	11	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SAFEWAY - DAY OF CARING (FOUNDATIC	3.79	46803	9693 AB	12	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOWES - DAY OF CARING (FOUNDATION)	63.23	46803	9693 AB	13	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SAFEWAY - DAY OF CARING (FOUNDATIC	35.33	46803	9693 AB	14	700010 US BANK ONE CARD
E 001.24.572.20.31.092	CHEF'S STORE - VOLUNTEER REC FOUN	51.90	46803	6989 SG	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	COSTCO - VOLUNTEER REC (FOUNDATIC	28.78	46803	6341 JN	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	JUNIOR'S TACOS -VOLUNTEER REC FOU	763.56	46803	6341 JN	13	700010 US BANK ONE CARD
E 001.24.572.20.31.092	STAGEWORK - CULTURE CARD - FOUND	182.09	46803	6341 JN	20	700010 US BANK ONE CARD
E 001.24.572.20.31.092	COLUMBIA THEATER - CULTURE FOUND	802.00	46803	6341 JN	21	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.092	HOBBY LOBBY - VOLUNTEER REC (FOUN	47.33	46803	6272 HP	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	COSTCO - VOLUNTEER REC (FOUNDATIK	49.98	46803	6272 HP	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	HOME DEPOT - VOLUNTEER REC (FOUN	162.72	46803	6272 HP	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	PAPERBACKS - BOOK CLUB FOT (FOUNC	535.53	46803	2520 BS	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	TARGET.COM - SRP PRIZES (FOUNDATIO	151.46	46803	2520 BS	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	PAPERBACKS - SRP PRIZES (FOUNDATIK	56.78	46803	2520 BS	7	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - USB POWER STRIP	155.55	46803	6341 JN	10	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - DRIVE THRU POWE	23.79	46803	6341 JN	11	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - TAPE MEASURE	21.63	46803	6341 JN	18	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - SWIFFER DUSTER	22.25	46803	6341 JN	24	700010 US BANK ONE CARD
E 001.24.572.20.35.012	COLUMBIAN NEWSPAPER - 1 YR SUB	420.00	46803	0139 DS	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE GSUITE (FOUNDATION)	6.49	46803	9693 AB	5	700010 US BANK ONE CARD
E 001.24.572.20.41.092	LANDS' END - REFUND	-29.00	46803	6341 JN	8	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	46803	6341 JN	19	700010 US BANK ONE CARD
E 001.24.572.20.41.092	MARKETING STAFF TRAINING (FOUNDAT	35.00	46803	6272 HP	1	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE	43.76	46803	6341 JN	2	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - MODEM	43.76	46803	6341 JN	3	700010 US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADVERTIS	75.00	46803	6272 HP	2	700010 US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADERTISII	9.87	46803	6272 HP	5	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ SMARTHUB - ELECTRICITY	1,949.56	46803	6341 JN	14	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	136.84	46803	9693 AB	6	700010 US BANK ONE CARD
E 001.24.572.20.49.007	AMAZON HOTSPOTS CASES	81.10	46803	9693 AB	2	700010 US BANK ONE CARD
E 001.24.572.20.49.007	AMAZON HOTSPOTS CASES	405.50	46803	9693 AB	3	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS MONTHLY	24.67	46803	6341 JN	7	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS MONTHLY	469.20	46803	6341 JN	9	700010 US BANK ONE CARD

Libraries

Total : 8,203.07

E 001.24.594.72.64.011	AMAZON BOOKS - CITY	7.56	46803	3947 MR	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	CHILDRENS HIGHLIGHTS - 2 YR SUB / 1 Y	43.24	46803	0139 DS	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MILK STREET MAGAZINE - 1 YR SUB / 1 Y	49.95	46803	0139 DS	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SKEPTIC MAGAZINE - 1 YR SUB / 1 YR KE	30.00	46803	0139 DS	3	700010 US BANK ONE CARD
E 001.24.594.72.64.013	AMAZON RECORDINGS (MUSIC)	20.33	46803	9693 AB	4	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.013	AMAZON RECORDINGS (MUSIC)	11.60	46803	9693 AB	7	700010 US BANK ONE CARD
E 001.24.594.72.64.013	AMAZON RECORDINGS (MUSIC)	21.64	46803	9693 AB	9	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON MEDIA - FOUNDATION	10.80	46803	3947 MR	1	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON MEDIA - FOUNDATION	31.58	46803	3947 MR	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS - FOUNDATION	21.19	46803	3947 MR	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON MEDIA - FOUNDATION	191.29	46803	3947 MR	5	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	439.18			
LIBRARY		Total :	8,642.25			

Longview Public Library



Surplus Materials Report

October 2023

- Physical materials added to the catalog: 1,102
- Physical materials withdrawn from catalog: 691

Net physical materials: 411

- Digital materials added to the catalog: 3,440
- Digital materials withdrawn from the catalog: 7,671

Net Digital Materials: – 4231



Educating Minds

Accomplishments

- This year's batch of 6347 Longview K-12 students has been loaded into our system, giving every student digital access to the Library's e-book services and databases.
- Little Monster Mash was a success again this year with over 350 participants on the library lawn. The community had a ton of events happening, so it was great to see so many people at our event.
- New pre-K STEM packets with OMSI
- Read for the Record Storytime
- Continuation of Little Kids book club, Kids book Club, Teen book club
- Rainbow community
- Teen Shakespeare club started again for the fall.
- There have been four new Project READ learners that have been paired with tutors. We are slowly getting a small number of requests to participate from both learners and volunteers.

Next Steps/Coming Soon

- D&D Club comes back in November.
- Ukulele Club will start in November.
- A winter themed yoga story time will be in December.

Limiting Factors/Concerns

- Until Lisa is back there has been limited time available to develop curriculum, recruit, and expand Project READ.

Empowering People

Accomplishments

- Banned book week was the first week in October and we had several displays throughout the building educating patrons.
- The DVDs / Blu-ray videos have been alphabetized in an attempt to have patrons be able to more easily identify the video(s) they are looking for.

Next Steps/Coming Soon

- We continue to meet with the Library Foundation about fundraising efforts for the mobile library including updating the brochures for distribution. They have created sponsorship levels for businesses to be recognized for their larger gifts.

Enrich Lives

Accomplishments

- The romance book club started this month. We had a small turnout but a lively discussion.
- Once monthly family movie times are back on the first Tuesday night of the month.
- Book Club for our Times discussed *Poverty by America*. Their November meeting will discuss how they will go forward in 2024, possibly changing the format to encourage more participation.
- Cookbook Club had 11 people some new participants. We will take off the month of November but will be back with a cookie exchange in December.
- StoryWalk continues.
- Adult Book Club read *Fuzz* by Mary Roach. Austin and Joanne were only able to ask three questions because the members were so excited to share their animal encounter stories.
- Rainbow Club had 14 teens attend a Halloween Themed gathering. They had a doughnut race, a costume contest, and karaoke singing.
- We created new marketing materials for Project READ and translated them into Spanish. Flyers were distributed to the Ethnic Support Council to help engage the community.

Encourage Life-long Learning

Accomplishments

- The Introduction to Sign Language class started in October and runs through December. The first week had 25 participants and they are now holding steady with 17 each week.
- The Wills vs Trusts presentation took place in early October. Thirteen people learned about the subject.

Next Steps/Coming Soon

- Staff will look at the time and number of Humanities Washington programs due to lack of attendance at some presentations. We will also consider how the programs offered align with our strategic plan goals.

Enhance Connection

Accomplishments

- Northwest Voices had Sasha LaPointe at the library for a discussion on October 19th. She read from several of her works and did a great job answering questions from participants. The presentation was recorded by LCC for future viewing.
- Humanities WA had its final presentation on October 17th with a discussion by Matthew Sullivan about “A Nicer Kind of Murder” with 12 participants. A lively discussion about the history and evolution of crime fiction took place.
- The Koth Gallery had the Columbian Artists Association showcasing various artists work.
- Culture passes continue to be checked out to the Oregon Historical Society and the free admission to local attractions. October’s attraction was the Evergreen Aviation and Space Museum. November’s attraction is the Oregon Coast Aquarium.

Limiting Factors/Concerns

- Unfortunately, there was an incident where a teen damaged one of the paintings in the gallery. The teen has been trespassed; the buyer of the painting will replace the frame for the painting.

Internal Goals and Strategies

Recent Accomplishments

- A new welcome brochure was created so all new library card holders receive consistent information regardless of who is setting them up for a library card.
- All staff training day was held on Monday, October 9th. There was a presentation by LPD’s Behavioral Health Unit and the Community Engagement Specialist. Trainings focused on patrons with mental health issues and how to respond to various situations in the Library.
- Mini-Rural District meeting took place on October 11th. They approved an increase in 4.9% in paying the Library for service. They also approved \$15,000 for residential service for homebound patrons in their service area. They approved \$4,500 for a direct mail campaign to their taxpayers. There was discussion about Jacob getting information from the County Elections office on how to petition for expansion of the library district.
- We created a trespass “at a glance” log so if someone comes into the library, staff can quickly see if they have been trespassed, length of trespass, and a photo of the person for easier identification.
- Heather Palow did a 20-minute Chamber Spotlight with Jane from the Foundation regarding fall events at the library and mobile library donation requests.

- We updated the signage in the genealogy area to showcase more accurately what that section of the library is intended to be used for.
- The Longview Library Foundation will meet November 16th to discuss their investments, fundraising, special project proposals, and much more.
- The Mobile Library is set to be completed September 16, 2024!
- The Library is waiting for Legal review of new Library policies and state laws regarding the maximum length of trespass from a public building.
- Two students have accepted the Library's Capstone project proposal to do a diversity audit of the collection. They had their first meeting with Jacob and should complete the project by the end of Spring 2024.

Next Steps/Coming Soon

- We have met with the City of Longview Accessibility Advisory Committee about getting brail signage for the building. The City is going to be putting up consistent brail signs across all of the City buildings and the library is slated to be one of the many that will get new signage in 2024.

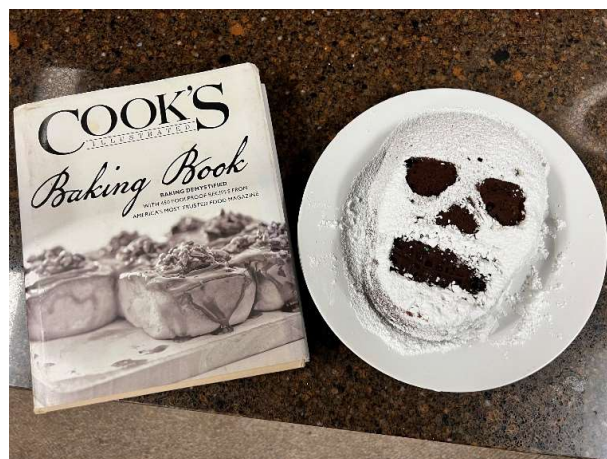
Limiting Factors/Concerns

- We have had staff out sick or at jury duty which has made for some slow down on certain projects.

Photos



Hispanic Heritage Display



Cookbook Club



Wills vs, Trust





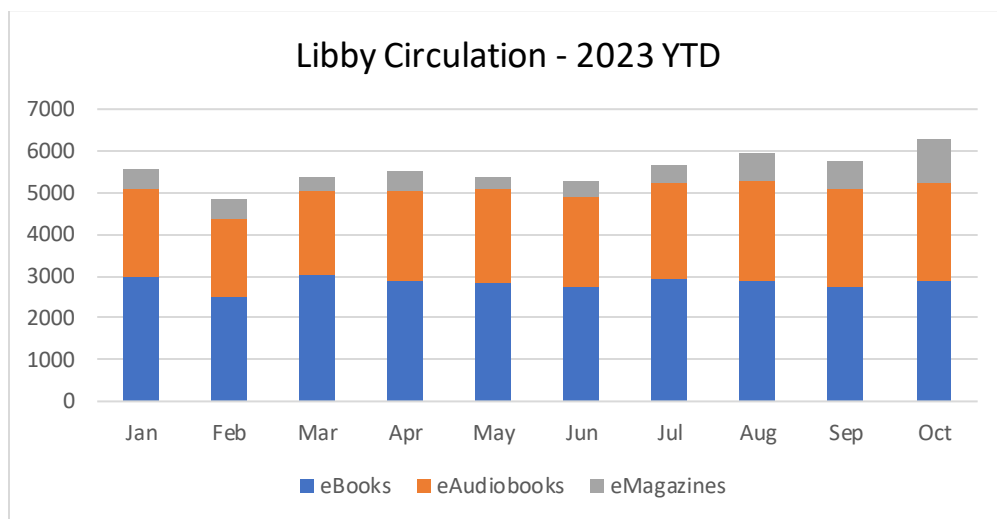
Little Monster Mash

Digital Circulation Overview

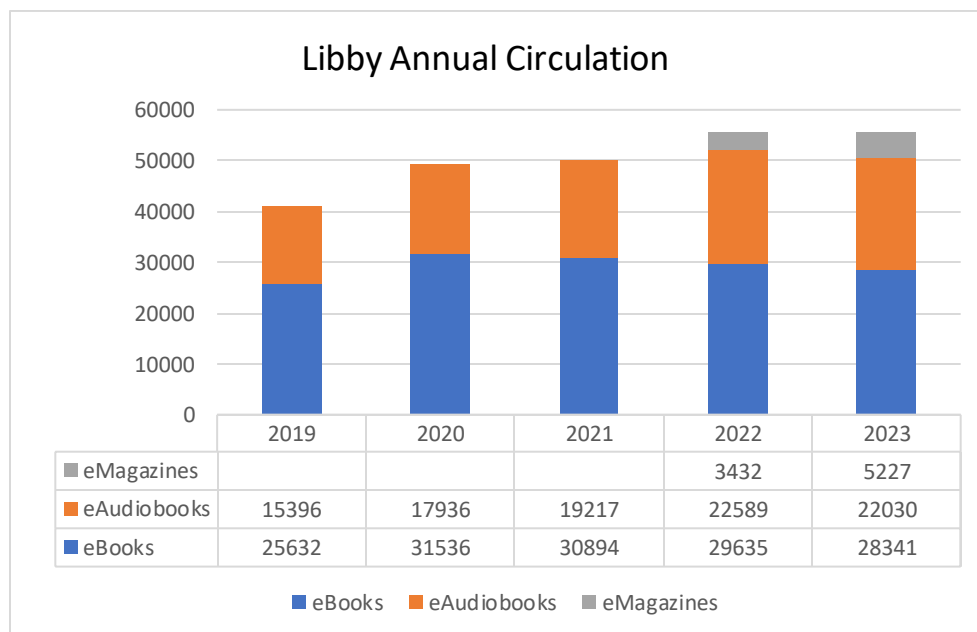
Washington Anytime Library (Libby)

Current Circulation: 55598 (AVG: 5560 items/month)

2023 Checkouts (YTD)	
eBooks	28341
eAudiobook	22030
Overdrive Magazine	5227
Total YTD	55598



Annual Trends:

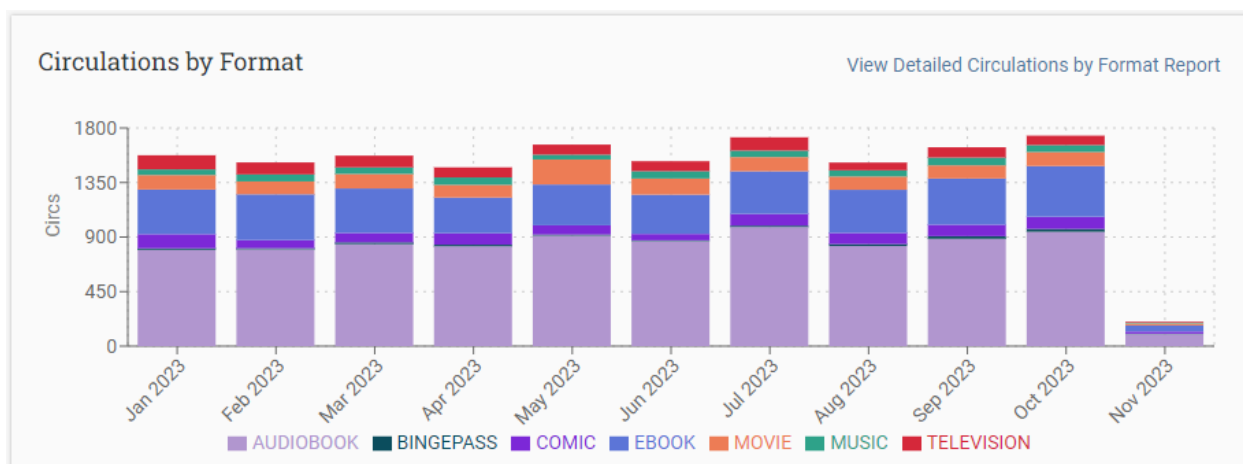


Libby Notes:

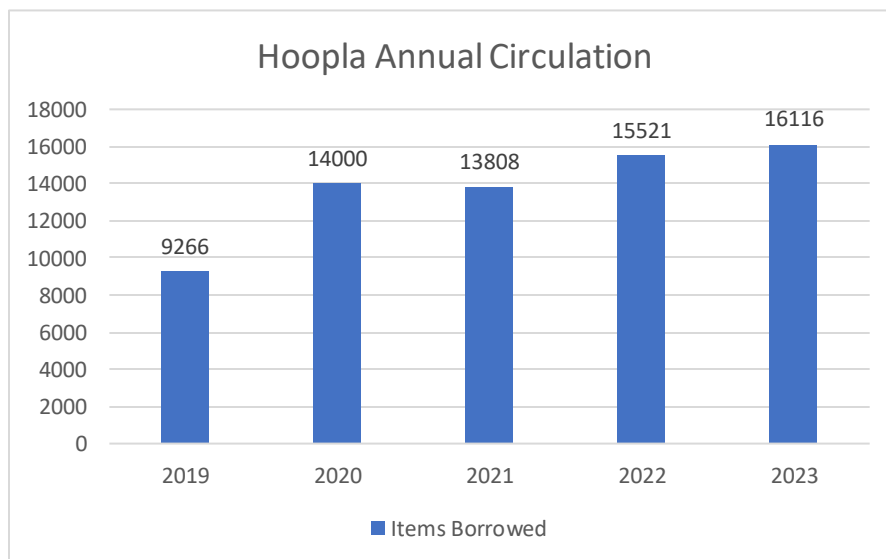
- 72,538 titles in circulation (129,303 copies); 1,960 unique borrowers in 2023 (so far)
- Patrons allowed 5 items checked out. Limited licenses mean waiting for popular titles.
- Average cost per circulation (2024 Budget) is \$0.887
- As of October 31, 2023 checkouts (55,598) have nearly reached 2022 year-end totals (55,765)
- Statewide, we reached 1 million checkouts on June 17, 24 days before the same milestone in 2022.
- Overdrive Magazines (5000+ titles) were added to the state package in 2022.
- To help mitigate rising costs of digital licenses, the WDLC has implemented a tiered structure for purchase requests: higher cost materials require a higher holds ratio before the Added Copy Fund is used; lower cost items have a shorter wait time than before.

Hoopla Digital

Current Circulation YTD: 16116 (AVG: 1611 items/month)



Annual Trends:



Notes:

- 839 unique borrowers in 2023
- 1,526,575 titles available for checkout
- In 2020, we raised our monthly checkout limit from 5 to 10 items.
- Average cost per circulation is \$2.06
- Hoopla offers value added items—BingePasses (multiple items on one checkout) and Bonus Borrowes (additional items beyond monthly checkout at no cost to library)

Kanopy

In 2023 so far, 154 patrons have played 2380 items (film, television)

Notes:

- Kanopy was added mid 2022
- 31,544 titles available for checkout
- Like hoopla, Kanopy charges per usage. Patrons are allowed 21 tickets/month.
- Items vary in price, but most items checked out are \$2/play. Kanopy Kids costs \$5 but gives unlimited viewing for the month.
 - Last month there were 3 \$5 K-Kids checkouts vs. 75 \$2 plays and 20 \$4 plays