

December 1, 2023

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: December 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: December 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:

<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/j/85968210045>**

BOARD of TRUSTEES AGENDA
December 11, 2023



1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call – Introduction of Members & Guests**
4. **Approval of Agenda**
5. **Approval of November 13, 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 Library Board of Trustees Policy
Code of Conduct update
12. **Next Meeting, January 8, 2024 at 4:00 p.m.**
13. **Executive Session (IF necessary)**
14. **Adjournment**



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, November 13, 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, Vice-Chair David Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Erik Halvorson, Librarian of Technology Jennifer Jensen, Library Administrative Assistant James Newkirk

Absent: Library Director Jacob Cole

4. **APPROVAL OF AGENDA**

New item added to agenda:

- **11. Other Business:** Discussion and Motion to Create Library Centennial Committee.

Agenda approved as amended.

5. **APPROVAL OF October 13, 2023 MINUTES – Action Item**

Corrections were addressed and amended.

Action: Dave Knoyle motioned to approve the minutes as amended, Paula Stepankowsky seconded.

The minutes were approved unanimously as amended.

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

Action: Paula Stepankowsky motioned to approve the Claims Report, Dave Knoyle seconded.
The Claims report was unanimously approved.

7. **SURPLUS MATERIALS – Action Item**

Action: Dave Knoyle motioned to approve the Surplus Materials Report, Erik Halvorson seconded.

The Surplus Materials Report was unanimously approved.

8. **CONSTITUENT COMMENTS**

No constituents present.

9. **CHAIR AND BOARD REPORTS**

Tina – *The Washington State Library third Thursday program will not happen in November or December and will resume in January. Jacob Cole is running for a WLA Board Position in the Public Libraries Division, the election is ongoing through November 17, 2023. Tina is encouraged to see there is some slow progress with Project READ even with Lisa still being out. Jacob's report shows that all K-12 Public school students in Longview receive digital access to media and e-books through the Library.*

Dave – *The Library's Foundation meets three times per year and the last meeting of the year is coming up. The main topic is going to be the Mobile Library. The Foundation to-date has raised about \$278,000 of the \$325,000 cost, and they will be discussing how to raise the additional \$47,000 needed to finish the fundraising campaign. The date for delivery of the vehicle is still mid-September. The Foundation also met with its financial advisor recently and they're investments are healthy.*

Linda – *Linda attended an evening event at the Library and the parking lot lights were not on at the end of the event. (James: We can look into and address that.) Linda requested a new book be added to the collection about two months prior to the meeting and has not heard back. (Jennifer: There have been some delays, and we can look into that). Linda feels that it would be a good idea to host a Journal Writing Class at the library and possibly utilize local volunteers to assist or teach that class.*

Paula – *Paula spent some time at the Monster Mash and was glad to see the event was well attended. Paula Shared a CBS article showing that Jay-Z recently held a retrospective of his career at the Brooklyn Public Library. There, he spoke about how spending time at the library as a child had given him the desire and love of reading and composing. This event brought in thousands of people in attendance and led to an increase in library card signups by 500%. Sometimes if you think outside the box, like this event, there are many ideas that can bring in patronage.*

Erik – *The Longview Early-Edition Rotary made a contribution to the Mobile Library fundraising efforts of the Foundation. Recently Erik went to get a reciprocal card from the Kelso Library, had a difficult experience, and was not impressed with the process. Erik enjoyed his time as a member of the Library Board of Trustees, but due to his election to City Council this will be his last meeting as a member of the board. He thanked the members of the board and plans to request becoming the liaison to the board.*

10. **DIRECTOR'S REPORT –**

In lieu of the Director's Report Technology Librarian Jennifer Jensen will be presenting the Digital Circulation Overview for 2023.

The two biggest services we offer are the Washington Anytime Library (Libby), and Hoopla. We also offer Kanopy as an additional streaming service and a plethora of online programs, databases, and services.

Libby:

- *There are 72,538 titles in circulation (129,303 copies)*
- *We have 1,960 unique borrowers in 2023 so far.*
- *Patrons are allowed 5 items to be checked out and 8 'hold' items at one time.*
- *The Average cost per circulation is \$0.887.*
- *As of October 31, 2023 there have been 55,598 checkouts. This has nearly reached 2022 year-end totals of 55,765.*
- *Statewide, we reached 1 million checkouts on June 17, which was 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:

- *We have 839 unique borrowers so far in 2023.*
- *There are 1,526,575 titles available for checkout.*
- *In 2020, we raised our monthly checkout limit from 5 to 10 items.*
- *The Average cost per circulation is \$2.06.*
- *Hoopla offers value added items—BingePasses (multiple items on one checkout) and Bonus Borrows (additional items beyond monthly checkout at no cost to library).*
- *There was a 62% increase in users from 2022 to 2023.*

Kanopy:

- *In 2023, There have been 154 active patrons play 2380 items.*
- *Kanopy was added mid 2022 as a Foundation Special Request.*
- *They 31,544 titles available for checkout.*
- *Like Hoopla, Kanopy charges per usage. Patrons are given 21 tickets/month.*
- *Items vary in price, but most items checked out are \$2/play.*
- *Kanopy Kids costs \$5 but gives unlimited viewing of children's content for the month.*
- *Last month three people used the \$5 K-Kids checkouts, 75 patrons used \$2 plays, and 20 patrons \$4 play*

Board Questions –

- *How will online access statistics be measured for Longview Schools?*
 - *In the past we had worked with a few individual schools, but this year Jennifer uploaded about 6,000 students into the system. We can run the reports to determine how this access is being used.*

- *What is the process of choosing new books for the collection?*
 - *As far as patron requests go various staff perform this task while Lisa is away, and there can be delays due to being down staff. Requests go through a decision-making process following our Collection Development Policy.*
- *What's the process for those with a Kelso Library card to receive a reciprocal with the Longview Public Library and what other libraries do we have reciprocal agreements with?*
 - *We ask them if they have a Kelso card. We see their ID and check their address. They then fill out an application with us and we issue them a card.*
 - *In addition to the Kelso Public Library, we have reciprocal agreements with Fort Vancouver Regional Library and Timberlands Regional Library.*
- *Has there been any discussion about expanding the Mini-Rural District?*
 - *There has been discussion about it. It's a considerable undertaking and efforts need to be made largely by volunteers.*
- *How is it determined which books are purchased by the Library and which books are purchased by the Foundation?*
 - *Sometimes it can be what's available from different funds or vendors. Some materials are restricted by the focus of a specific fund, ie. Fuller funds from the Foundation go toward purchasing educational and professional materials. It can also be left to the discretion of the purchasing staff.*
- *Do we see patron retention for the Library because of these offered services and programs and do the independent collections cause issues with their separate access points.*
 - *There are patrons who are dedicated to their differing service of choice. We currently have all Libby records on the Library Catalog so that patrons can access Libby records through the Library's website. We don't currently have Hoopla on the catalog, but it is possible to add, and Jennifer is looking into that. The free cost to the patron should be an incentive for many to use these resources instead of other paid subscriptions especially with the those programs raising prices this year.*
- *What is industry standard for checking out a physical book from the Library?*
 - *The Foundation has a "Give a Book" program which asks for \$25 per book donation. Per their analysis, this is what it costs, on average, to purchase and process a physical book for use in the Library.*
 - *We also have a 'David and Goliath' type fight with the publishers who control what we pay for use, including costs and terms of usage which can be expensive and heavily limiting.*
- *Is this a necessary cost of doing business for the Library or is it a bad business practice to offer these online services?*

- *There is quite a considerable amount of use. There are patrons who almost never set foot inside the physical building because they exclusively use the online resources.*
- *What percentage of funding does the library spend on physical materials vs digital materials?*
 - *The City currently budgets about \$71,000 per year for physical materials, with the Friends and Foundation supplementing that total. We would need to do a budget analysis, but its probably close to the same cost for digital materials.*

11. OTHER BUSINESS –

Digital Circulation Overview 2023 – *Presented in place of the Director’s Report.*

Library Centennial Committee – *The Library’s Centennial year is 2026. Tina proposes that a motion be made to approve the creation of a Library Centennial Committee to handle the details and planning of an event or series of events regarding centennial celebrations at the Longview Public Library.*

Discussion was held. No Motion made at this time.

12. NEXT REGULAR MEETING:

MONDAY, December 11, 2023 – 4:00 P.M.

13. Executive Session

No Executive Session

14. Adjournment

The meeting was adjourned by Board Chair Tina Smith at 5:17pm.

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.49.004	AUTO REPAIR SOURCE	3,055.00	46881	1000219030-1	1	222827 EBSCO INFORMATION SERVICES INC
E 001.24.572.20.49.005	BTCAT SUBSCRIPTION	4,774.05	46829	NS23100266	1	224529 BAKER & TAYLOR BOOKS
Libraries		Total :	7,829.05			
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037858088	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46829	2037858090	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46829	2037858094	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037844062	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46829	2037844064	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	7.47	46829	2037844066	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037844070	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46829	2037844074	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	46829	2037844078	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037845205	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	53.50	46829	2037845211	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	46829	2037863964	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037863970	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037863972	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037863974	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	46829	2037863982	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	46829	2037863984	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	15.14	46926	504453467	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	15.14	46926	504514314	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	43.27	46926	504514319	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	16.21	46926	504453468	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	133.86	46926	504514316	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	16.21	46926	504514318	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (MEDIA)	22.70	46926	504453465	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (MEDIA)	34.61	46926	504486239	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses		Total :	392.94			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
LIBRARY	Total :	8,221.99				

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	47254	0001842857-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.004	Copier/Printers CNW - lib - oct2023	220.68	47068	INV2732774	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.004	Toshiba copier support - lib - oct2023	44.84	47189	093708	9	222541 OFFICE SYSTEMS
Libraries	Total :	272.52				
LIBRARY	Total :	272.52				



City of Longview



Surplus Materials Report

Longview Public Library

Reporting for the month of November 2023

- Physical materials added to the catalog: 835
- Physical materials withdrawn from catalog: 524

Net physical materials: 311

- Digital materials added to the catalog: 3397
- Digital materials withdrawn from the catalog: 3812

Net Digital Materials: -415



Longview Public Library

November 2023

Educating Minds

Accomplishments

- Fall Story Times wrapped up at the end of November. During the month of November we had 13 Story Times and 337 participants, an average of 26 participants in each session.
- Book Club for our Times
- Book Clubs for youth continue. Little Kids Book Club and American Girl Book Club are our most popular, but we also had good attendance at our last Evergreen Teen Book Club.

Next Steps/Coming Soon

- Romance book club will be in December.
- We are having a special Yoga Story Time Saturday, December 9 with Katlynn Feagans of Tiny Sprouts Yoga.
- Winter/Spring Story Time session begins January 16 and runs through April 24.

Limiting Factors/Concerns

- Attendance for Kids Book Club has been scattered. Becky and Jakob will be sending out a survey to parents who have signed up for the past several months to see what we can do to improve attendance.

Empowering People

Accomplishments

- We've released 20 additional hotspots and have extended the loan period to 90 days (no renewals).
- Our 2024 Winter Reading Challenge is open for pre-registration on Beanstack.

Next Steps/Coming Soon

- The Winter Reading program is coming Jan 1-31st and we are participating in "Where We Come From," a reading challenge sponsored by Lerner. We challenge our community to read and log at

least 15 hours/900 minutes during January. For logging your minutes and completing activities, you will earn badges that feature beautiful artwork from the poetic picture book “Where We Come From,” which inspired this year’s challenge! Finish the challenge by logging 900 minutes or more and win a free pair of Out of Print socks! All finishers will also be entered to win a grand prize book box - earn more entries by completing the activity badges! If we reach our community goal of 3,000 hours, we’ll have a special community prize as well!

- Winter Reading will also include a Readathon, scheduled for Friday January 12, after hours, 5-9 PM!

Enrich Lives

Accomplishments

- We have transitioned the StoryWalk from new stories twice a month to once a month. Changing out the stories twice a month ended up being too time-intensive for our youth services staff for long-term success. Our grant-funded picture books have ended, and the Friends of the Library is now the primary sponsor of the StoryWalk. In addition to funding the picture books, the Friends often help by going out to the park and cleaning the panels and picking up trash.
- Jakob has been running a second Dungeons and Dragons campaign with an enthusiastic group of teens. After the first campaign earlier this year, the group wrote a letter, included in the photos, that said in part that they “deeply enjoy using this program as a way to spend time together and the time spent as a creative outlet. It helps encourage problem solving, team building, and encourages us to use math.”
- Northwest Voices for November featured writer and podcaster Sarah Marshall.
- We had 335 episode downloads of the library podcast Your Shelf or Mine in November; 55 of these were of our latest episode on author Maggie Stiefvater. Two of our ten most popular episodes for the month were released back in 2021. One of the great things about on-demand programs like the podcast is that they continue to build connections and enrich the lives of people in our community past the time the program is “over” for library staff. It supplies a lot of bang for our buck!

Next Steps/Coming Soon

- Diana has been preparing a children’s to-go craft, available beginning December 11.
- Dez will be painting a winter scene on the windows of the solar entry in December.

Encourage Life-long Learning

Accomplishments

- The Ukulele Club began in November. Christine McLaughlin, a recent import from California, is our leader. During the fall, she scoured Washington State for ukuleles and acquired a collection that she loans out to people. The class is structured as an all-levels club. We have beginners as well as more experienced players. They meet once a week on Fridays and turnout has been

tremendous. We've been averaging 25 community members, and many have commented on how wonderful Christine is and how well organized the sessions are.

Next Steps/Coming Soon

- The Friends of the Library sponsored the purchase of six ukuleles to circulate in the library collection! Jennifer is currently cataloging and processing three concert and three soprano ukuleles that will be available for check out in January.

Enhance Connection

Accomplishments

- We added 2,500 people to our monthly newsletter list for 2023. December's newsletter can be found [here](#).
- The Koth Gallery is displaying the Christmas Quilts, which is always a great community draw.
- Rainbow Community continues every Monday with growing attendance.
- Shakespeare Drama Club is reading through an abridgement of King Lear. In January, they will start preparing scenes for a spring performance.

Next Steps/Coming Soon

- Cookbook Club will meet December 21, and do a cookie exchange.
- Adult Book Club will meet December 27 to discuss the Book of Difficult Fruit by Kate Lebo. We will also have a book exchange this night.
- Youth Services is starting a twice-yearly "Community Baby Shower" for new and expectant parents. The first one is scheduled for Saturday, January 27.

Internal Goals and Strategies

Recent Accomplishments

- Started the diversity audit with two students from the University of Washington iSchool, preliminary results should be ready in March and a final report at the end of April.
- The Foundation received a \$3,000 grant from the Noon Rotary Club for the mobile library project. They have about \$40,000 left to raise.
- A new light unit was set-up in the parking lot. It has manual controls and staff must turn it on and off but it should be a short-term solution until the new lighting is installed.
- Collections staff finished selection and purchase of materials for 2023.
- Heather P applied for and was granted a Washington State Library Association professional development grant and received funding from the LPL Foundation to attend her first "Library Marketing and Communications Conference" which was in Indianapolis Indiana. The conference was great with tons of ideas and activities and ideas for the future. A slideshow of her trip can be found [here](#).

Next Steps/Coming Soon

- The website project continues, with an expected 'go live' date of January 17.
- The Foundation approved a special request to have the library owl mascot created / resurrected with an illustrator to design several owl poses to be used in various marketing efforts. Money was also approved to purchase an owl sticker once the design is finalized.

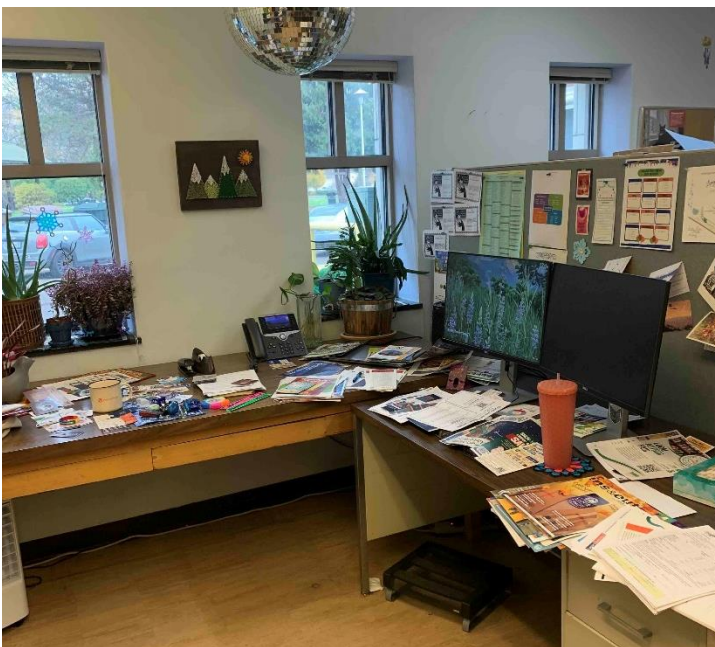
Limiting Factors/Concerns

- The Friends of the Rose Garden have suspended their work parties until spring when the weather improves. The Rose Garden looks great right now!

Ukulele Club



Heather's desk showing many of the swag and fellow library marketing efforts from the Library Marketing and Communications Conference.



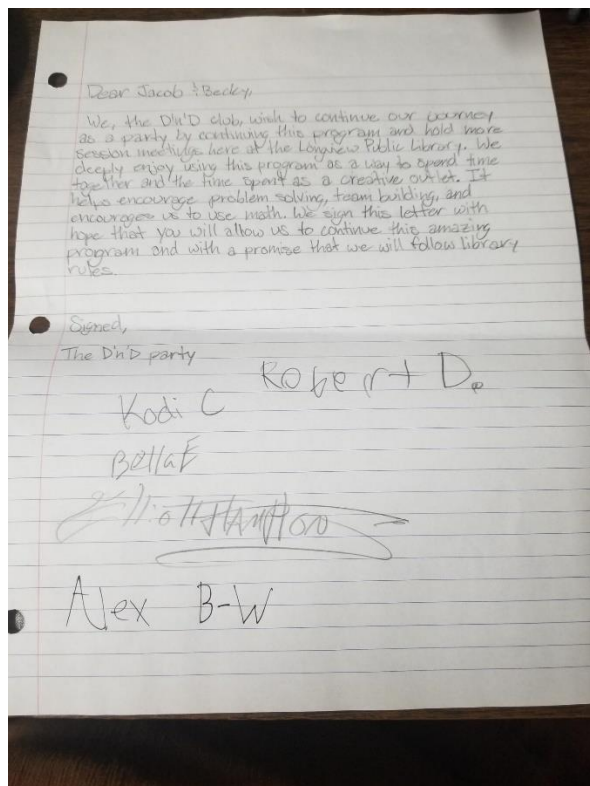
Children's Craft



Children's Display



D&D Club Letter





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. To ensure that the Trustee Board can conduct its regular business effectively and hold productive meetings, it is necessary to establish policies that define rules and guidelines for public comments.

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 thirty 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, abusive, obscene, or disruptive.

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.

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 11/28/2023

ADOPTED by the Longview Public Library Board of Trustees.



PATRON CODE OF CONDUCT

PURPOSE

Longview Public Library welcomes every member of the community to use and enjoy our Library. To ensure that all visitors have a safe and enjoyable experience, we have the following expectations. Under the authority of state law RCW 27.12.290 "library board of trustees may exclude from the use of the library under its charge any person who willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users."

All people using Library services are entitled to:

- Use Library resources and services without discrimination
- Receive friendly and respectful service
- Expect free and equal access to information
- Enjoy a clean and safe environment
- Make proper use of the Library and its resources without interference

POLICY

All patrons are expected to follow this Patron Code of Conduct. It applies to every location everywhere the Library provides service: the Library building and grounds, at outreach events, and through communications (website, social media, phone, chat, and email). Parents, guardians, and caregivers are responsible for their child and dependent adult's personal safety and behavior. Children's and Teen's areas are designated for use by children, their caregivers, and teens.

Library patrons are expected to:

- Be safe
- Be respectful of other patrons and Library staff
- Be respectful of Library building and grounds
- Follow the directions given by Library staff
- Obey the law

The Library Code of Conduct is divided into four categories:

Category	Description	Consequence
A	Disrupts other patrons' ability to use the Library and staff's ability to serve patrons	Not allowed to use the Library for one day
B	Serious Library-specific violations (or repeated Category A)	Not allowed to use the Library for one month
C	Violations toward people or property	Not allowed to use the Library for one year
D	Severe violations toward people and property	Not allowed to use the Library for up to two years

See Category descriptions for example violations.

Library staff will engage with patrons who violate this Code of Conduct. Failure to follow Library policies and staff directions could result in restriction of Library privileges, immediate removal from the premises, trespass from the Library for a period of one day to two years, or in arrest and prosecution for violations of criminal law.

Patrons who have had their privileges restricted must contact the Library Circulation Specialist to discuss the violation and future expectations before returning to use the Library. They will also be asked to sign an agreement to adhere to the Code of Conduct.

Individuals with disabilities may request reasonable assistance by calling (360) 442-5300 or email longviewlibrary@mylongview.org. If a patron questions a trespass, they should appeal the action by writing the Library Director. The Library Director will provide a written response within 14 days. The Library Director's written decision may be appealed to the Library Trustee Board at the next Board meeting following the Director's written response. This written appeal will be responded to within 14 days by the Library Board Chair. Patrons can contact the Library Director and the Board Chair by calling (360) 442-5309 or emailing Jacob.cole@ci.longview.wa.us.

Category A: (Disrupts other patrons' ability to use the Library and volunteers / staff's ability to serve)

- Failure to follow local or state emergency public health orders when activated e.g. wearing masks, social distancing, and building capacity.
- Loud disruptive behavior.
- Unattended items, or items that disrupt other patrons' ability to use the Library and staff's ability to serve, blocking exits or violating fire code.
- Bringing bicycles, shopping carts, or other large, wheeled conveyances inside Library buildings. Wheelchairs, strollers, and mobility devices are only permitted if being used as transportation for, or as a mobility device by, an adult or child. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on Library property. Bicycles should be stored in designated bicycle racks.
- Entering into the Library barefoot or without a shirt or removing one's footwear or shirt in the Library, or being otherwise attired so as to be disruptive to the Library environment.
- Bringing any animal into Library facilities, except for service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a Library program may be allowed in Library facilities with the consent of Library staff.
- Children under the age of 8 may not be at the Library unless they are actively supervised by a responsible person age 14 or older. Children between the age of 8 and 13 may be at the Library unattended if they understand and comply with the patron code of conduct and Library staff directions. Youth age 14 and older may be at the Library unattended or act as the caregiver for younger children if they understand and comply with the Library code of conduct, Library staff directions, and ensure that younger children follow those as well.
- Improperly supervising dependent adults in care.
- Eating, drinking, or displaying open food or liquid containers in the Library facilities outside of designated areas.
- Sleeping (or the appearance of) that impedes others from using Library spaces or resources.
- Inappropriate use of Library grounds including littering, moving furniture without staff permission, soliciting or distributing materials without staff approval.
- Smoking, vaping, chewing, or other tobacco and cannabis use on Library property.
- Body odor or lack of hygiene that unreasonably interferes with others' ability to use the Library and staff's ability to serve.
- Breaking rules in the *Computer and Internet Use* policy.
- Possess, use, or be under the influence of alcohol or a controlled substance.
- Using the restrooms or other Library facilities for bathing, shampooing, or laundry.

Category B (Serious Library Specific Violations)

- Verbally or physically harassing other patrons, volunteers, or staff. Examples include taunting, using obscenities, using dehumanizing, demeaning, or racist language, tapping loudly on furniture, shouting for the purpose of intimidation, and shoving or pushing.
- Entering the Library or grounds during a trespass period.

Category C (Violation toward Person(s) or Property)

- Damage or theft to personal or Library property valued under \$250.
- Engaging in any behavior that would constitute a misdemeanor under applicable law.

Category D (Serious Violation toward Person(s) or Property)

- Carrying, threatening, showing, displaying, or pointing a firearm or dangerous weapon in violation of law.
- Sexually harassing patrons, volunteers, or staff. Such as, but are not limited to, repeated: sexual or objectifying remarks, physical contact, sexual innuendos, unwanted advances, making lewd statements, or attempts to obtain personal information.
- Threatening patrons, volunteers, or staff: verbally, physically, in writing, or visually (includes all forms of electronic media). Such as but not limited to: threats of violence against people or property, saying that they will “get them”, “get back at them”, “when I see you outside”, or more specific threats.
- Damage or theft to personal or Library property in facilities or on grounds valued above \$250.
- Trespassing by being in public spaces of the Library outside of Library operating hours, being in nonpublic areas, or refusing to leave Library property after being issued a Notice of Trespass.
- Offensive touching and obscene acts, such as but not limited to: displaying genitals or pornography.
- Selling or distributing controlled substances or engaging in any felony under applicable law.

Recommended for approval: Jacob Cole, Library Director

Approved by: Library Trustee Board, October 11, 2022

Open Call for Owl Mascot Illustrations



The Longview Public Library (LPL) promotes reading in all forms and celebrates the history of our community. Our Library turns 100 soon and we want to celebrate the plaster barn owl designs in the historical portion of our building. We are putting out an open call aimed at illustrators with the task of creating an owl figure/mascot for use in our building and marketing efforts.

Who can submit an entry? You can participate if you:

- Work as an illustrator and/or graphic designer or are artistic in your hobbies; and
- Are a part of the Cowlitz County Community; and
- Have an affinity with the LPL including being a City of Longview or Library staff member, a Library volunteer, on the Library Board, a Friends of the Library member, or a Library Foundation member.

What is the assignment and where will the figure/mascot be used? The assignment consists of creating black/white illustrations of an imaginative owl figure that can be seen in the following 8-10 poses:

- Front facing owl
- Owl from behind
- Side of owl, waving his/her arm
- Owl sitting on a branch
- Soaring through the sky
- Sitting on a book
- Mouth open reading from a book
- Perched on a tree stump
- Looking out a window as he/she drives a vehicle

The target group that the owl figure should appeal to is children aged 0 – 12. In addition, please provide a short description of your owl and how you imagine the owl will be used as a LPL asset.

The winning mascot will be used to market the range of services offered at the library both physically and online. There will be an owl naming contest for kids ages 12 and under to name the owl and write the legend of the owl in Longview. In addition to general marketing efforts, there will be an owl coloring book created to celebrate the Library's Centennial.

Format Requirements Your black/white entry must be submitted digitally as a print-friendly PDF consisting of a single document of a total of three pages. The file size of the entry must not exceed 10 MB.

- **Page 1:** The owl mascot in 3-4 different poses, pick from the above list. i.e: front-facing owl, side of owl waving his/her arms, soaring through the sky, and mouth open reading from a book.
- **Page 2:** A picture of the owl figure where you have placed them in the vehicle.
- **Page 3:** A short description (max 1,500 characters) of your owl figure – who are they and what characterizes them?

How will the entries be judged? A committee will judge the entries including the Library Director, Library Marketing Specialist, and 2 others who will assess the entries based on their creative expression, usability, and versatility.

Rights and Remuneration By entering in this illustrator call, the artist agrees to not further develop or sell their owl figure for other purposes.

The winner will transfer all rights to their owl mascot to the Longview Public Library. The Longview Public Library reserves the right to duplicate and share the owl mascot assets for the production of marketing materials and associated marketing efforts.

Submission Deadline Submit your entry as a pdf attachment to Heather.Palow@ci.longview.wa.us by 5:00pm PST on 1/12/24. The pdf may not contain information about you as an entrant, so your email should provide the following information:

- Your Name
- Your Address
- Your Email address

All entries received on time that meet the requirements will be assessed by the committee.

Anonymity All entries will be treated anonymously and will be anonymized before they are presented to the committee.

Payment The winning illustrator will be given a \$500 stipend upon completion of the 8-10 full and complete illustrations by April 15th, 2024.

Contact and Design Inspiration Any questions? Email Heather.Palow@ci.longview.wa.us and we'll get back to you as soon as we can.

The plaster owls in the Longview Public Library are barn owls, seen commonly throughout Cowlitz County. The Barn Owl is a medium-sized raptor, and has a white heart-shaped face and white chest with small brown spots. The back is tawny, marked with black and white spots. Barn Owl have a long wingspan and are silent in flight. The male and female display similar plumage, see additional information, [here](#). The following images showcase the look and feel we are hoping for:

