

January 4, 2024

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: February 12, 2024 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: February 12, 2024 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
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Webinar ID: 859 6821 0045

Passcode: 577920

International numbers available: <https://us02web.zoom.us/j/85968210045>



City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, February 12, 2024

4:00pm

2nd Floor, City Hall

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call – Introduction of Members & Guests**
4. **Approval of Agenda**
5. **Approval of January 08, 2024 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 –**
12. **Next Meeting, **March 11, 2024 at 4:00 p.m.****
13. **Executive Session (IF necessary)**
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, January 08, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Vice-Chair Dave Knoyle called the meeting to order at 4:00pm. A quorum was present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

Present: Chair Tina Smith (online), Vice-Chair Dave Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Claire Pang, Library Director Jacob Cole, Library Administrative Assistant James Newkirk, **Guests:** Erik Halvorson.

Absent: n/a

4. **APPROVAL OF AGENDA**

Addition to Agenda: Election of Officers of the Board of Trustees for 2024.

Action (Election of Chair of the Board): Dave Knoyle nominated Tina for Chair; Paula Stepankowsky seconded. No other nominations were made.

Tina was elected unanimously.

Action (Election of the Vice-Chair of the Board): Paula Stepankowsky nominated Dave Knoyle; Linda King seconded. No other nominations were made.

Dave was elected unanimously.

5. **APPROVAL OF December 11, 2023 MINUTES – Action Item**

Action: Paula Stepankowsky moved to approve the minutes as presented; Tina Smith seconded.

The minutes were approved unanimously as presented.

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

Action: Dave Knoyle motioned to approve the Claims Report; Tina Smith seconded.

The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: Dave Knoyle motioned to approve the claims; Linda King seconded.

The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

Erik Halvorson gave a timeline for the City's budget process in 2024.

9. **CHAIR AND BOARD REPORTS**

Tina – *No report this month.*

Dave – *For the Mobile Library, the Foundation has raised \$312,000 of the \$325,000 goal. We are still on target for receiving the vehicle mid-to-late September.*

Linda – *Linda shared appreciation for the parking lot lights, and said how the number of remaining renewals on library receipts is helpful for checking out materials. Linda asked about the Zine table craft, if it would be changed out monthly. **Jacob** shared that it would probably not be switched out monthly, but does get changed periodically when staff has available time. Linda asked about where to get a receipt for book donations. **Jacob** replied that they can be acquired at the J-Desk and from the Friends of the Library.*

Paula – *Paula reminded everyone to participate in the community read-a-thon this Friday from 5-9pm. All proceeds raised from that event will go towards the Mobile Library. Paula mentioned the Friends of the Library are making good sales on eBay to raise funds for the library, and the donations they receive contribute to that.*

Claire – *No Report this month.*

10. **DIRECTOR'S REPORT –**

Director's Report –

The ukulele club is going strong. The library has acquired several ukuleles and there is much interest in the community for this. The first ASL class has completed. It was a success and Jacob is working with the teacher to schedule an advanced course for those who finished the first one. The Cookbook club had less than usual in December, but still had about 10 participants. The cookbook focus in January is vegetable, and February will be chocolate based cookbooks. Jacob has been working with staff to create quarterly goals in tandem with the Strategic Plan. This will allow focus on the goals ahead and help staff prioritize more important work. The Strategic Plan presentation to City Council got delayed until Thursday January 11th. Jacob and Heather Palow are working on creating an annual report, which is something that has not been done for a while. Jacob is working with programming staff to increase the scheduled timeline of events and programs to six months from its current three month timeline.

Board Questions –

- *Question – With the youth outreach programming, are we trying to sign people up with library cards?
 - *With schools it can be difficult due to parents being unavailable to sign for the card. However, we are trying to make it as easy as possible to get a library card, including moving towards a digital application process, potentially going paperless in the future.**
- *Question – What is going on with the Library Centennial Committee?
 - *Nine people have signed up for the committee recently. We still need to plan the inaugural meeting and go from there.**

- Question – How is Project READ going?
 - Lisa is working on creating better procedures, new forms, and connecting learners to tutors. We’ve had about five pairs of learners and tutors working together so far. We’ve had some learners ask for tutoring in a subject that we have not been able to pair with a suitable tutor. We’re working through these types of complications. One way is the creation marketing materials to place around town in locations like the Ethnic Support Council.
- Question - How will the stats from the annual survey be used?
 - We will go over the results and discuss changes to be made for collections, programs, etc. We can provide a copy of the results to the board when its finished.

11. OTHER BUSINESS –

Collection Development Policy – Due to the increased aggression in the public towards library collections in this country, we decided to refine some of the policy to help:

- *We added that a patron’s card must be in good standing to make a reconsideration request.*
- *We’ve also restricted the number of requests per title to once per item. Once an item has been reviewed, further requests would be referenced to the original review process.*
- *We are changing the final review process to be made by professional library staff that are hired, fired, and reviewed by City Manager. This will help limit exposure to members of the board, current and future, and it will let trained and educated professionals manage the collection instead of political appointees.*

***Action –** Paula Stepankowsky motioned to approve the amended policy; Linda King seconded. The amended Collection Development Policy was approved unanimously.*

12. NEXT REGULAR MEETING:

MONDAY, February 12, 2023 – 4:00 P.M.

13. Executive Session

No Executive Session

14. Adjournment

The meeting was adjourned by Vice-Chair Dave Knoyle at 4:52pm.

Expenditure Accounts

GENERAL
LIBRARY

<u>Account #</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>	<u>Invoice</u>	<u>Line</u>	<u>Vendor</u>
E 001.24.572.20.31.004	Copier/Printers CNW - lib - dec2023	312.62	47923	INV2759511	10	005460 COPIERS NORTHWEST INC
Libraries	Total :	312.62				
LIBRARY	Total :	312.62				



City of Longview



Surplus Materials Report

Longview Public Library

January 2024

Physical Materials:

- Physical materials added to the catalog: 811
- Physical materials withdrawn from catalog: 1,569

Net physical materials: -758

Digital Materials:

- Digital materials added to the catalog: 5,756
- Digital materials withdrawn from the catalog: 6,886

Net Digital Materials: -1,130



Longview Public Library

January 2023

Educating Minds

Accomplishments

- Our Winter Reading Program was a success. We had 268 readers participate in our 2024 Winter Reading Challenge “Where We Come From.” 130 of you completed the challenge by logging 15 or more hours of reading during January. Our total time spent reading was 250,216 minutes, which is a whopping 4,170 hours and 16 minutes! This blew our goal of 3,000 hours out of the water and is about 159 hours more than we read last year!

For our Community Prize, we are hosting an all-ages karaoke party at the library on Saturday, February 10 from 2 PM – 4 PM. Come sing and celebrate with us! Everyone who participated in Winter Reading is welcome, along with any guests they would like to bring. We will have refreshments available as well as some door prizes.

- Our Winter Reading Program also included a Readathon. Despite the bad weather and cold building, we had 12 readers participate and raised about \$900 for the Mobile Library.
- Little Kids Book club continues to be well attended, and for the February meetup, the kids will be sharing stories they’ve written themselves in addition to discussing our book for the month.
- Fun Hours continue with great unstructured play time for children in the MJO Room.

Next Steps/Coming Soon

- The Seed Library and speaker presentations start in Feb / March. The first presentation will be a “Northwest Roses 101” introduction to roses in the PNW and a discussion of ways to support the LPL rose garden.

Empowering People

Accomplishments

- Despite the snowy weather, we had 12 total volunteers shelve for a combined 57 hours in the month of January.
- Our notary service continues to be popular, with Lisa performing 18 notarizations. The service being available free of charge is greatly appreciated. One patron mentioned they didn’t know what they would have done, now that their bank doesn’t do it anymore.

Next Steps/Coming Soon

- LongCon is back this year and will be happening on February 24th.
- Registration is open for our first annual Volunteer Fair March 16th.
- Adult Services is in the process of becoming a participant of the Lower Columbia CAP Community Jobs program.

Enrich Lives

Accomplishments

- Despite the snow and ice, Sandra and 5 volunteers made 197 Outreach visits, to 70 patrons with 467 items.
- Our partnership with the Columbia Theatre continues with both an adult drawing and a family drawing for tickets to see various shows.
- NW Voices had author and poet Debra Elisa Wohrmann offer a reading and discussion at the Library with a workshop at LCC earlier in the day.

Next Steps/Coming Soon

- Jakob is working on a grant from the Washington State Library to fund further purchases for tabletop roleplaying game materials. These could include items such as rulebooks, dice, maps, etc.
- AARP has started doing taxes at the Library and continues to have us support them with scheduling appointments for individuals.

Encourage Life-long Learning

Accomplishments

- Winter/Spring story times got off to a late start due to snow and ice cancellations but resumed January 22. Monday is Baby Story Time, Tuesday is Toddler Time, and Wednesday is Preschool Story Time. All Story Times are at 10:30. Participation is great, though sometimes overwhelming. One week we had 28 children at Toddler Time!
- Our first new Theme Boxes became available to checkout. These are geared towards preschoolers and designed around kindergarten readiness skills. They include a selection of books, a booklet of songs and rhymes, and some toys and activities. Currently we have "Bears" and "Colors" available and "Family," "Alphabet," and "Dinosaurs," are almost ready. We thank the Foundation for funding these Theme Boxes!

Next Steps/Coming Soon

- New Pre-K Packets start in February. We have new videos up on our website with activity instructions, book recommendations, and songs and rhymes, and the packets are available with the supplies at the J desk. A new packet will be available every other week through April. We usually give out 80-100 packets per video.

Enhance Connection

Accomplishments

- The Community Baby Shower went well. Community partners shared their resources with families, we gave away several free book bags courtesy of the Friends, and a few families swapped phone numbers so they could arrange play dates for their kids.
- Rainbow Community's numbers have seen a noticeable increase in attendance, with the club frequently having 12-14 attendees. Our adult volunteer, Megan, is working with Jakob to include more optional activities and games, rather than it being purely a social club.
- Adult Book Club had 20 community members attend. We discussed the Violin Conspiracy by Brendan Slocumb. The majority of people loved the book. One person brought violin shaped cookies to share. We also gave out a survey both in person and online. Some feedback from the survey included, "I enjoy meeting people, socializing, hearing other's thoughts and ideas on the books, and reading books I might not have chosen". "I enjoy the variety of ideas offered from others life experience", "A wonderful life experience. Well worth my time!", "I so appreciate this community opportunity ... bringing citizens together, generating thoughtful discussions and sharing ideas!", "This is a very valuable activity and experience that, over time, benefits the entire community", "The book club is such a great opportunity to meet others, discuss books and also get exposure to new books and genres", "This group is important to me. Thank you."
- The Puzzle Competition went well with 5 teams of 4 members competing. The winning team completed a 500-piece puzzle in 36 minutes. One team member commented, "This is the first time I've been in the library. This was so fun. I'm going to get a library card." Emerald Haven generously donated the 1st place prize. We had a puzzle swap following, with 38 people attending and more contributing puzzles. At the puzzle swap, one community member said, "I appreciate this event. It's very helpful."

Next Steps/Coming Soon

- We will be moving the book club time a little earlier because of member request. Social time will be at 5:30 PM, book discussion at 6 PM.
- Registration for the Columbia River Author Festival is open. The festival will be held Saturday, May 18.
- We have five outreach events coming up where different library staff will be tabling at school or community events, sharing information about the library and signing people up for library cards.

Internal Goals and Strategies

Recent Accomplishments

- The new website went live in January. Adjustments are still being made to some of the menus and pages, but going forward it will be easier to manage and more accessible to visitors.
- We created an annual report for 2023 highlighting many of our most significant data points. The report is an addendum to this board packet.
- The Community Survey was completed in January with the results below.
 - **Adults**
 - 71 adults responded who use the library, there were 2 responses for adults who don't use the library.
 - Customer Service received the highest rating, and Magazines and Newspapers received the lowest rating.
 - Most people who responded were age 45-54, the least number of responses were from 18-24 years old.
 - Positives:
 - The staff, the fact that the Library is a great community resource, books, diverse offerings, and how the Library saves people's entertainment budgets.
 - Ideas for the future included:
 - library of things, Free public telephone outside. There is a nonprofit in Portland that does this: FUTURETEL, more holds with Libby app, More authors and other public speakers, much-needed updated décor and carpeting.
 - Negatives:
 - houseless population, their stuff and the smell making people feel uncomfortable, lack of inter-library loan, lack of lighting in the building and parking lot, lack of new items – DVDs, books, audiobooks.
 - **Kids**
 - 10 kids responded who use the library, there weren't any responses from kids who don't use the library.
 - 88% love the library, 12% are happy with the library, 0% were unhappy.
 - Overall they love the library with the games and toys getting the lowest grade, they'd like updated toys and stuffies.

Next Steps/Coming Soon

- In February, we are asking the children in our community to help us name the Barn Owl mascot we are creating for the Library. We've also asked them to help us with an origin story as to how the owl came to be part of the Library.
- We have commissioned a local Illustrator to create the owl mascot look and feel. They will be creating the owl in a variety of poses so we can use it for marketing and promotional materials.
- The Friends of the Library have approved funds so we can purchase owl swag to help us promote the owl as our new mascot.
- The HVAC project was started this month and continues to be worked on. The contractors have taken over the staff parking lot and there has been quite a bit of equipment in, out, and around the building as that project continues.

- We have two staff members, Jakob Collins and Heather McBride, attending the WLA conference at the beginning of March.
- Jo Dallas is taking a course in March to teach yoga for children.

Limiting Factors/Concerns

- There have been many challenges this month with houseless individuals and their belongings. Jacob is asking the City for guidance on what is allowed in/around the building, when it can be disposed of, and how to do that safely.



2024 LPL Puzzle Competition

WHERE WE COME FROM

Winter Reading Challenge



Join by going to:
longviewlibrary.beanstack.org

Log 15 hours, or 900 minutes, of reading in January and win a pair of book socks!

Help us win a community prize!




longviewlibrary.beanstack.org 






2024 Winter Reading Readathon

Friday | January 12th | 5 - 9 pm

Readers! You are invited to participate in a Readathon at the Longview Public Library on Friday, January 12th, after-hours at the library from 5 to 9 pm.

Gather pledges from sponsors ahead of the event to raise money for the Library's new Mobile Library, or Bookmobile, scheduled to arrive in Longview in the fall of 2024!

Winter Reading Program



Community Baby Shower Gift

Longview Public Library

Annual Report 2023



93,670

Library Visitors

Services & Activities

245,091
Physical
Items
Checked Out



68
Patrons Used
Outreach
Services



19,875
People Attended
Library
Programs



22,681
Reference
Questions



1,150
Meeting Room
Reservations



Technology



“The building has beautiful architecture, the selection of books for all genres is vast and plenty, and the showcasing of the town’s history as well as the people working are truly awe-inspiring. Get a library card and go see what this library has to offer, it’s worth spending a lot of time here!” LPL Patron



“You folks at the Longview Public Library have servant heart mentalities, you care and deliver on our needs and requests. We are blessed to have you in our community!” - LPL Patron

171
 Adult and All Ages Programs Offered
9,399
 People Participated

285
 Early Lit, Youth and Teen Programs Offered
10,476
 People Participated

2,635
 Library Open Hours
84
 Longview Room Visitors
4,074
 New Library Cards

Many Ongoing Building Improvements Including:

- Mural
- Cameras
- Drive thru Window
- HVAC

Volunteer and Employee Recognition including:

- 46 volunteers, 1,317 hours
- STARR Staff Member Award



Contact Us
 360.442.5300
 longviewlibrary@mylongview.com
 www.longviewlibrary.org

