

To: Board of Trustees of Longview Library

From: Jacob Cole, Library Director

Subject: March 11, 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: March 11, 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:

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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, March 11, 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 February 12, 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, April 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, February 12, 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 Present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

Present: Chair Tina Smith, Vice-Chair Dave Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Claire Pang, City Council Liaison Angie Wean, Library Director Jacob Cole, Library Administrative Assistant James Newkirk.

Absent: n/a

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF January 08, 2024 MINUTES – Action Item**

Action: Paula Stepankowsky motioned to approve the minutes as presented; Dave Knoyle seconded.

The minutes were approved unanimously as presented.

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

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

The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: Claire Pang Motioned to approve the Surplus Materials Report; Paula Stepankowsky seconded.

The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

Council Liaison Angie Wean – offered her services as a City Council member and Liaison.

9. CHAIR AND BOARD REPORTS

Tina – February 13th at 9am will be the inaugural meeting of the Library Centennial Committee, they will be meeting to discuss preparations for the Longview Library's centennial celebrations in 2026. February 14th is Library Legislative Day. The WSL third Thursday Trustee Trainings are back; February's meeting will introduce the new public library governance consultant, Jeanne Williams. Tina shared TDN and Columbia River Reader articles featuring the library and its programs. She also shared gratitude for having the Columbian newspaper available once again in the building.

Dave – The Foundation Finance Council will meet this week. The Foundation Board will meet on February 22nd. The Mobile Library will be the main topic of that board meeting. We're nearing the goal of fundraising with around \$15,000 need to finish fundraising.

Linda – AARP Tax Aide services are going smoothly this year. Volunteers have already assisted 36 people in the opening two weeks. Adult Reading Club, Participants are enjoying themselves. Shared gratitude for the makeshift lighting in the parking lot.

Paula – The Readathon raised about \$900 despite the winter weather. Paula asked if we are continuing the Humanities Washington program this year. **Jacob** replied that we have scheduled two this year due to lack of attendance at these events last year, but we recently applied for a third speaker. We're looking for different opportunities to engage in this medium, but we need to consider the costs and spreading events out so that Library programs are not competing with each other for attendance.

Claire – Claire expressed her happiness to be present and part of the board.

10. DIRECTOR'S REPORT –

Director's Report –

Jacob Attended the Public Librarian's Meeting in Burien, WA last week. Discussions included taxes and levies, laws surrounding libraries, writing position descriptions, and creating organizational structures. He spoke with the State Librarian Sara Jones about our desire to increase service area. They are going to look into legislative possibilities of helping.

January brought some unexpected issues. Snow and Ice caused an issue with our patrons experiencing homelessness. Jacob asked one individual to leave his wet and muddy possessions outside the building, and that for the day, if he needed a place to put them, he could leave them in the Solar Entry. This led to a game of telephone between that individual and the other patrons with many possessions. Several individuals started to leave behind, without permission, their possessions in the Solar Entry causing issues with staff and patrons and escalating the problem. Jacob and James spoke together about the difficulties behind people bringing in large amounts of possessions that could lead to disruptive situations in cleanliness or even infestations. We gave the individuals in question a deadline of one week to find another place to store their possessions. Those patrons honored our request and have since been good about policing themselves and keeping the code of conduct in reference to personal possessions in the building.

As a public entity we are required to be open to all members of the public. We have the ability to enforce a code of conduct, but we cannot deny access to the building and its resources just because someone's housing situation. Our January weather and patron possession storage issues culminated in an incident where a man came into the library and

followed around homeless individuals, yelling at, and harassing them, telling them they should not be in Longview, and they should not exist. We had to inform this man that, because of his actions, he was no longer allowed to use the library for an extended period of time. Jacob is working to be compassionate and deliberate through a longer process of decision making, trying and find permanent solutions. People have asked us how we work to fix these types of issues. We work with the Behavioral Health Unit, we work with Kayce Settlemier and Community Development, and we actively seek sources for staff trainings and community partnerships. Jacob has also been working to get a social work intern from the University of Washington. This is an ongoing development where long-term solutions will create the best results.

Board Questions –

- **Question** – *At the Librarian Meeting, was homelessness a topic amongst your peers?*
 - **Answer** – *Most of the conversations were lamentations of the problem and the complexities all around the state. Talking to King County Libraries, they have locations they have to close for entire days, due to complex, police-involved situations. The Yakima Public Library has chosen to let a staff member go and then hired a security guard in their place. This has cost them the ability to offer the services and programs previously performed by that staff member.*
- **Question** – *How's the HVAC going?*
 - **Answer** – *The project started late, and then the company extended the amount of time they needed to block off the staff parking lot from three weeks to six weeks. James is currently trying to pin down an end date to see if they're on schedule or not.*
- **Question** – *There have been issues around Story-Walk in the past. How is that going now?*
 - **Answer** – *The Friends have become involved in the Story-Walk and have helped to pay for the replacement of plexiglass panels that have been defaced and they now purchase the books used for this program.*
- **Question** – *Following the January 11th council meeting, has the library had any new groups requesting use of the library?*
 - **Answer** – *Yes, we have had a few new building usage requests, but for the most part the majority of requests come from the organizations we are familiar with.*

11. OTHER BUSINESS –
No Other Business

12. NEXT REGULAR MEETING:
MONDAY, March 11, 2024 – 4:00 P.M.

13. Executive Session
No Executive Session

14. Adjournment
The meeting was adjourned by Chair Tina Smith at 5:11pm.



City of Longview
Summary of Claims



Longview Public Library

Monday, March 11, 2024

The Summary of Claims for March 11, 2024 includes the second claims period of January, the first and second claims period of February, and card purchases for January 2024. This report consists of fourteen pages of records for the year 2024.

The attached claims have been audited, charged to the proper account(s), and are within budget appropriation.

Total Amount Paid: \$90,146.88

Date(s) Paid: 01/25/2024, 02/08/2024, and 02/22/2024

Print: _____ Sign: _____ Date: _____
Administrative Approval

Print: _____ Sign: _____ Date: _____
Library Board Member

Print: _____ Sign: _____ Date: _____
Library Board Member

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	48245	0001878419-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES - TAPE	113.87	48230	667780	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.31.004	Toshiba copier support - lib - dec2023	28.23	48212	094082	9	222541 OFFICE SYSTEMS
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	263.00	48188	381800 - PPU	1	005646 KANOPY INC
E 001.24.572.20.42.005	ALARM MONITORING	69.85	48130	153223012	1	222980 ADT COMMERCIAL
E 001.24.572.20.42.005	ALARM MONITORING	69.84	48130	153223012	2	222980 ADT COMMERCIAL
E 001.24.572.20.42.005	ALARM MONITORING	69.84	48130	153223012	3	222980 ADT COMMERCIAL
E 001.24.572.20.42.005	ALARM MONITORING	69.84	48130	153223012	4	222980 ADT COMMERCIAL
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 11/30/2023	3,942.71	48201	504858896	1	226280 MIDWEST TAPE LLC
Libraries		Total :	4,634.18			
E 001.24.589.90.00.095	TAXES	-2.77	48147	2133872	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :	-2.77			
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037989468	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037989474	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037989472	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037989478	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	48144	2037989480	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037989482	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2038012308	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48144	2038012310	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48144	2038012314	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037942146	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48144	2037942152	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037942154	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037942810	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037942812	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037942814	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	48144	2037942818	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	21.15	48144	2037942820	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	14.93	48144	2037942863	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	48144	2037956266	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037951218	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	48144	2037951220	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037951222	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	7.47	48144	2037951224	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037951226	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	13.69	48144	2037951228	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037951230	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037951232	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	48144	2037951234	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037951236	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037955746	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	28.62	48144	2037956638	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037961616	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037961620	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	62.22	48144	2037961626	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037961630	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	48144	2037974552	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037974554	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	48144	2037974558	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037974562	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037974564	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037974568	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037974570	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037980034	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037992907	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2037992909	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48144	2037992911	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48144	2038004286	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2038004290	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48144	2038004292	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48144	2038004294	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	12.45	48144	2038004300	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	48144	2038004302	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT (LIONS GRANT)	19.48	48144	2037942149	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.84	48144	2037942157	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	27.50	48144	2037942817	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	360.57	48144	2037942819	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	467.10	48144	2037942862	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	34.04	48144	2037951233	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	20.70	48144	2037951235	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.56	48144	2037955751	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.58	48144	2037961627	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.58	48144	2037974565	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	6.54	48144	2037961629	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.05	48144	2037974567	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.69	48144	2037974569	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	25.52	48144	2037989479	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	97.37	48144	2037989481	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	64.80	48144	2038004299	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.08	48144	2038004301	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	32.88	48181	83042471	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	19.03	48181	83075503	1 003330	GALE GROUP INC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	316.79	48201	504747866	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA (RECORDINGS)	94.09	48201	504781005	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA (RECORDINGS)	12.97	48201	504814003	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	32.42	48201	504842392	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	24.33	48201	504753320	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	14.60	48201	504753322	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	16.21	48201	504781007	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - (2023 FULLER FOUNDATION)	65.34	48144	2037942151	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	25.13	48144	2037942155	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	33.98	48144	2037942145	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	185.48	48144	2037942147	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	6.54	48144	2037942809	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	5.23	48144	2037942811	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)	22.95	48144	2037942813	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	15.72	48144	2037942815	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	4.57	48144	2037956265	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	44.56	48144	2037956267	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	42.68	48144	2037956269	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	36.45	48144	2038002679	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	9.35	48144	2037951231	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	110.67	48144	2037951219	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	11.79	48144	2037951217	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	11.13	48144	2037951221	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	71.75	48144	2037951223	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	11.13	48144	2037951225	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	847.13	48144	2037951227	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	20.33	48144	2037951229	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	43.05	48144	2037955743	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	11.80	48144	2037955745	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	71.63	48144	2037955747	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	11.30	48144	2037955749	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	687.45	48144	2037956637	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	18.22	48144	2037956639	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	3.26	48144	2037980033	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	10.37	48144	2037980035	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	14.85	48144	2037980037	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	10.37	48144	2037980039	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	6.54	48144	2037961615	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.21	48144	2037961617	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	95.12	48144	2037961619	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	20.72	48144	2037961621	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	55.28	48144	2037961623	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	2,276.65	48144	2037961625	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	84.91	48144	2037974451	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.68	48144	2037974553	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	84.54	48144	2037974555	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)	50.79	48144	2037974557	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	20.74	48144	2037974559	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	28.27	48144	2037974561	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	20.33	48144	2037974563	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	8.52	48144	2037992908	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	17.02	48144	2037992910	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	9.82	48144	2038004293	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	15.07	48144	2038004285	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	11.80	48144	2038004289	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	16.32	48144	2038004295	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	35.83	48144	2038004297	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.22	48144	2038011025	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	25.93	48144	2037992904	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	9.82	48144	2037992906	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	3.92	48144	2038012307	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	9.15	48144	2038012309	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	11.41	48144	2038012311	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	17.55	48144	2038012313	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	9.61	48144	2037989467	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.84	48144	2037989469	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	17.63	48144	2037989471	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	25.07	48144	2037989473	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	14.85	48144	2037989475	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	8.52	48144	2037989477	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	68.45	48144	2038004291	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	36.51	48147	2133872	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	86.53	48181	83070156	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	19.03	48181	83075364	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	85.97	48201	504747868	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	69.76	48201	504753321	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (RECORDINGS)	59.47	48201	504747869	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (RECORDINGS)	17.30	48201	504814005	1 226280	MIDWEST TAPE LLC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
	Capital Expenditures/Expenses	Total : 8,023.99				
	LIBRARY	Total : 12,655.40				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	WALMART.COM - OFFICE SUPPLIES	38.29	48413	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE DEPOT - OFFICE SUPPLIES	19.47	48413	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES - PENCILS	22.74	48413	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	21.59	48413	JN 6341	20	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	10.80	48413	JN 6341	25	700010 US BANK ONE CARD
E 001.24.572.20.31.091	EDMUNDS ROSES (FRIENDS)	413.82	48413	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	EDMUNDS ROSES (FRIENDS)	244.16	48413	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUBS (FRIENDS)	264.87	48413	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY KIDS BOOK CLUB SNACKS (FRIENDS)	18.40	48413	JC7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY KIDS BOOK CLUB - FIGURE (FRIENDS)	40.14	48413	JC7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART.COM - FIND THE FIGURE (FRIENDS)	35.98	48413	JC7837	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS CRAFTS (FRIENDS)	6.54	48413	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - AS CLUBS SUPPLIES (FRIENDS)	27.35	48413	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - AS CLUBS SUPPLIES (FRIENDS)	15.14	48413	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - AS CLUBS SUPPLIES (FRIENDS)	9.42	48413	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - YS SNACKS (FRIENDS)	3.75	48413	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	COSTCO - AS CLUB SNACKS (FRIENDS)	44.95	48413	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS CRAFTS RETURNED (FRIENDS)	-6.54	48413	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - AS SNACKS (FRIENDS)	38.64	48413	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - STAFF PICKS PRIZE (FRIENDS)	10.00	48413	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TARGET.COM - ROMANCE BOOK CLUB (FRIENDS)	199.81	48413	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BARNES & NOBLE - AS PUZZLES (FRIENDS)	34.51	48413	JD 2213	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BARNES & NOBLE - AS PUZZLES (FRIENDS)	51.77	48413	JD 2213	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LAND'S END - RETURN CREDIT (FRIENDS)	-36.75	48413	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LAND'S END - STAFF CLOTHING (FRIENDS)	36.75	48413	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GALORE YS BOOK CLUB (FRIENDS)	117.57	48413	RS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	DOLLAR TREE - YS PRIZES (FRIENDS)	18.94	48413	RS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GALORE YS BOOK CLUB (FRIENDS)	95.14	48413	RS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	GAYLORD ARCHIVAL - LV ROOM (FOUND)	63.04	48413	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	OUT OF PRINT WINTER READING (FOUND)	964.61	48413	RS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - LAMINATING CARRIERS	16.31	48413	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE DEPOT - CIRCULATION SUPPLIES	16.33	48413	JN 6341	14	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	STAPLES.COM - BOOK LABELS - YS SUP	76.52	48413	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - TECH SERVICES LABELS	26.44	48413	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - RFID SUPPLIES - SHARPIES	18.42	48413	JN 6341	18	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE DEPOT - SUPPLIES	208.69	48413	JN 6341	19	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES - WALL HOOKS	10.80	48413	JN 6341	22	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES - PROJECT READ	10.25	48413	JN 6341	23	700010 US BANK ONE CARD
E 001.24.572.20.41.091	PODBEAN SUBSCRIPTION - AS (FRIENDS	116.86	48413	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	6.49	48413	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	ROTARY CLUB OF LONGVIEW (FOUNDAT	200.00	48413	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	48413	JN 6341	21	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE / INTEF	97.49	48413	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE / INTEF	97.49	48413	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD - ELECTRICITY - SMARTHU	1,967.44	48413	JN 6341	26	700010 US BANK ONE CARD
E 001.24.572.20.47.003	COWLITZ COUNTY WASTE CONTROL - DI	10.41	48413	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.47.003	COWLITZ COUNTY WASTE CONTROL - DI	7.77	48413	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.49.005	SMS STOREFRONT TRAFFIC	388.88	48413	JC 1440	2	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING - MONTHLY	153.64	48413	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS MONTHLY	721.14	48413	JN 6341	9	700010 US BANK ONE CARD
Libraries		Total :	7,001.15			
E 001.24.594.72.64.002	AMAZON - CHAIR CIP	1,658.73	48413	JN 6341	3	700010 US BANK ONE CARD
E 001.24.594.72.64.002	PERFECT STITCH - UPHOLSTERY - CHAI	2,264.39	48413	JN 6341	24	700010 US BANK ONE CARD
E 001.24.594.72.64.002	AMAZON - CHAIR CIP	173.11	48413	JN 6341	27	700010 US BANK ONE CARD
E 001.24.594.72.64.012	BIRD WATCHING DIGEST - MAGAZINE	48.00	48413	DS 0139	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	BIRDS AND BLOOMS - MAGAZINE	10.82	48413	DS 0139	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	POSITIVE NEWS - MAGAZINE	58.15	48413	DS 0139	3	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	4,213.20			
LIBRARY		Total :	11,214.35			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.47.002	GAS	1,461.50	48264	48134100006	1	212104 CASCADE NATURAL GAS CORP
Libraries	Total :	1,461.50				
LIBRARY	Total :	1,461.50				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.589.90.00.095	TAXES	-44.34	48548	2122433	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-15.62	48548	2129748	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.77	48548	2131095	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.89	48548	2133827	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :	-65.62			
E 001.24.594.72.64.092	GIVE A BOOK - (MARISA BAUER) FOUND/	82.51	48547	2037955753	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	GIVE A BOOK - (MARISA BAUER) FOUND/	13.21	48547	2037974571	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	584.97	48548	2122433	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	206.06	48548	2129748	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	36.52	48548	2131095	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	38.10	48548	2133827	1	004633 BLACKSTONE PUBLISHING
Capital Expenditures/Expenses		Total :	961.37			
LIBRARY		Total :	895.75			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	COPY PAPER	258.97	48502	350400467001	1 226296	OFFICE DEPOT
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES - TAPE	582.83	48529	670690	1 219615	THE LIBRARY STORE INC
E 001.24.572.20.41.092	MICROFILM 23-33 DIGITIZATION -FOUND/	4,544.40	48423	39231	1 005588	ADVANTAGE ARCHIVES LLC
E 001.24.572.20.49.004	GALE LEGAL FORMS	2,370.38	48470	83186821	1 003330	GALE GROUP INC
E 001.24.572.20.49.004	WA ANYTIME LIBRARY ANNUAL (FOUNDA	38,039.00	48518	1179	1 225640	SECRETARY OF STATE
Libraries	Total :	45,795.58				
E 001.24.589.90.00.095	TAXES	-344.40	48423	39231	2 005588	ADVANTAGE ARCHIVES LLC
Other Nonexpenditures	Total :	-344.40				
LIBRARY	Total :	45,451.18				

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	48880	0001895776-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.004	Copier/Printers CNW - lib - jan2024	188.60	48677	INV2775139	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.004	Toshiba copier support - lib - jan2024	26.04	48801	094328	9	222541 OFFICE SYSTEMS
E 001.24.572.20.31.099	CUSTOM WINDOW ENVELOPES	344.01	48796	350398882001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.099	SUPPLIES - BOOKMARKS	10.89	48852	671632	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	267.00	48757	386749 - PPU	1	005646 KANOPY INC
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 1/31/2024	4,440.82	48777	504993859	1	226280 MIDWEST TAPE LLC
E 001.24.572.20.49.004	EBOOKS - AUDIOBOOKS - CITY	1,027.91	48803	01452CO2400780	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS - CITY	25.98	48803	01452CO2400932	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS - AUDIOBOOKS - CITY	47.95	48803	01452DA2400971!	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & AUDIOBOOKS - CITY	522.09	48803	01452CO2403538	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	VALUE LINE ONLINE DATABASE	4,275.00	48861	DN24-140529	1	002891 VALUE LINE PUBLISHING LLC
E 001.24.572.20.49.005	OCLC CONTENTDM	3,685.36	48795	1000358146	1	224593 OCLC INC
Libraries		Total :	14,868.65			
E 001.24.589.90.00.095	TAXES	-2.89	48643	2133872	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-5.33	48646	3 YR/KEEP 2	2	002621 BRITISH COLUMBIA MAGAZINE
E 001.24.589.90.00.095	TAXES	-1.78	48689	1 YR/KEEP 1	2	227537 CRICKET MEDIA
E 001.24.589.90.00.095	TAXES	-2.43	48727	2 YR/KEEP 1	2	227724 GUITAR PLAYER MAGAZINE
E 001.24.589.90.00.095	TAXES	-4.10	48790	2 YR/KEEP 1	2	002796 NATURAL HISTORY MAGAZINE
E 001.24.589.90.00.095	TAXES	-3.56	48791	2 YR/KEEP 1	2	005587 NATURALLY, DANNY SEO MAGAZINE
E 001.24.589.90.00.095	TAXES	-3.28	48816	3 YR/KEEP 1	2	002190 PSYCHOLOGY TODAY MAGAZINE
E 001.24.589.90.00.095	TAXES	-7.30	48826	1 YR/KEEP 1	2	004489 SCHOOL LIBRARY JOURNAL
E 001.24.589.90.00.095	TAXES	-2.46	48846	1 YR/KEEP 1	2	002165 SUNSET MAGAZINE
E 001.24.589.90.00.095	TAXES	-2.86	48850	1 YR/KEEP 1	2	005272 THE ENGLISH GARDEN PERIODICAL
E 001.24.589.90.00.095	TAXES	-13.94	48853	1 YR/KEEP 1	2	002185 THE NEW YORKER
Other Nonexpenditures		Total :	-49.93			
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48635	2038020863	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038020865	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038020867	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038020869	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	48635	2038020871	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038027105	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038027109	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038063324	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	48635	2038063328	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	48635	2038056849	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.54	48635	2038020870	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.34	48635	2038027104	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	11.94	48635	2038027106	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.85	48635	2038027108	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.22	48635	2038063433	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.09	48635	2038056848	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.52	48635	2038063323	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	11.30	48635	2038063325	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	3.92	48635	20380632327	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	38.13	48643	2133872	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - SPANISH - CITY	684.82	48755	674617	1 225246	JUNIOR LIBRARY GUILD
E 001.24.594.72.64.011	TASTE OF HOME COOKBOOK	33.52	48849	01027	1 226406	TASTE OF HOME BOOKS
E 001.24.594.72.64.012	PERIODICALS - 3 YR SUB / KEEP 1 YR	70.28	48646	3 YR/KEEP 2	1 002621	BRITISH COLUMBIA MAGAZINE
E 001.24.594.72.64.012	PERIODICAL - SPIDER - 1YR SUB / KEEP 1 YR	23.73	48689	1 YR/KEEP 1	1 227537	CRICKET MEDIA
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	32.38	48727	2 YR/KEEP 1	1 227724	GUITAR PLAYER MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	54.05	48790	2 YR/KEEP 1	1 002796	NATURAL HISTORY MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	47.53	48791	2 YR/KEEP 1	1 005587	NATURALLY, DANNY SEO MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 3 YR SUB / KEEP 1 YR	43.25	48816	3 YR/KEEP 1	1 002190	PSYCHOLOGY TODAY MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	96.30	48826	1 YR/KEEP 1	1 004489	SCHOOL LIBRARY JOURNAL
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	54.09	48828	1 YR/KEEP 1	1 003102	SCIENTIFIC AMERICAN MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	32.41	48846	1 YR/KEEP 1	1 002165	SUNSET MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	37.83	48850	1 YR/KEEP 1	1 005272	THE ENGLISH GARDEN PERIODICAL
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	183.93	48853	1 YR/KEEP 1	1 002185	THE NEW YORKER
E 001.24.594.72.64.013	MEDIA - RECORDINGS - CITY	30.27	48777	504872805	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - RECORDINGS - CITY	16.21	48777	504962493	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.610	MEDIA - RECORDINGS - CITY MEMORIAL	15.14	48777	504905606	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.610	MEDIA - RECORDINGS - CITY MEMORIAL	21.63	48777	504932673	1 226280	MIDWEST TAPE LLC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.610	MEDIA - RECORDINGS - CITY MEMORIAL	9.72	48777	504962490	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.610	MEDIA - RECORDINGS - CITY MEMORIAL	15.14	48777	504962491	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses		Total :	1,649.98			
LIBRARY		Total :	16,468.70			



City of Longview



Surplus Materials Report

Longview Public Library

February 2024

Physical Materials:

- Physical materials added to the catalog: 645
- Physical materials withdrawn from catalog: 387

Net physical materials: 258

Digital Materials:

- Digital materials added to the catalog: 1,522
- Digital materials withdrawn from the catalog: 2,383

Net Digital Materials: -861



Longview Public Library

February 2023

Educating Minds

Accomplishments

- NW Voices hosted Douglas Wolk, author of *All the Marvels*, for a writing workshop at LCC and an evening presentation at the library. There were 14 total participants.

Next Steps/Coming Soon

- The new bi-monthly graphic novel book club will start in mid-March.
- We're looking forward to our first Volunteer Fair on March 16th from 10 - 4, with 14 community partners signed up so far.

Empowering People

Accomplishments

- 13 volunteers offered 46 hours of shelving work for the month of February. A shelving orientation is planned for mid-March that will add another 4-5 shelving volunteers to the program. Volunteer numbers continue to hold steady, and the quality of work we've seen has greatly increased compared to the program pre-COVID.
- We had a great turnout for the Food Sovereignty discussion as part of the Seed Library.

Next Steps/Coming Soon

- Seed Library checkouts began March 1st and we added a "find the figure" for the adults with a Groot character to help bring awareness to the seed library.
- Chair yoga started March 4th and goes through mid-May.

Enrich Lives

Accomplishments

- AARP continues to do taxes at the Library and we continue to support them with scheduling appointments for individuals.
- We recorded our 100th podcast episode and have had over 5,000 downloads of the “Your Shelf or Mine” podcast!
- Winter story times continue with strong attendance.

Encourage Life-long Learning

Accomplishments

- American Sign Language classes have had an average attendance of 12 people and it has been going well.
- Book Club for Our Time has changed its format to Issues of Our Times. Jacob has been curating a list of resources on each month’s topic and assists in facilitating discussion. There have been some new faces already.
- In Little Kids Book Club in February, two kids read stories from books they made themselves. This inspired some of the other kids to begin writing their own stories, which they plan to share in the March book club meeting. Jakob will also be sharing some stories and journal entries he wrote and kept from when he was in second grade!

Next Steps/Coming Soon

- A Libby basics class is planned for Saturday, March 9.

Enhance Connection

Accomplishments

- Twelve people attended the Cookbook Club with a variety of dishes featuring chocolate. There were attendees from all age groups kids, teens, and adults.
- The Adult Book Club met to discuss The Personal Librarian with 24 attendees.
- The Teen D&D Club members have been meeting at local game stores together to continue playing D&D outside the library. The group has been going strong for several weeks now.
- Rainbow Community continues to hold steady at 9-11 members. We’ve been doing more games and arts and crafts. The teens have created a Discord server where they keep in touch with one another outside of the club.

- We had five outreach events where different library staff tabled at school or community events, sharing information about the library and signing people up for library cards.

Next Steps/Coming Soon

- “Book a Librarian” is coming back soon so people can request a staff member help them on specific questions / library related concerns.
- Our Lyons Community Partner will be having a shred day on March 23rd from 10 – 1 at the library.

Internal Goals and Strategies

Recent Accomplishments

- Heather P created a new seasonal booklet with upcoming events and activities for the next 3 months. You can view it online or copies have been made available at each of the desks. Download here: <https://bit.ly/Spring2024LPLPrograms>
- The youth owl naming contest went well in February and we are working on narrowing down the owl names. We are asking staff, foundation, and friends to vote by Friday for their top 3 favorite names and then we will ask the community to vote both online and in the library with the hopes of announcing a winning owl name by the end of March. If you read this by end of day on 3/8/24, you can vote here: <https://www.surveymonkey.com/r/LPLowlNamingcontest>
- Attended the Mt St Helens Hiking Club and presented about library programs and services.
- City Council approved the 24-25 contract between the Rural Library District and the City.
- The Library Foundation approved their 2024 budget and several special projects from staff: cubicle walls, display board for brochures / flyers, and a library of things collection.
- Mobile Library fundraising is up to \$309,000 of their \$325,000 goal.
- Staff moved to paperless library card registrations for patrons, which makes the process faster and reduces waste.
- Jakob and Heather McBride attended the Washington Library Association (WLA) conference in Spokane, WA on March 1 and 2.

Next Steps/Coming Soon

- New City Council members will be at the Library March 21st at 2pm for orientation.
- Heather P has ordered a new display to go on the main floor by the elevator to better showcase our flyers and brochures. We hope to have it up by May as we head into summer.

- We will have the owl name and mascot announcement event on Saturday, April 13th at 10:30 am with cake, owl crafts, giveaways and more. Please join us!
- Heather P has created a coloring contest for the community to share their ideas for the vehicle wrap on the mobile library, they can download the coloring page on our website or pick up a paper copy of it at the desks through May 1st. Download here:
<https://www.mylongview.com/753/Mobile-Library-Project>
- Mark Count's retirement party will be 4.2.24 at noon, we hope to see you there!

Limiting Factors/Concerns

- We continue to have challenges with the teens and their misuse of the library including damaging furniture, writing inappropriate things on the walls, table, and bookshelves in the teen space, chewed gum left everywhere, garbage left on the ground, etc. We have removed the furniture from the teen area for a bit.