

April 5, 2024

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: April 8, 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: April 8, 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
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>



City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, April 8, 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 March 11, 2024 Minutes**
Action: Approve/Amend minutes
Discussion of Minutes: James Newkirk
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, May 13, 2024 at 4:00 p.m.**
13. **Executive Session (IF necessary)**
14. **Adjournment**



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, March 11, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:00pm. A Quorum is 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, Council Liaison Angie Wean, Library Director Jacob Cole, Library Administrative Assistant James Newkirk

Absent: n/a

4. **APPROVAL OF AGENDA**

Action: An amendment was made to change Section 5: Approval of January 8th, 2024 Minutes. Section 5 was changed to Approval of February 12th, 2024 Minutes. The Agenda was approved as amended.

5. **APPROVAL OF February 12, 2023 MINUTES – Action Item**

Action: A motion was made by Linda King to amend Section 5 of the minutes to be changed from February 12th to March 11th. Discussion was held. The motion failed for lack of a second.

Action: A motion was made by Dave Knoyle, seconded by Linda King to approve the minutes as presented. The minutes were approved unanimously as presented.

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

Action: A Motion was made by Dave Knoyle, seconded by Paula Stepankowsky to approve the claims report. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: A motion was made by Paula Stepankowsky, seconded by Linda King to approve the Surplus Materials Report. The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

Angie Wean provided public comment.

9. **CHAIR AND BOARD REPORTS**

Tina: *Holding comment for now, and will ask questions during the Director's Report*

Dave: *The Foundation met in February and the Mobile library has reached its funding goals thanks to pledges and recent donors. The vehicle is due to arrive October 15th.*

Linda: *AARP has served over 500 taxpayers so far this season. The character of the month has been growing more popular. Linda has been spreading word about the availability of notary services. She asked for a dedicated time to be listed on the website. **Director Cole** replied that appointments are better than walk-in hours for staff availability and in consistency of follow-through for those seeking the service. Linda attended the recent NW Voices event, but mentioned the overall attendance of the program seems to be lacking. Linda loved the new library brochure, especially the separation of events by age category and the notices of available online resources.*

Paula: *Paula agreed that the brochure is a great idea, and that it allows readers to look through and assess the individual important items for each member of the community. She is also glad to see Shakespeare club still going, and that there is a Humanities Washington event listed, emphasizing the importance of these events as part of the Library's Mission.*

Claire: *Claire asked why we are using the council chambers for meetings instead of one of the training rooms. **Director Cole** replied that the sound equipment in the testing room is inadequate for our recording purposes, but we could consider moving the meeting as a long-term goal, if desired.*

10. **DIRECTOR'S REPORT**

Jacob Cole: *Jacob presented to the Mt St Helens Hiking Club and that experience went well. The Foundation had its February board meeting. The public will be voting on the name of the Library's new owl mascot. The Staff have a working group dedicated to creating and revising policy and procedures, looking into driver training for those who will drive the larger vehicle, where and how we're going to store and load materials, etc. The Library is nearing the end of RFID project. The adult materials are finished and we're going through the youth services materials. Jacob met with the two University of Washington students who are working on the Library's diversity audit. The students had scaled back the size of the audit based on the total amount of items and their available time to perform the audit. The collections they will audit are Adult Fiction and Adult Non-Fiction. When finished the students will create a presentation for the staff, and if possible, the Board of Trustees. If they aren't able to present in person Jacob will work to make their initial presentation available to the board. Staff have started keeping statistics on various diversity categories this year to have better metrics in the future. We added an additional 'Find the Character' for all ages on the main floor, March's character being Groot from Guardians of the Galaxy. We had really great attendance for the Bluey Party and LongCon.*

In addressing preliminary questions, Jacob mentioned that if members of the board have questions about library related items that might involve other city departments, reach out to Jacob, and he can direct you to the appropriate personnel. However, if you have concerns about something unrelated (ie. potholes), it's reasonable to address those concerns

with the relevant departments or parties. Jacob is willing and able to assist with any of your questions and help you find the right person or entity to communicate with. The HVAC upgrade is nearly finished, the installations are finished, but staff of the contractor are still coming by periodically to make adjustments and take readings for fine tuning the system. The lighting project has been delayed about six to eight weeks due to shipments not arriving on time. For the budget, there is a schedule for the progression of processes, but it is subject to change based on differing factors, making the process fluid at the moment. We have some preliminary items in April and May, with the overall budget not being approved in finality until December.

In 2023, the Library's 'Mini-Rural District' asked about how to expand the district to include Castle Rock voting precincts in their services contracted with the City of Longview. In his due diligence, Jacob reached out to the County Auditor's Office, which oversees these processes, and they informed him that they could not advise on this matter, and he would need to seek legal counsel. Then he spoke with City of Longview's Attorney, and because they do not represent the 'Mini-Rural District' they could not advise on this matter. Then Jacob asked the State Library how to proceed and they also refused to answer questions and referred him to ask legal counsel. This has led to a stall in the process of receiving answers.

We are working with many organizations to assist our patrons experiencing homelessness. Some of these organizations are the Behavioral Health Unit, Love Overwhelming, Street Medicine Team, Lower-Columbia CAP, Family Health Center, and the Crime Victim Advocacy Program. This is just a short list of the resources we have available and utilize often.

Board Questions:

- *Where will the bookmobile be housed, and will it be in a secure location?*
 - *It will be stored at the City's bus shelter. This location is a gated and locked area with cameras. It will also allow us 24-hour access to the vehicle, and a place to charge the in-vehicle electric systems.*
- *The Library's diversity percentage is around 18%, what's the target goal?*
 - *A few years back the average for a library was about 10%, but to try and match national demographics of the various minority groups, collection numbers could go as high as 35% in certain circumstances. We're weighing the question of should we match national demographics or local demographics. We're also looking for best practices and reports with this, and the University of Washington students we're working with are also looking into it.*
- *In the past, we've heard about issues in the teen section. It's back in the corner, hidden behind bookshelves, would it be worthwhile moving it into a more visible location?*
 - *We have two staff members who work near that area. Most of the time when one of them is at their desk, they have line of sight of those areas. What has been suggested is during slower times, or at times when the teen area is more active, to have another service point in the area. Our Youth Services Librarian has sent a letter to Mark Morris asking them to change to a closed campus. We've communicated with the resource officer of Mark Morris. We've trespassed individuals who*

have broken the code of conduct. We've had those who then break the trespass notices arrested. We've pulled the furniture from the area to repair a broken piece and to deter use of the space for a temporary period. We're looking into possibly installing a camera in that area. Much of the area has had lots of time and effort put in by staff to restructure shelving, find furniture, paint, etc. and if we can find the patterns of problems with the teen area and make those appropriate changes, the situation should calm down. Just as we had success with the problems in the bathrooms once the right solution was found, we feel there is a solution to this issue, we just haven't found it yet.

- *Can you tell us about the City Council orientation that is upcoming?*
 - *On March 21, the three newest City Council members are coming to the library to receive a tour of the library and a presentation about the Library. We have asked one person from each partnered organization (Friends of the Library, Longview Library Foundation, Library Board of Trustees, The Mini-Rural District Board) to attend as well.*
- *How Long has Mark Counts worked at the Library?*
 - *Mark has worked at the Library for 35 years. His retirement date is April 11, and we're hosting a retirement party on April 2.*
- *Have there been other incidents involving homeless individuals and the storage of materials in the entry way, or behaviors that are disruptive or concerning to patrons in the past month?*
 - *We have to address minor incidents regularly, but nothing major has happened in a while. Reiterating information about the incident in January: The situation was not caused by a homeless patron, but rather by someone who was not homeless, heckling those experiencing homelessness in the library.*
 - *On a positive note, we do have a young man who patrons the library that was experiencing homelessness, and in the last month he has started working again, has begun schooling, and his new employer found him a place to live. We value stories like his where people are working hard to try and better their situation.*

11. OTHER BUSINESS

No Other Business

12. NEXT REGULAR MEETING

MONDAY, APRIL 8, 2024 – 4:00 P.M.

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 5:20pm



City of Longview

Summary of Claims



Longview Public Library

Summary of Claims for April 8, 2024 include the Claims Cycles of February 26 and March 18, and the Claims of Bank One expenditures from January 25th and February 26th. This report consists of thirteen pages of records for the year 2024.

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

Total Amount Paid: \$45,527.65

Dates Paid: 01/25/2024, 02/26/2024, 3/14/2024, and 3/28/2024

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.004	Copier/Printers CNW - lib - feb2024	460.31	48991	INV2792482	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.004	Toshiba copier support - lib - feb2024	38.43	49083	094590	9	222541 OFFICE SYSTEMS
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES - CD & DVD L	251.40	49131	674179	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.31.099	YOUTH SERVICES SUPPLIES - KRAFT BA	178.74	49138	174100414	1	005065 ULINE INC
E 001.24.572.20.47.002	UTILITIES - GAS	13.78	48963	48134100006	1	212104 CASCADE NATURAL GAS CORP
Libraries	Total :	942.66				
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	226.67	49102	1 YR/KEEP 1	1	002598 PUBLISHERS WEEKLY MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	27.03	49147	1 YR/KEEP 1	1	003064 VOGUE MAGAZINE
Capital Expenditures/Expenses	Total :	253.70				
LIBRARY	Total :	1,196.36				

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	49469	0001909188-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.41.092	SYNDETTICS UNBOUND - ANNUAL (FOUND	3,120.49	49310	INV-INC36435	1	005134 INNOVATIVE INTERFACES INC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	261.00	49328	391203 - PPU	1	005646 KANOPY INC
E 001.24.572.20.43.003	JACOB COLE - TRAVEL REIMBURSEMEN	343.13	49234	JC - BURIEN MEE	1	005620 COLE, JACOB O
E 001.24.572.20.43.003	JOANNE DALLAS - TRAVEL REIMBURSEM	85.76	49256	JD PROGRAM TR	1	006028 DALLAS, JOANNE
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 2/29/2024	4,306.55	49360	505127184	1	226280 MIDWEST TAPE LLC
E 001.24.572.20.49.004	EBOOKS & AUDIOBOOKS - CITY	597.40	49381	01452CO2405048	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS - CITY	444.38	49381	01452CO2405716	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS - CITY	13.50	49381	01452DA2407178	1	003617 OVER DRIVE INC
Libraries		Total :	9,179.21			
E 001.24.589.90.00.095	TAXES	-100.57	49185	12870	2	225687 APPLE BOOKS
E 001.24.589.90.00.095	TAXES	-6.15	49206	2134860	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-42.07	49206	2139538	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-15.96	49206	2142188	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :	-164.75			
E 001.24.594.72.64.011	BOOKS - CITY	1,327.02	49185	12870	1	225687 APPLE BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	114.67	49199	2038065981	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	127.07	49199	2038066040	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	178.25	49199	2038066042	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	184.14	49199	2038066044	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.09	49199	2038067790	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	234.58	49199	2038067794	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	597.03	49199	2038067941	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	733.85	49199	2038068733	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	285.37	49199	2038080848	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	105.97	49199	2038080850	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	150.03	49199	2038080852	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	24.78	49199	2038096930	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	37.20	49199	2038080834	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	256.50	49199	2038080836	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOKS - CITY	5.88	49199	2038080838	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	54.14	49199	2038080840	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	296.25	49199	2038080842	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	31.42	49199	2038082602	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	349.37	49199	2038082604	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.84	49199	2038082606	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	25.94	49199	2038082668	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.59	49199	2038082672	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	4.57	49199	2038085971	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	3.92	49199	2038085973	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.56	49199	2038085975	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.84	49199	2038085977	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	36.45	49199	2038082526	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.33	49199	2038082528	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	754.34	49199	2038082530	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.10	49199	2038082532	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.97	49199	2038082534	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	937.45	49199	2038084072	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	27.84	49199	2038091467	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	24.46	49199	2038091469	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	25.90	49199	2038091471	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	41.96	49199	2038091473	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	136.29	49199	2038091475	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.54	49199	2038091477	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	25.11	49199	2038091479	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	69.74	49199	2038091481	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	36.28	49199	2038091483	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	29.23	49199	2038091485	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.56	49199	2038092604	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.40	49199	2038092608	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	130.43	49199	2038092610	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	5.23	49199	2038092612	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	117.21	49199	2038092614	1 224529	BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOKS - CITY	21.99	49199	2038104991	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.09	49199	2038104993	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.85	49199	2038104995	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	196.66	49199	2038104997	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	62.21	49199	2038104999	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	71.04	49199	2038105001	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	183.45	49199	2038105003	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.59	49199	2038105005	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	76.72	49199	2038105007	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	114.12	49199	2038105009	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	43.36	49199	2038105011	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.21	49199	2038114758	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	51.92	49199	2038114756	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	11.80	49199	2038114754	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	153.08	49199	2038114752	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.19	49199	2038114750	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	32.29	49199	2038114748	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.66	49199	2038114746	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	176.31	49199	2038114744	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	35.85	49199	2038114742	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	28.66	49199	2038114740	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	27.29	49199	2038114738	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	9.43	49199	2038113324	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	9.81	49199	2038113322	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.10	49199	2038128711	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.56	49199	2038128701	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.20	49199	2038128699	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	11.94	49199	2038128693	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	9.17	49199	2038128691	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	35.83	49199	2038125816	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.84	49199	2038111666	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	21.98	49199	2038111668	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	54.66	49199	2038096609	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	2.49	49199	2038065980	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	13.69	49199	2038065982	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038066043	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	7.47	49199	2038066045	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038067791	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	49199	2038067793	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	42.30	49199	2038067795	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.22	49199	2038067942	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	24.89	49199	2038068734	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	49199	2038080849	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080851	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080853	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080831	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080833	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080835	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038080837	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080839	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038080841	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038080843	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	18.66	49199	2038080858	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038082605	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	17.42	49199	2038082671	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038085972	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038085974	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038085978	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038082529	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	32.35	49199	2038082531	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	17.42	49199	2038084073	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038091468	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038091474	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038091476	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038091478	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038091482	1 224529	BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
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Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038091486	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038092609	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.20	49199	2038092611	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038092613	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	7.47	49199	2038092615	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038104988	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038104990	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038104994	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.96	49199	2038105000	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038105002	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038105008	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038105010	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038114743	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	49199	2038114747	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038114753	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038114755	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038113323	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038128692	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038128696	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038128698	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038128700	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038128706	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038134001	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	49199	2038134003	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	49199	2038082533	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	555.06	49206	2139538	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	210.55	49206	2142188	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	258.72	49278	83618023	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	214.59	49278	83816458	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	98.65	49278	83843883	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	60.58	49278	83854623	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	49.32	49278	83939206	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	122.02	49278	83930827	1 003330	GALE GROUP INC

Expenditure Accounts

GENERAL
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Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	25.97	49278	83962049	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	27.70	49278	83982867	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY - LARGE PRINT	19.03	49278	83962308	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY	105.89	49342	ARU0365693	1	006007 LERNER PUBLISHING, GROUP INC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	44.33	49360	505028999	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	12.97	49360	505029110	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	221.63	49360	505060845	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	117.82	49360	505093226	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	85.17	49360	504992781	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	715.47	49360	504992782	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	77.03	49360	505029112	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	1,472.95	49360	505028998	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	480.88	49360	505060844	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	276.57	49360	505060847	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	128.14	49360	505093225	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	12.16	49360	505093228	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	79.80	49199	2038019543	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 ALTENHOF FOUNDATION)	22.93	49199	2038020862	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	21.59	49199	2038020864	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	6.54	49199	2038020866	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 J FOUNDATION)	9.82	49199	2038020868	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	37.07	49199	2038033483	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	35.19	49199	2038043017	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 J FOUNDATION)	11.30	49199	2038039338	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	59.07	49199	2038054210	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	151.44	49199	2038068517	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	20.10	49199	2038056842	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	20.70	49199	2038056846	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	48.51	49199	2038039336	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	20.91	49199	2038065979	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	12.44	49199	2038080830	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FULLER FOUNDATION)	38.40	49199	2038080832	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	430.64	49199	2038080857	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - (2024 MJO FOUNDATION)	38.26	49199	2038080859	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	17.59	49199	2038082666	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	18.84	49199	2038091465	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 MJO FOUNDATION)	17.58	49199	2038092606	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	35.64	49199	2038104987	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	19.67	49199	2038104989	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	31.14	49199	2038128685	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	36.34	49199	2038128689	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2024 FOUNDATION)	41.52	49199	2038056844	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	81.15	49206	2134860	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	68.36	49278	83815867	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	29.42	49278	83843341	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	32.02	49278	83930460	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	23.36	49278	83938962	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	26.82	49278	83962109	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	33.75	49278	83183854	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	57.98	49278	83213640	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	GIVE A BOOK - (SARA HAMILTON) FOUNC	19.03	49278	83398768	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - FULLER (FOUNDATION)	111.50	49410	21823146	1 004719	ROWMAN & LITTLEFIELD
Capital Expenditures/Expenses		Total :	16,735.16			
LIBRARY		Total :	25,749.62			

Expenditure Accounts

GENERAL
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Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	16.22	48900	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	23.59	48900	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	6.25	48900	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	103.57	48900	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	125.50	48900	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON OFFICE SUPPLIES	170.32	48900	JN 6341	26	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - ADULT BC SNACKS (FRIENDS	21.06	48900	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - YS BOOK CLUB (FRII	302.31	48900	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - LIBRARY DISPLAYS (FRIE	11.56	48900	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - STAFF PICKS PRIZE (FRIE	10.00	48900	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAELS - YS ADULT SUPPLIES (FRIENI	24.65	48900	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FUNKO POP - YS (FRIENDS)	133.12	48900	BS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	4 IMPRINT - YS BABY SHOWER (FRIENDS	1,073.68	48900	BS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS SUPPLIES (FRIENDS)	85.69	48900	BS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FUNKO POP - YS (FRIENDS)	20.50	48900	BS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS SUPPLIES (FRIENDS)	13.74	48900	BS 2520	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SAFEWAY - WINTER READING (FOUNDAT	51.54	48900	BS 2520	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SIGNMASTERS - JACOB NOTARY STAMP	18.66	48900	JC 1440	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	B&H PHOTO - PODCAST SUPPLIES	54.10	48900	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - CIRCULATION SUPPLIES	6.86	48900	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON CIRCULATION SUPPLIES	93.04	48900	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON ADULT SERVICES SUPPLIES	10.25	48900	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES	8.65	48900	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON CIRCULATION SUPPLIES	32.36	48900	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.31.099	COSTCO SUPPLIES	36.94	48900	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON REFUND	-16.31	48900	JN 6341	21	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON ADMIN SUPPLIES	22.71	48900	JN 6341	23	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CHECKOUT STORE - TECH SERVICES SL	73.95	48900	JN 6341	24	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES	16.44	48900	JN 6341	25	700010 US BANK ONE CARD
E 001.24.572.20.35.012	RANGER RICK JR MAGAZINE 1YR SUB / t	34.95	48900	DS 0139	2	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	6.49	48900	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	48900	JN 6341	18	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.42.001	CENTURY LINK - PHONE	48.94	48900	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - MODEM	48.94	48900	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.43.003	WLA CONF REGISTRATION - JAKOB (GRA	340.00	48900	JN 6341	20	700010 US BANK ONE CARD
E 001.24.572.20.43.003	WLA CONF REGISTRATION - HEATHER M	330.00	48900	JN 6341	22	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM MARKETIN	75.00	48900	HP 6272	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	5.66	48900	HP 6272	2	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	34.15	48900	HP 6272	3	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD - DECEMBER ELECTRIC B	2,105.15	48900	JN 6341	19	700010 US BANK ONE CARD
E 001.24.572.20.49.002	JACOB ANNUAL PLW MEMBERSHIP	75.00	48900	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	48900	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON HOTSPOTS DECEMBER MONTI	662.95	48900	JN 6341	5	700010 US BANK ONE CARD
Libraries		Total :	6,496.70			
E 001.24.594.72.64.012	RANGER RICK MAGAZINE 1YR SUB / KEE	34.95	48900	DS 0139	1	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	34.95			
LIBRARY		Total :	6,531.65			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	22.48	49495	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	12.90	49495	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	20.46	49495	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	19.87	49495	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	102.64	49495	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - SHAKESPEARE CLUB (FRIEN	16.99	49495	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART.COM - FIND THE FIGURE (FRIE	10.62	49495	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART.COM - FIND THE FIGURE (FRIE	35.98	49495	JC 7837	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	COSTCO - AS BOOK CLUB (FRIENDS)	31.97	49495	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUB (FRII	264.87	49495	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUBS (FF	458.68	49495	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - ADULT SERVICES (FRIENI	10.81	49495	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TRADER JOE'S - AS BOOK CLUBS (FRIEN	11.98	49495	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - STAFF PICKS PRIZE (FRIE	10.00	49495	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - LITTLE KIDS BC (FRIENDS	4.32	49495	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	GIFTED KITCHEN - AS BOOK CLUB (FRIE	16.23	49495	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TARGET.COM - AS BOOK CLUB (FRIENDS	162.46	49495	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	JOANN - YOUTH SERVICES (FRIENDS)	20.46	49495	JD 2213	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUB (FRII	279.68	49495	JD 2213	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BUDSIES - PROMOTIONAL MATERIAL (FR	303.94	49495	HP 6272	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL MATERIALS (F	6.44	49495	HP 6272	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL MATERIALS (F	21.62	49495	HP 6272	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL MATERIALS (F	4.27	49495	HP 6272	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL MATERIALS (F	40.56	49495	HP 6272	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL MATERIALS (F	271.82	49495	HP 6272	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STICKER MULE - PROMOTIONAL (FRIENI	115.77	49495	HP 6272	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TOTALLY PROMOTIONAL - MATERIALS (F	899.16	49495	HP 6272	13	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL MATERIALS (F	255.34	49495	HP 6272	16	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WILLAMETTE WILDINGS - SEED LIB (FRIE	40.25	49495	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - AS BOOK CLUBS (FRIENDS)	12.96	49495	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LABEL CITY - SEED LIBRARY (FRIENDS)	74.59	49495	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - SEED LIBRARY (FRIENDS)	57.42	49495	AB 9693	4	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.091	WILCO - ROSE GARDEN (FRIENDS)	199.03	49495	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEGWAY - ROSE GARDEN (FRIENDS)	38.49	49495	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STARBUCKS - ROSE GARDEN (FRIENDS)	23.64	49495	AB 9693	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEGWAY - YS BOOK CLUBS (FRIENDS)	8.82	49495	BS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEGWAY - YS BOOK CLUBS (FRIENDS)	5.51	49495	BS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART - YS BABY SHOWER (FRIENDS)	46.29	49495	BS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - YS BOOK CLUBS (FF	678.76	49495	BS 2520	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - YS STORY WALK (FF	446.38	49495	BS 2520	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	CHEF'S STORE - YOUTH SERVICES (FRIE	37.89	49495	BS 2520	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PETCO - YS FISH TANK (FRIENDS)	147.29	49495	BS 2520	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS LONG CON (FRIENDS)	55.11	49495	BS 2520	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS CRAFTS (FRIENDS)	12.11	49495	BS 2520	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	OTC - YOUTH SERVICES LONG CON (FRI	60.49	49495	BS 2520	11	700010 US BANK ONE CARD
E 001.24.572.20.31.099	WALMART - SAFETY SUPPLIES	4.26	49495	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CHECKOUT STORE - TECH SERVICES SL	183.95	49495	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - CIRCULATION SUPPLIES	69.35	49495	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SAFETY SUPPLIES	16.21	49495	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SAFETY SUPPLIES	22.39	49495	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES	28.12	49495	BS 2520	12	700010 US BANK ONE CARD
E 001.24.572.20.41.091	META ADVERTISING - WINTER READ (FRI	20.85	49495	HP 6272	14	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE GSUITE (FOUNDATION)	6.49	49495	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	49495	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.41.092	CARBONITE - ANNUAL SUB (FOUNDATIOI	95.99	49495	AB 9693	8	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - INTERNET	48.99	49495	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - PHONE	48.99	49495	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.43.003	STAFF TRAINING - YOGA (FOUNDATION)	279.00	49495	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.43.003	GALLUP - PROFESSIONAL DEV (FOUNDA	216.31	49495	HP 6272	11	700010 US BANK ONE CARD
E 001.24.572.20.44.001	AMAZON - MARKETING MATERIALS	119.02	49495	HP 6272	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	AMAZON - MARKETING MATERIALS	19.47	49495	HP 6272	4	700010 US BANK ONE CARD
E 001.24.572.20.44.001	AMAZON - MARKETING MATERIALS	154.72	49495	HP 6272	5	700010 US BANK ONE CARD
E 001.24.572.20.44.001	AMAZON - MARKETING MATERIALS	248.85	49495	HP 6272	12	700010 US BANK ONE CARD
E 001.24.572.20.44.001	AMAZON - MARKETING MATERIALS	151.48	49495	HP 6272	15	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD - ELECTRICITY	2,765.25	49495	JN 6341	15	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.49.002	ALA PROF DEVELOPMENT - JM (FOUNDA	249.00	49495	BS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	49495	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS JANUARY	691.93	49495	JN 6341	10	700010 US BANK ONE CARD
Libraries		Total :	10,996.49			
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	64.43	49495	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.011	LOVING GUIDANCE BOOKS - CITY	73.57	49495	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.011	GLASSBOXX BOOKS - CITY	28.48	49495	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	33.60	49495	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	21.59	49495	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	117.98	49495	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	33.14	49495	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	88.66	49495	MR 3947	8	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	25.95	49495	MR 3947	9	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	81.08	49495	MR 3947	10	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	39.49	49495	MR 3947	11	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	16.77	49495	MR 3947	12	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	33.27	49495	MR 3947	13	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SPANISH MAGAZINE - HOLA 1YR SUB / KI	229.90	49495	DS 0139	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MAGAZINE - GOOD OLD DAYS 2YR SUB/	38.95	49495	DS 0139	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MAGAZINE - ALASKA 1 YR SUB / KP 1 YR	19.00	49495	DS 0139	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MAGAZINE - PREVENTION 1 YR SUB / KP	49.97	49495	DS 0139	4	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MAGAZINE - HGTV 1 YR SUB / KP 1 YR	12.00	49495	DS 0139	5	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MAGAZINE - CRICKET 1 YR SUB / KP 2 YF	21.95	49495	DS 0139	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MAGAZINE - AMERICAN HISTORY 1YR / 1	23.75	49495	DS 0139	7	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	1,053.53			
LIBRARY		Total :	12,050.02			



City of Longview



Surplus Materials Report

Longview Public Library

March 2024

Physical Materials:

- Physical materials added to the catalog: 953
- Physical materials withdrawn from catalog: 2807

Net physical materials: - 1854

Digital Materials:

- Digital materials added to the catalog: 1937
- Digital materials withdrawn from the catalog: 2288

Net Digital Materials: - 351



Longview Public Library

March 2023

Educating Minds

Accomplishments

- Despite the first nice weekend of the spring, our first Volunteer Festival was a great success on March 16th from 10 – 4pm with 23 community partners and 37 attendee cards, turned in for the raffle. Many meaningful conversations were overheard about the importance of volunteer work in our community and how excited people were about hearing from various places at one time.
- The Seed Library hosted Emma Johnson, a Cowlitz Tribal member and professor at Portland State University. She gave a wonderful presentation on Tribal Food Sovereignty and her Journey with it. Thirty community members attended and learned what food sovereignty is and the beauty and importance of Indigenous people's relationship with the land.

Empowering People

Accomplishments

- Our Notary Service continues to be popular with Jacob and Lisa performing 41 notarizations.
- Seed Library checkouts continued.
- Chair yoga started March 4th and goes through mid-May. We're starting to see a slight increase in numbers. People attending have commented that they notice an increase in their mobility.
- Our Outreach service continues to be a popular service with Sandra and 5 volunteers, providing home delivery/pickup service to 115 Outreach Patrons, with 4 patrons added in March.

Enrich Lives

Accomplishments

- The first meeting of the Graphic Novel Book Club had four participants. We had a great discussion of Deena Mohammed's *Shubeik Lubeik*.
- AARP continues to do taxes at the Library, seeing 272 individuals in March and we continue to support them with scheduling appointments for individuals.

- “Where’s Groot” was a well received, fun, upstairs activity to help promote the Seed Library and exploring the library as a whole.
- Winter story times continue with strong attendance.
- Adult Book Club had 14 members discuss Richard Power’s *Bewilderment*. Reviews were divided but everyone was comfortable expressing their opinion and listening to their fellow members. One member sent a lovely email, “Thank you Jo for what you and Austen have done for me and all our community. I think we have one of the best library book clubs anywhere and your and Austen’s leadership along with Friends of the Library make that possible.” KB
- We hosted a Bluey Party on March 5 that was overwhelming with attendance. Nearly 400 people, including children and their families, attended to play Keepy Uppy, make Bluey crafts, and enjoy cake. Thanks to the Friends we were able to give away almost 30 door prizes, mostly of Bluey books.
- We hosted a Dog Man Party on March 19 to celebrate the release of the new Dog Man book. About 100 kids and family members came out. We had some detective skills activities, drawing, a scavenger hunt, and a dramatic reading of scenes for the new book “The Scarlet Shedder.”

Next Steps/Coming Soon

- The next bi-monthly graphic novel book club will be in May.
- The adult area of the library will next do a “Where’s ?” activity in June (Pride Harley Quinn). With plans for August (Indiana Jones), October (Becca from Hocus Pocus 2) and December.

Encourage Life-long Learning

Accomplishments

- “Issues for Our Times” had a lively discussion amongst seventeen (17) participants about media bias, media literacy, and the politics of the news.
- The Ukulele Club has had an average attendance of 12 people, and it has been going well. We’re hopeful they will play at the Summer Picnic.
- A Libby basics class was planned for Saturday, March 9 and it had 2 people at it. We will be expanding on this effort by bringing back the “book a librarian” service so patrons can request a staff member help them on specific questions / library related concerns.
- Book a Librarian has returned, allowing patrons to ask involved reference questions or make one on one appointments with library staff.

Next Steps/Coming Soon

- April’s discussion for “Issues for Our Time” will be about AI (artificial intelligence) its promises and perils.
- Two Project Read Tutor Orientations have been scheduled, Saturday, April 13th and Tuesday, April 16th.

- An audit and evaluation of the literacy collection has begun.

Enhance Connection

Accomplishments

- Cookbook Club had some delicious Irish dishes and shared recipes. Attendance was a bit down with nine people present.
- Our Longview Kelso Early Bird Lions Community Partner had a shred day on March 23rd from 10am – 1pm at the library and had amazing success, both raising money for their club and providing us with free shredding services we needed.
- Lisa gave a presentation, to community partners and educators at LCC on March 20th.

Next Steps/Coming Soon

- April will be cakes and May will be BBQ. The group has decided to take off June, July, and August. A few members are investigating doing cooking instruction at a school for September.
- Poetry Open Mic Night on Tuesday, April 16th.

Internal Goals and Strategies

Recent Accomplishments

- Jacob spoke with Stephanie Baxter at Cowlitz Family Health about possible partnership opportunities. They are receiving a mobile unit and would like to schedule a monthly visit where they will provide behavioral health, dental, and medical services.
- Mobile Library committee is continuing to work on policies and processes for the bookmobile.
- A meeting about data gathering took place to document which position is responsible for each section of data for the state report and how they gather the needed data. Reminders will be sent out about gathering strategic plan data on a quarterly basis.
- Jacob met with Erik Moser, Kelso Library Director, to discuss circulation processes concerning reciprocal cards and referring patrons to each other's library. Also discussed a possible new home for their library.
- Cell phones were acquired for Jacob, Outreach Services, and in building use due to multiple public records requests it has been clarified that no text messages or calls should be made on personal devices concerning City business.
- Several departments met to discuss a more formal approach for the City to partner with the Cowlitz Tribe. There was agreement that communication has been tough, and we could use assistance of the City Manager and Council.
- We have opened both Mark Count's position and the rural library clerk positions with a closing date of 3/30/24 and 3/28/24 respectively.

Next Steps/Coming Soon

- The owl mascot name was narrowed down to three options and the final community vote was for “Luna” There will be a mascot celebration party on April 13th at 10:30 am to welcome Luna to the Library.
- The new literature display has been received by the Library, we are waiting for facilities to install it beside the elevator on the main floor.
- Mark Count’s retirement party will be 4.2.24 at noon.
- Due to vacations, we have moved the Leadership Team’s StrengthsFinder training to the end of May to better apply the training materials.

WLA 2024 – What I Learned Visual Presentation

Jakob Collins (he/him)
Library Technician
Longview Public Library

Workshops I Attended:

Thursday, 2/29	Friday, 3/1	Saturday, 3/2
Welcome Reception	Welcome Breakfast & Keynote	Author Breakfast with Christine Day
	Applying the Tools of Intellectual Freedom & Privacy in Our Libraries	Value Score Tool for Program Selection & Evaluation
	We All Belong Lunch	Exhibits & Pop-Up – 2025 Sasquatch Award Nominees (Co-Presenter)
	How Do We Know We Belong in Library Spaces	Create a Playful Window into the World
	Information Literacy in the Sciences: Creating Connection	Awards Lunch
	After Hours: D&D & Beyond	Closing Session – Narratives in Belonging
		Environmental Education: From Apathy to Belonging

Biggest Takeaways 1



Spokane Public Library's Value Score system seems to be an excellent way to select the programs that will have the most impact and will be a useful tool for demonstrating programming results to stakeholders.



Even with a small budget libraries can create a unique and purposeful play area by incorporating hyperlocal elements that users can connect with. It's important to be intentional when designing the area, focusing on fostering opportunities for meaningful play.



When approaching users (particularly kids and teens) about changes in the library, focus on actionable items that are realistic, and be upfront and honest with them about what can reasonably be done.

Biggest Takeaways 2

According to the Director of American Library Association's Office of Intellectual Freedom, Deborah Caldwell-Stone, minors have First Amendment rights, even at school. Decisions made that remove, censor, or relocate books based on subject matter is a violation of the First Amendment. Book banning can be considered a Title 6 and Title 9 violation, and can arguably be creating a hostile learning environment, since these bans regularly target works featuring BIPOC and LGBTQIA+ kids.

Welcome Breakfast & Keynote



Some Notes

WLA 2024 NOTES SPL Value Score

- Attendance being the only measurement of success, undervalues small programs
- Outputs, not outcomes - Outcome is better
- Specialize and go deep into knowledge/programs
- Be great at less rather than mediocre at more. More value for people
- Before and after score, learning objectives, follow up, Minimum 7
- Values: Diversity, creating, class size, building communities, local experts, platform
- Teams limits to not having multiple correct answers
- Get teens moving, more active programs
- Tailor questions to mission or current goals: square root of attendance
- Value score + scaled attendance = adjusted value score
- Control chart with standard deviation, overscoring programs
- Zero is worth zero, separate adult and children programs, do 1 program a bunch of times, improve all because holistic view's
- Not an evaluation tool for staff performance
- Communicate calendar system, excel with graph
- Will increase attendance because people like better programs
- Lonl aren't included, necessarily
- Understand, maybe remove, stuff like weather problems
- Can always do a second test run. Modify or remove.

notes Play

- Meaningful Play is better
- Big body play, imaginative play, constructive play
- Open Play Spaces
- Landscapes and feelings of home
- Pinboards for key elements/hyperlocal, little Easter eggs
- Free, indoor play opportunities, interactive spaces
- Branch in a school
- Mascots hang out together
- Playspace passport
- Library Makes its own magazine
- Vandalism or rough on toys, plastic, how to clean, shut it down
- Block access off

notes How Do We Know We Belong in Library Spaces Strategies for increasing belonging

- 4 Corners, 5 face assessment
- What do you see/not see, hear, feel, wonder, working on?
- Consider power dynamics in regards to youth offering feedback
- Spaces are sometimes designed for the wrong user groups
- What are quick fixes that can make an impact?
- How do you welcome youth voices: synchronous vs asynchronous, verbal vs written, using existing systems and structures, observational feedback
- Empower Agency? say yes when you can, explain how systems and structures work, facilitate opportunities for youth to lead
- Do they like the furniture setup?
- Know ahead of time where the money is and what it could look like
- Panoramic Survey
- Ask them questions about why the numbers are the way they are
- Actionable data
- Reservations and noting which spaces are accessible
- Needed more education for broader families, who needs to be involved, taught, or informed about major changes
- Highlighted, locations of things
- Understand policies and guidelines, do what you can
- Upfront with kids, realistic
- Pole Furniture, wheels, fit together, stand tables, near windows seating

Washington Library Association Annual Conference

My Experience

By:

Heather McBride



The session that taught me the most was:



Professional boundaries are important because it provides protection to:

- Library Patrons
- Library Workers
- Library Reputation

Signs Boundaries are Not in Place

- Feeling overwhelmed
- Experiencing resentment towards folks asking for help
- Avoidance

Change your mindset from “I’ll do it for you” to “Do you need help?”

Two Dangerous Types of Mindsets

Under involved:

Not greeting patrons

Not addressing behavior

Not problem solving or fobbing problems off to others

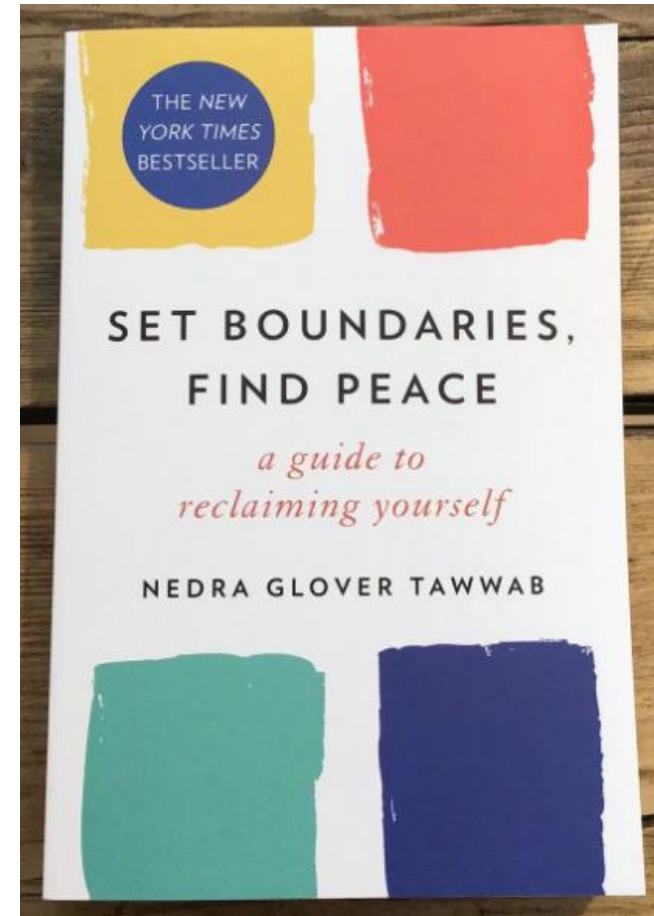
Not listening

Over involved

Long personal conversations

Talking about work when not working

Doing Instead of teaching (Rescuer)



Recommended by the presenters

These differences can make a patron ask, "Your coworker did this for me why can't you?"

Zone of helpfulness

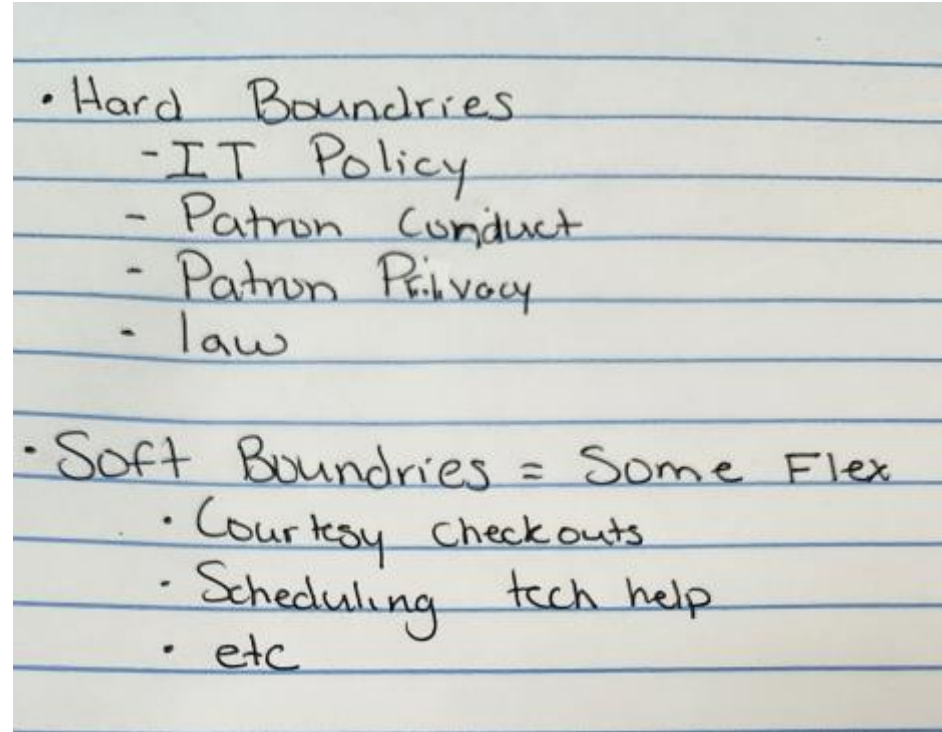
Find a place of mutual respect.

Set Boundaries

- Talk to supervisor
- Have trainings
- Know expectations

Talk to coworkers

- Shared experiences
- Know organization boundaries
- Know how to follow up

- 
- Handwritten notes on lined paper:
- Hard Boundries
 - IT Policy
 - Patron Conduct
 - Patron Privacy
 - law

- Soft Boundries = Some Flex
 - Courtesy checkouts
 - Scheduling tech help
 - etc

Do it together!
Teamwork makes the
dream work!

There were a few other sessions I attended...

De-escalation- It starts at the door

Use the spirit of the law vs letter of the law which enables, empathy, compassion, and respect

It gave me some really great tips and tricks to approach patrons:

Use a 45-degree angle = escape route
Don't take things personally

For loud patrons, say with a low calm voice "I want to help you, but I can't talk to you like that"

Ultimately, I felt as though the target audience was for men who are bigger and have a more commanding presence as the main emphasis was on maintaining a buddy type relationship with the patrons.

Trauma in the Library

This was a study done by an MLIS Student

Trauma in the library exists

We are working on acknowledging its existence

Most stated across the board of interviewees:
"No one ever circles back to ask if I am okay after a traumatic event"

More info to come...if they get more funding

Environmental Education in the Library:

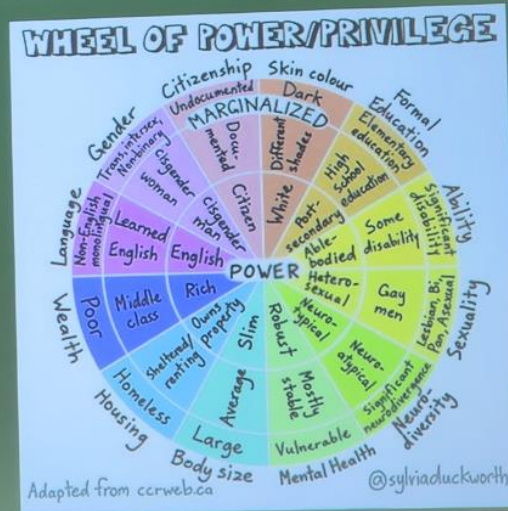
We made seed bombs!
And learned how to incorporate environment into our programs.

Thank you!

If you have any questions, please contact me
heather.mcbride@mylongview.org or 360.442.5319

Be Aware of Your Privilege

- The nature of privilege is that we don't notice when it's working for us
- Consider your privilege and power dynamic when you show up to navigate conflict
 - Why might this person feel uncomfortable being fully transparent and direct with me?



“Is there a library related question I can help you with?”
Is my new favorite transition phrase I learned to use when dealing with super talkative patrons.

My favorite slide from Navigating Conflict