

May 9, 2024

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

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or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592**

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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, May 13, 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 April 8, 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 per speaker
9. **Chair and Board Reports**
10. **Director’s Report**
Director’s Report
Board Questions
11. **Other Business**
Privacy Policy
Photography and Filming Policy
Niche Academy Demonstration
12. **Next Meeting – June 10, 2024 at 4:00 p.m.**
13. **Executive Session** (IF necessary)
14. **Adjournment**



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, April 8, 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, City Council Liaison Angie Wean, Library Director Jacob Cole, Library Administrative Assistant James Newkirk

Absent: n/a

4. **APPROVAL OF AGENDA**

Amendment: The listed date of the next meeting changed to May 13th from May 12th.
The agenda will run as amended.

5. **APPROVAL OF March 11, 2024 MINUTES – Action Item**

Amended: The listed date of the next meeting changed from May 13th to April 8th.

Action: Claire Pang motioned to approve the meeting minutes as amended; Tina Smith seconded. The amended minutes were approved unanimously.

Discussion was held about the format of the minutes.

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

Discussion was held about the Claims Report.

Action: Paula Stepankowsky motioned to approve the claims report; Linda King seconded. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Discussion was held about the Surplus Materials Report.

Action: Claire Pang motioned to approve the Surplus Materials Report; Dave Knoyle Seconded. The Surplus Materials Report was approved unanimously.

8. CONSTITUENT COMMENTS

Councilmember Angie Wean Provided Public Comment.

9. CHAIR AND BOARD REPORTS

Chair Tina Smith provided a report.

Vice-Chair David Knoyle provided a report.

Councilmember Linda King provided a report.

Councilmember Paula Stepankowsky provided a report.

Councilmember Claire Pang provided a report.

10. DIRECTOR'S REPORT

Director's Report

Library Director Jacob Cole provided a report.

Board Questions

The Board conducted a question and answer session with Library staff.

11. OTHER BUSINESS

No Other Business

12. NEXT REGULAR MEETING

MONDAY, MAY 13, 2024 – 4:00 P.M.

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned at 5:01 p.m.



City of Longview

Summary of Claims



Longview Public Library

Summary of Claims include the first, and second claims periods of April, and the claims of Bank One expenditures from March 25. This report consists of seven 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: \$27,321.08

Dates Paid: 03/25/2024, 04/11/2024, and 04/25/2024

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	COPY PAPER AND OFFICE SUPPLIES	222.21	49659	358777706001	1 226296	OFFICE DEPOT
E 001.24.572.20.31.091	ACRYLIC PANELS - STORYWALK (FRIENC	525.00	49667	E202402059	1 005684	PANNIER GRAPHICS CORPORATION
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	257.00	49627	395439 - PPU	1 005646	KANOPY INC
E 001.24.572.20.42.005	ALARM MONITORING	279.37	49538	154280866	1 222980	ADT COMMERCIAL
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 3/31/2024	4,104.92	49648	505271045	1 226280	MIDWEST TAPE LLC
E 001.24.572.20.49.025	LIBRARY	2,371.89	49584	2024 PROPERTY	6 000432	COWLITZ COUNTY TREASURER
Libraries		Total :	7,760.39			
E 001.24.589.90.00.095	TAXES	-100.57	49542	116424	2 225687	APPLE BOOKS
E 001.24.589.90.00.095	TAXES	-5.74	49553	2YR SUB / KP 1YI	2 227949	BOOKMARKS MAGAZINE
E 001.24.589.90.00.095	TAXES	-3.37	49554	2 YR SUB / KP 1 \	2 005348	BOWHUNTER MAGAZINE
E 001.24.589.90.00.095	TAXES	-4.10	49581	1 YR SUB / PERM	2 225793	COWLITZ COUNTY HISTORICAL
E 001.24.589.90.00.095	TAXES	-0.82	49595	1 YR SUB / KP 1 \	2 004022	FAMILY HANDYMAN MAGAZINE
E 001.24.589.90.00.095	TAXES	-2.38	49600	1 YR SUB / KP 1	2 002532	FLY FISHERMAN MAGAZINE
E 001.24.589.90.00.095	TAXES	-8.20	49654	3 YR SUB / KP 1 \	2 002811	NATIONAL RIFLE ASSOCIATION
E 001.24.589.90.00.095	TAXES	-3.20	49688	1 YR SUB / KP 1 \	2 227905	SIERRA CLUB MAGAZINE
E 001.24.589.90.00.095	TAXES	-1.78	49702	2 YR SUB / KP 1 \	2 006037	TASTE OF HOME, SUBSCRIPTION
Other Nonexpenditures		Total :	-130.16			
E 001.24.594.72.64.011	BOOKS - CITY	1,327.02	49542	116424	1 225687	APPLE BOOKS
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	75.69	49553	2YR SUB / KP 1YI	1 227949	BOOKMARKS MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	44.37	49554	2 YR SUB / KP 1 \	1 005348	BOWHUNTER MAGAZINE
E 001.24.594.72.64.012	PERIODICALS/MEMBERSHIP	54.10	49581	1 YR SUB / PERM	1 225793	COWLITZ COUNTY HISTORICAL
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KP 1 YR	10.82	49595	1 YR SUB / KP 1 \	1 004022	FAMILY HANDYMAN MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	31.33	49600	1 YR SUB / KP 1	1 002532	FLY FISHERMAN MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 3 YR SUB / KEEP 1 YR	108.20	49654	3 YR SUB / KP 1 \	1 002811	NATIONAL RIFLE ASSOCIATION
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	42.20	49688	1 YR SUB / KP 1 \	1 227905	SIERRA CLUB MAGAZINE
E 001.24.594.72.64.012	TASTE OF HOME MAGAZINE - 2 YR SUB/	23.42	49702	2 YR SUB / KP 1 \	1 006037	TASTE OF HOME, SUBSCRIPTION
E 001.24.594.72.64.012	PERIODICALS - 3 YEAR SUB / KP 1 YR	38.92	49724	3 YR SUB/KP 1 YI	1 006038	WILDSAM MAGAZINE
Capital Expenditures/Expenses		Total :	1,756.07			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
LIBRARY	Total :	9,386.30				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.43.003	ADV. TRAVEL REIMBURSEMENT - HEATHI	189.00	49760	24-024	1	000020 ADVANCE TRAVEL EXPENSE
E 001.24.572.20.43.003	ADV. TRAVEL REIMBURSEMENT -JAKOB (	189.00	49760	24-025	1	000020 ADVANCE TRAVEL EXPENSE
E 001.24.572.20.47.002	UTILITIES - GAS	13.78	49762	48134100006	1	212104 CASCADE NATURAL GAS CORP
Libraries	Total :	391.78				
LIBRARY	Total :	391.78				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	15.14	49784	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	36.71	49784	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - GN BOOK CLUB (AS FRIENDS	31.71	49784	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PORTLAND NURSERY - ROSES (FRIENDS	34.99	49784	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - SHAKESPEARE CLUB (FRIEN	34.67	49784	JC 7837	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YOUTH SERVICES SNACKS (I	96.97	49784	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - STAFF PICKS PRIZE (FRIE	10.00	49784	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - LIL KID BOOK CLUB (FRIE	27.58	49784	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SPREASHIRT.COM - AS SUPPLIES (FRIEN	23.78	49784	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	COSTCO - AS BOOK CLUB (FRIENDS)	24.78	49784	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YOUTH SERVICES SNACKS (I	78.00	49784	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUBS (FR	307.72	49784	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STARBUCKS - ROSE GARDEN (FRIENDS)	21.64	49784	SG 6989	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - SUPPLIES (FRIENDS)	173.10	49784	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL SUPPLIES (FR	21.04	49784	HP 6272	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - PROMOTIONAL SUPPLIES (FR	32.41	49784	HP 6272	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS BOOK CLUB (FRIENDS)	26.64	49784	BS 2520	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART - YS BLUEY PARTY (FRIENDS)	172.47	49784	BS 2520	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - YS DOG MAN (FRIEN	60.56	49784	BS 2520	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS BOOK CLUBS (FRIENDS)	32.29	49784	BS 2520	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART - YS DOG MAN (FRIENDS)	17.15	49784	BS 2520	13	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS SHAKESPEARE (FRIENDS	35.31	49784	BS 2520	14	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SAFEWAY - PRESENTERS (FOUNDATION	44.62	49784	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - PARACHUTE (FOUNDATI	128.31	49784	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - ELECTRONICS (FOUNDA	670.70	49784	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - CD PLAYER (FOUNDATIC	101.12	49784	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - THERAPY LAMP (FOUNE	176.51	49784	AB 9693	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - MARBLE RUN (FOUNDA	107.05	49784	AB 9693	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - MAGNA TILES (FOUNDA	99.53	49784	AB 9693	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - BUTTON MAKER (FOUNI	108.19	49784	AB 9693	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - LIDE SCANNER (FOUND	62.77	49784	AB 9693	11	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - SOLAR CHARGER FOUN	122.00	49784	AB 9693	12	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.092	GALLERY SYSTEM ART DISPLAYS (FOUN	1,040.75	49784	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON - FULLER SUPPLIES (FOUNDATI	162.28	49784	HP 6272	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON - LITERATURE DISPLAY (FOUNC	526.80	49784	HP 6272	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON - LITERATURE DISPLAY (FOUNC	312.70	49784	HP 6272	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	AMAZON - LITERATURE DISPLAY (FOUNC	113.58	49784	HP 6272	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	TARGET.COM - WINTER READING (FOUN	18.75	49784	BS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	TARGET.COM - WINTER READING (FOUN	3.99	49784	BS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	MICHAEL'S - WINTER READING (FOUNDA	28.61	49784	BS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	TARGET.COM - WINTER READING (FOUN	41.21	49784	BS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	TARGET.COM - WINTER READING (FOUN	14.92	49784	BS 2520	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	BARNES&NOBLE - WINTER READING FOI	77.77	49784	BS 2520	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	BARNES&NOBLE - WINTER READING FOI	30.24	49784	BS 2520	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	GAYLORD ARVCHIVAL - SUPPLIES (FOUN	891.67	49784	AS 3494	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES PRESENTER REMO	21.14	49784	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES	24.88	49784	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - TECH SERVICES SUPPLIES	40.04	49784	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES RETURN / REFUND	-69.35	49784	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - CIRCULATION SUPPLIES	71.30	49784	JN 6341	18	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES	17.30	49784	JN 6341	20	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON - SUPPLIES	114.98	49784	JN 6341	21	700010 US BANK ONE CARD
E 001.24.572.20.35.012	PERIODICAL - THE WEEK - 1YR SUB / KP	161.22	49784	DS 0139	1	700010 US BANK ONE CARD
E 001.24.572.20.35.012	NEWSPAPER - WALL STREET JOURNAL 1	713.99	49784	DS 0139	3	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE GSUITE (FOUNDATION)	7.06	49784	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	49784	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE	48.99	49784	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - INTERNET	48.99	49784	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.42.003	UPS SHIPMENT - SHIPPING CHARGES	13.90	49784	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.42.003	UPS SHIPMENT - SHIPPING CHARGES	24.67	49784	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.43.003	CHEVRON - GAS (FOUNDATION)	46.92	49784	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.43.003	CHEVRON - GAS (FOUNDATION)	54.60	49784	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.43.003	WLA - HOTEL CHARGE - JC (SOS GRANT)	589.26	49784	JC 7837	3	700010 US BANK ONE CARD
E 001.24.572.20.43.003	WLA - HOTEL CHARGE - HM (SOS GRANT	507.51	49784	JC 7837	4	700010 US BANK ONE CARD
E 001.24.572.20.44.001	CHICAGO BOOKS - LIBRARY WEEK MARK	38.49	49784	BS 2520	8	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.47.001	COWLITZ PUD - FEBRURARY ELECTRIC E	3,576.05	49784	JN 6341	19	700010 US BANK ONE CARD
E 001.24.572.20.47.003	WASTE CONTROL - GARBAGE RUN	7.77	49784	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	49784	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS MONTHLY	705.94	49784	JN 6341	7	700010 US BANK ONE CARD
Libraries	Total :	13,142.90				
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	19.42	49784	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	61.45	49784	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	28.08	49784	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.011	SP NINJA LIFE HACKS - BOOKS - CITY	107.94	49784	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	41.56	49784	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	26.50	49784	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	42.67	49784	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	15.43	49784	MR 3947	8	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	58.27	49784	MR 3947	9	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON - BOOKS - CITY	17.31	49784	MR 3947	10	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - OREGON HISTORICAL 1YR	60.00	49784	DS 0139	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	CONSUMER REPORTS 1 YR SUB / KP 5 Y	37.87	49784	DS 0139	4	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL AMERICAN FLY FISHING 1YF	43.23	49784	DS 0139	5	700010 US BANK ONE CARD
Capital Expenditures/Expenses	Total :	559.73				
LIBRARY	Total :	13,702.63				

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	50037	0001931421-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.004	Copier/Printers CNW - lib - march2024	405.67	49843	INV2803078	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.099	BUSINESS CARDS	43.28	49844	24-243	1	218921 COPIES TODAY INC
E 001.24.572.20.48.002	MOBILE PRINTING ANNUAL SUBSCRIPTI	575.00	49875	INV-US-70307	1	004285 ENVISION WARE INC
E 001.24.572.20.49.005	OCLC - EZPROXY	2,682.03	49962	1000365650	1	224593 OCLC INC
Libraries	Total :	3,712.98				
E 001.24.594.72.64.011	BOOKS - CITY	127.39	49989	12436147	1	004719 ROWMAN & LITTLEFIELD
Capital Expenditures/Expenses	Total :	127.39				
LIBRARY	Total :	3,840.37				



City of Longview



Surplus Materials Report

Longview Public Library

April 2024

Physical Materials:

- Physical materials added to the catalog: 866
- Physical materials withdrawn from catalog: 766

Net physical materials: 100

Digital Materials:

- Digital materials added to the catalog: 1939
- Digital materials withdrawn from the catalog: 1921

Net Digital Materials: 18



Longview Public Library

April 2024

Educating Minds

Accomplishments

- The attendance at Chair Yoga has picked up significantly thanks to the STEPS program. STEPS stands for Student Transition Educational Program Services, and they educate students aged 18-21 with disabilities to lead productive, independent lives. We have had 10 STEPS students attending each week and a number of other patrons. I have gotten positive feedback from different participants.
- On April 20 the library held its second Dia event. It was a small turnout of about 24 people, but many of them stayed for the entire 2 hours. The library had free books to give away to all attendees, we had 2 crafts to do, and we hosted 2 story time events, one of which featured Mayor Boudreau as a reader.
- Issues for Our Time educated attendees on Artificial Intelligence. We discussed the promises and possible pitfalls of the quickly evolving technology.
- On April 18 in conjunction with a workshop at LCC, the library held a Northwest Voices reading for poet Dayle J Olson. We had 13 people attend, yet all were engaged in Dayle's musing words and the Q&A to follow.

Next Steps/Coming Soon

- We will take a break from Chair Yoga after May 13th to concentrate on the Summer Reading Program. We hope to return to Chair Yoga in the fall.
- School visits for Summer Reading are currently being planned. We saw increased engagement in our program last year in part to these school visits, so we're looking forward to telling kids in the Longview elementary schools about the program again.
- Issues for Our Time will wade into the tensions in our community caused by trying to reduce gun violence while still respecting the citizens' second amendment rights. The group will take the Summer off to plan sessions in the Fall around the candidates and issues on the November ballot.

Limiting Factors/Concerns

- Our Dia attendance was lower than we had hoped. Contributing factors could have been that we didn't have enough flyers in Spanish at locations throughout Longview and that the weather was nice, so people were out doing other activities.

Empowering People

Accomplishments

- As of April 25, we had 15 volunteers provide us with a total of 81 hours of shelving and program help for the month of June.
- Our Notary Service continues to be popular with Jacob and Lisa performing 30 notarizations.
- The AARP finished the 2024 tax season Saturday, April 13th, having filed 86 tax returns in April and a total of 630 returns and seeing 788 people since the week of January 22nd.

Next Steps/Coming Soon

- The AARP will be offering Summer Tax Assistance, once a month starting July 20th.
- The Columbia River Author Festival is coming May 18th from 10 – 4pm. We have over 45 authors signed up and we're excited for the upcoming festival!

Enrich Lives

Accomplishments

- We had our 2nd annual Open Mic Night on Tuesday, April 16th. 11 people attended and 6 people read poems, 5 of which were original works. One gentleman introduced us to mirrored poetry. It is a palindrome poem where it reads the same forward or backward.
- Seed library check-outs continue.
- Our invaluable homebound outreach services continue to expand and grow, with Sandra and 5 volunteers making 315 visits and providing 427 items to 75 outreach patrons. With 5 patrons being added in April.

Next Steps/Coming Soon

- The new rural outreach position has been filled and their city hall orientation is May 16th.

Encourage Life-long Learning

Accomplishments

- For our Kids Book Club for the month of April we read “The Shape of Thunder” by Jasmine Warga. It led to some important conversations about empathy, as well as how kids feel about school lockdowns and the threat of gun violence. One parent who was unable to attend said that their family had recently experienced a tragedy, and while the book might have been too much for their kids right now, it was cathartic and important for the parent to read it, and they expressed how impressed they were with us having it as a book club book.
- Two Project Read Tutor Orientations were held with a combined number of 10 potential tutors attending.

Next Steps/Coming Soon

- On May 20th, Lisa is being interviewed by KLOG regarding Project Read.
- Matching Project Read Tutors with learners.

Limiting Factors/Concerns

- Learners requesting help for a subject we don’t have a tutor for.

Enhance Connection

Accomplishments

- The Romance Book Club has gained momentum. The April meeting had 13 community members gather to discuss *Bride* by Ali Hazelwood. Many people thanked me for having this book club and there was much laughter.
- To gear up for the upcoming Columbia River Author Festival, the Adult Book Club met to discuss a Pacific Northwest Fiction author. Elaine Cockrell’s *A Shrug of the Shoulders* was chosen. Many people confessed they had never learned in school about the forced removal of Japanese Americans to concentration camps East of the Cascades. Elaine’s fictional novel brought this time to life. We were lucky enough to have Elaine visit the book club and give a short presentation. People asked questions and she brought many photographs from that time period which enriched the discussion.
- The plant exchange was a lot of fun and we had over 60 people come in the morning to donate plants and over 86 people come in the afternoon to get plants. Many people who brought outdoor plants, took home indoor plants, and vice versa. People really loved the event, and many went outside to join the Earth Day activities on the lawn put on by Parks and Rec so there was a lot going on that day.

- Cooking club enjoyed some wonderful cakes and celebrated the youngest attendee's birthday! We had 14 attendees, next month will be BBQ cookbooks.
- Lisa attended the "Together We Can" conference with workshops throughout the day for individuals experiencing developmental disabilities, families and the professionals that serve them. She went to workshops, gaining knowledge and ideas for programing as well as making community connections.

Next Steps/Coming Soon

- The Romance book club voted on reading *Hurricane Wars* by Thea Guanzon for June.
- The Adult book club will read *The Yiddish Policeman's Union* in May.
- The Cookbook Club will take a break until September.

Internal Goals and Strategies

Recent Accomplishments

- Heather P added the new slat wall to the area by the elevator on the main floor for posters / brochures making a more professional look to our marketing materials. The slat wall also contains our perennial materials such as our strategic plan, booklets, and comment cards.
- We've reduced to the Hoopla checkout limit from 10 items to month back to the pre-2020 5 item limit.

Next Steps/Coming Soon

- The Mobile Library committee is continuing to work on the external wrap of the vehicle and the vendor has been chosen to add the wrap when the vehicle gets here. The internal fixtures have been chosen and the manufacturing is on schedule.
- Interviews are being conducted the week of May 6 for the open technician position vacated by Mark Counts.



Heather P gave a library presentation to the Kelso Rotary group.



The Luna Owl mascot event was a success with many families attending to hear a book reading with Paula S, owl information from the WA Park Rangers, owl crafts and cake!



Mark's retirement party



Plant exchange and Earth Day fun.

Brittany's Post



Brittany Forbes

Longview Public Library was mentioned in a post · 3d ·



Heads up: Many of us autistics prefer to call April "Autism ACCEPTANCE Month" instead of "Autism AWARENESS Month". Thank you [Longview Public Library](#) for understanding and listening!





PRIVACY POLICY

Policy summary

This privacy policy explains your privacy and confidentiality rights and responsibilities, the steps Longview Public Library, (LPL), takes to respect and protect your privacy when you use library resources, and how we handle personally identifiable information we collect from our patrons. Longview Public Library has measures in place to protect patron privacy and confidentiality. In setting these policies, the library tries to strike a balance between your privacy and convenience. Third party services provided through the library have other terms and policies that affect the privacy of your personally identifiable information. Patrons must understand when accessing remote or third-party vendor sites that there are limits to the privacy protection the library can provide. Links to the terms and policies of many of the library's third-party vendors are provided below.

Please ask a staff member if you have questions about this policy. We're here to help.

Introduction

Longview Public Library takes steps to protect the privacy and confidentiality of all library patrons, no matter their age. Our commitment to your privacy and confidentiality has deep roots not only in the law but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." Longview Public Library's privacy and confidentiality policies are in compliance with applicable federal, state, and local laws.

State law protects your library records. RCW 42.56.310 exempts library records from public records disclosure. "Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter." Library staff do not give or sell to third parties or private or public agencies any information about Library users, the materials they check out, the information they seek, the online resources they access, or other services they utilize, unless we are required to do so by court order, or as a result of a subpoena or search warrant. Library users should be aware, however, that the USA Patriot Act of 2001 increases the power of federal investigative agencies to compel the disclosure of personal information.



Privacy and confidentiality policy

We post publicly the library's privacy and information-gathering policies. We avoid creating unnecessary records, we avoid retaining records not needed for library business purposes, and we do not engage in practices that might place personally identifiable information on public view without your consent.

Information the library may gather and retain about library patrons includes the following:

- Information required to register for a library card.
- Records of material checked out, charges owed, payments made.
- Records of electronic access information such as the library card or guest pass number used to log onto library public computers.
- Requests for interlibrary loan or reference service.

The library will not collect or retain your private and personally identifiable information without your consent. Individuals may choose to submit their names, email addresses, postal addresses, or telephone numbers in order to receive library services, such as registering for library cards, ordering materials, receiving personal responses to questions, or being added to specific mailing lists. If you consent to give us your personally identifiable information, we will keep it confidential and will not sell, license, or disclose it to any third party, except those working under contract to the library, or except as required by law. For information about the ways third parties may use or disclose your information, see the Third Party Vendor Services section below.

We never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses unless we are required by law to do so.

Access to accounts and patron responsibility

Protecting Your Library Card

It is your responsibility to notify the library immediately if your card is lost or stolen or if you believe someone is using your card or card number without your permission. We encourage you to protect your password for your privacy and security.



Library Account Information

Patron registration information and circulation information shall be considered confidential and will not be provided to any other person, such as spouses and law enforcement officers, without court order. LPL will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. LPL has trained all library staff to refer any law enforcement inquiries to the Director. Exceptions for parents/guardians noted below.

Customers requesting information about their own cards may be given the information by showing any official documents (examples are: Driver's license, Government issued ID, Passport, Credit Card with Photo, Shopping Club Card with photo, Military ID, Work ID) to confirm photo identification, or by verifying information (examples are: rent agreement, lease agreement, tax documents, medical records, government / tribal issued documents, school records, pay stub, bank or credit card statement) in their library record.

Parents and children

Parents/guardians may be given the titles of books their minor children have borrowed providing they have the child's library card or can provide a combination of information and documentation. Any combination of official documents may be provided to confirm photo identification and date of birth for the parent. A minor's address and phone number are considered confidential and are not to be provided to anyone including a parent or guardian. Parents may be told if their child is registered. If for any reason, verification of correct name must be done using the address, the parent must give the address; staff shall not reveal it. RCW 26.28.010 defines age of majority as eighteen years

Having other people help you with your account

You may have other people help you with your account by providing them with your library card or card number and password. Please ask a staff member if you have questions about the process for having others assist you with your account.

Items on hold

Items placed on hold for library patrons are shelved by the first four characters of the patron's last name and last four of their library card number for pick-up in the public areas of our libraries. Patrons of any age may choose to have other people pick up their holds. Holds will be checked out on the library card presented at the time of check-out.



Handling of Patron Data

Information from customer files may be used for library related research and to notify the user about enhanced library services to meet their needs.

The Library may from time-to-time use customer addresses and emails on behalf of its support organizations (Friends of the Library and Longview Library Foundation) to announce issues and events that are of interest to library patrons and/or invite patrons to financially support those organizations. The Library will not give the list to the organizations, but instead will send a message on their behalf.

Library staff will not provide information over the phone confirming that a person is in the Library. Staff will suggest that the person (law enforcement, parent / guardian, truancy officer), look around the building. Staff will pass on a message from the caller to call that person they describe if staff encounters them.

Data security

The library takes reasonable steps to assure data security. We protect personally identifiable information by electronically purging or manually shredding it once it is no longer needed for library business purposes, whenever possible. We have invested in appropriate technology to protect the security of personally identifiable information while it is in the library's custody. We take steps to remove personally identifiable information from aggregate, summary data. We regularly remove cookies, browsing history, cached files, or other computer and Internet use records that are placed on our computers or networks.

Security measures

Our policies and procedures limit access to data and ensure that those individuals with access do not use the data for unauthorized purposes. We limit access through the use of strong passwords that are changed regularly and storage of data on secure servers or computers.

Staff may access personally identifiable information stored in the library's computer systems only for the purpose of performing their assigned library duties. Staff will not disclose any personally identifiable information to any other party except where required by law or to fulfill your service request.

Cookies

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer, mobile phone, or device browser from a website and is stored on your device. Each website can send its own cookie to your browser if the browser preferences allow it. Many websites do this whenever a user



visits their website in order to track online traffic flows. Websites also use cookies to customize your user experience to your preferences.

The library uses cookies to verify that you are an authorized user in order to allow access to licensed library resources, to customize Web pages for your use, to help make our site more useful to visitors, and to learn about the number of visitors to our site and the types of technology our visitors use.

Some of the applications or external sites that you may link to from our pages, devices or equipment also use cookies. For more information on the use of cookies by each service please refer to the Terms of Use and Privacy Policies for the services you use. You may set the preferences in your web browser to refuse cookies or to tell you when a cookie is being sent. This may result in an inability to access some library services.

Third party vendor services

Longview Public Library enters into agreements with third parties to provide online services, digital collections, streaming media content, and to improve our website. When using some of these services, you may also connect with social networks and other users of these services.

Third party services may gather and disclose your information, including,

- Personally identifiable information you knowingly provide, including when you register for the site, provide feedback and suggestions, request information or create shared content,
- Other information that could be used to identify you such as your IP address, search history, location-based data, and device ID.
- Non-personally identifiable information, such as your ad views, analytics, browser information (type and language), cookie data, date/time of your request, demographic data, hardware/software type, interaction data, serving domains, pageviews, and the web page you have visited immediately prior to visiting the site.
- Other data that third-party services may collect as described in the vendor's privacy policy and terms of use.

For more information on these services and the specific types of data that may be gathered and disclosed by each service, please refer to the Terms of Use and Privacy Policies for the services you use. Links to our major vendors' policies are provided here. You may choose to not use these third-party services if you do not accept their Terms of Use and Privacy Policies; please read them carefully.



Ancestry Library Edition, HeritageQuest Online

<https://www.ancestry.com/c/legal/privacystatement>

Phone: 1-800-615-6560

Beanstack

<https://www.beanstack.com/privacy>

Brainfuse (HelpNow, JobNow, VetNow)

<https://www.brainfuse.com/company/privacy.asp>

Phone: 1-866-272-4638

DataAxle Reference Solutions

<https://www.data-axle.com/privacy-policy/>

Phone: 402-836-3377

Ebsco databases (Auto Repair Resource, Consumer Reports)

<https://www.ebsco.com/company/privacy-policy>

Phone: 1-978-356-6500

Email: information@ebsco.com

Gale databases (LegalForms, OneFile, etc.)

<https://www.gale.com/privacy/statement>

Phone: 1-800-877-4253

Email: gale.technicalsupport@cengage.com

Hoopla

<https://www.hoopladigital.com/privacy>

Kanopy

<https://www.kanopy.com/privacy>

LinkedIn Learning for Libraries

<https://www.linkedin.com/legal/privacy-policy>

Phone: 1-888-335-9632



NewsBank, America's News

<https://www.newsbank.com/privacy-policy>

Phone: 1-800-762-8182

OCLC (EZ Proxy, ContentDM)

<https://policies.oclc.org/en/privacy/privacy-statement.html>

Phone: 1-800-848-5878

oclc@oclc.org

OverDrive / Libby

<https://company.cdn.overdrive.com/policies/privacy-policy.htm>

Value Line

<https://www.valueline.com/privacy-policy>

1-800-825-8354

Policies for online help, including the Ask-A-Librarian form and Ask Us feature of the online catalog:

Bravenet

<https://www.bravenet.com/privacy.php>

Innovative Interfaces

<https://www.iii.com/services-privacy-policy/>

Phone: 1-510-655-6200

Policies for the services we use to improve our website:

Google Analytics

<http://www.google.com/intl/en/policies/privacy>



For our wireless printing:

Princh (Mobile printing)

<https://princh.com/privacy-policy/>

support@princh.com

+1 888-558-6460

Policies for our public computers:

LPL has log data that includes library card number and amount of time used. The amalgamated data creates usage reports and analysis about overall computer use.

PC Reservation

<https://www.envisionware.com/privacy-full/>

Phone: 1-800-216-8370

Reboot Restore RX

<https://horizondatasys.com/privacy-policy/>

Phone: 1-800-496-0148

Net Nanny

<https://www.netnanny.com/support/privacy-policy/>

Email: info@safetonet.com

Data collection from our Wi-Fi system:

LPL has a list of device identifying information for all devices that accesses the Wi-Fi system. This information is primarily used for statistical purposes and to troubleshoot issues with the network. The information identifying devices is available to IT staff for 24 hours and statistical data is available with the system for three months.

Meraki

<https://meraki.cisco.com/meraki-support/policies/#privacy-policy>

Phone: tel: 1-866-863-7254



Longview Public Library expects vendors to:

- Abide by privacy related components of library/vendor contract and licensing agreements.
- Conform to library privacy policies regarding the retention and release of information to third parties.
- Provide a product which complies with the provisions of Children's Online Privacy Protection Act (COPPA), and refrain from collecting or disclosing additional information about patron activity or identifiers other than is needed for administration of the library service provided.

Nevertheless, patrons must understand when accessing remote or third-party vendor sites that there are limits to the privacy protection the library can provide.

Other services

This privacy and confidentiality policy does not apply to external applications or websites that you may access from the library's public computers, devices, or equipment (such as Internet computers, Chromebooks, and iPads).

Some patrons may choose to take advantage of RSS feeds from the library catalog, library webpages, hold and overdue notices via e-mail or text message, and similar services that send personally identifiable information related to library use via public communication networks. Patrons should also be aware that the library has limited ability to protect the privacy of this information once it is outside our control.

Illegal activity prohibited and not protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Rules of Behavior, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.



Security Camera Footage

Requests for security camera footage will be considered on a case-by-case basis by the Library Director. The Library Director may confer with the City Attorney about the appropriateness and legality of providing photographic or video evidence.

Records Disposal

Library records containing personally identifiable information will be disposed of unless needed for efficient operation of the library, public records retention requirements, system backups, or other reasons related to effectively managing library resources or providing services.

Enforcement and redress

If you have a question, concern, or complaint about our handling of your personally identifiable information or this policy, you may file written comments with the Library Director. We will respond in a timely manner and may conduct an investigation or review of practices and procedures. We conduct such reviews regularly to ensure compliance with the principles outlined in this policy.

The Library Director is custodian of library records and is authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Director may delegate this authority to designated members of the library's management team. The Director confers with the City Attorney's Office before determining the proper response to any request for records. **We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form.** We have trained all library staff and volunteers to refer any law enforcement inquiries to the Library Director.



PHOTOGRAPHY AND FILMING POLICY

Policy Summary:

The Library's most significant priority is to provide library services to the community in accordance with the library's mission. It is the policy of the library to provide library users with a safe and disruptive free experience at the library.

General Provisions:

1. The Library Administrator reserves the right to disallow or terminate any photography or filming which:
 - a. Violates the Code of Conduct;
 - b. Interferes with the safety of library patrons or staff;
 - c. Disrupts or inconveniences normal library use; or
 - d. Violates Library Policies; or
 - e. Compromises privately held information
2. The Library requires credit, in print, in any finished product when photographs/film is used for commercial purposes. The library may also require a copy of the publication or film for inclusion in the Library's collections (if deemed appropriate).
3. All photographers and filmmakers are responsible for securing all necessary permissions and releases.
4. Photographing and filming may be done only when the library is open unless otherwise authorized by the Library.
5. All users are responsible for obtaining their own permissions when photographing copyrighted material in the library.

Procedures:

1. Non-commercial/amateur photography or filming. Non-commercial/amateur photography or filming is permitted subject to the following:

- a. Photography or filming is permitted provided that it does not interfere with library operations and the privacy of patrons is respected.
- b. Individuals wishing to take photographs or film for personal use may do so without special permission from the Longview Public Library as long as no additional equipment, e.g. supplemental lighting, is used.
- c. Photographers/filmmers should receive permission from the person(s) to be captured by photograph or film prior to capturing the image of the person(s).

2. News Media. The Library welcomes news media photographers and reporters doing stories or projects that directly involve the Library and its programs, resources and services subject to the following:

- a. Advance notice shall be provided to the Library Director.
- b. The news media shall coordinate with the Library Director or their designee, to ensure the news media does not disrupt normal library use and complies with this policy.

3. Research: The Library permits research photography and filming of its materials and resources. Researchers are responsible for obtaining their own permissions when photographing copyrighted material in the library.

4. Photography or Filming for other purposes. Photography and filming for any other purpose shall be approved in advance by the Library Director or their designee.

Recommended for approval: Jacob Cole, Library Director
Approved by Library Trustee Board: