

November 14, 2024

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: November 18, 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: November 18, 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, November 18, 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 Minutes**
Action: Approve/Amend minutes
6. **Approval of Claims Report – Action Item**
Action: Approve/Disapprove
7. **Approval of Surplus Materials Report – Action Item**
Action: Approve/Disapprove
8. **Constituent Comments –**
Speakers Limited to 3 Minutes Each
9. **Chair and Board Reports**
10. **Director’s Report –**
Director’s Report
Board Questions
11. **Other Business –**
Circulation Policy Update
Digital Resource Demonstration – Northstar Digital Literacy
12. **Next Meeting, December 9, 2024 at 4:00 p.m.**
13. **Executive Session (IF necessary)**
14. **Adjournment**



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, October 21, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:00pm

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

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

Absent: n/a

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF SEPTEMBER 9, 2024 MINUTES – Action Item**

Action: Linda King motioned to approve the minutes as written; Claire Pang seconded. The minutes were approved unanimously.

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

Discussion was held about the Claims Report.

Action: Claire Pang motioned to approve the Claims Report; Paula Stepankowsky seconded. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: Paula Stepankowsky motioned to approve the Surplus Materials report; Dave Knoyle seconded. The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

Erik Halvorson provided a public comment.

Angie Wean provided a public comment.

9. CHAIR AND BOARD REPORTS

Chair Tina Smith provided a report.

Vice-Chair Dave Knoyle provided a report.

Boardmember Linda King provided a report.

Boardmember Paula Stepankowsky provided a report.

Boardmember Claire Pang provided a report.

10. DIRECTOR'S REPORT

Director's Report –

Director Jacob Cole provided a report.

Board Questions –

Members of the Board led a question-and-answer session with Library staff.

11. OTHER BUSINESS

Library staff gave a presentation of the library digital resource Value Line.

12. NEXT REGULAR MEETING

Monday November 18, 2024 at 4:00pm

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 5:02pm.



City of Longview

Summary of Claims



Longview Public Library

Summary of Claims include the second claims period of October, and the claims of Bank One expenditures from September 25th consisting 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: \$24,446.98

Dates Paid: 10/14/2024 and 09/25/2024

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	53253	0002035967-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.001	OFFICE SUPPLIES	54.91	53182	388714330001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.004	Copier/Printers CNW - lib - sep2024	356.08	53067	INV2893753	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.092	LIB OF THINGS - SUPPLIES (FOUNDATIO	271.06	53092	7543385	1	213405 DEMCO INC
E 001.24.572.20.31.099	YOUTH SERVICES SUPPLIES - KRAFT BA	177.40	53236	183606622	1	005065 ULINE INC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	333.00	53145	420120 - PPU	1	005646 KANOPY INC
E 001.24.572.20.43.003	ADV. TRAVEL REIMBURSEMENT -BECKY	222.00	53015	24-171	1	000020 ADVANCE TRAVEL EXPENSE
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 9/30/2024	3,521.40	53169	506124918	1	226280 MIDWEST TAPE LLC
E 001.24.572.20.49.004	Customer # 9752 - NEWSBANK SUBSCRIP	2,885.00	53179	RTRN1149057	1	005434 NEWSBANK INC
E 001.24.572.20.49.004	EBOOKS - CITY	964.11	53188	01452CO2429384	1	003617 OVER DRIVE INC
Libraries		Total :	8,791.96			
E 001.24.589.90.00.095	TAXES	-326.84	53017	41277	2	005588 ADVANTAGE ARCHIVES LLC
E 001.24.589.90.00.095	TAXES	-2.43	53038	2168876	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.74	53038	2171082	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-7.29	53038	2170643	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-3.04	53038	2171278	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :	-342.34			
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	53032	2038562483	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.95	53032	2038562485	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.30	53032	2038559124	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	53032	2038559126	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	53032	2038559128	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	53032	2038559130	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	53032	2038559132	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	53032	2038559138	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	53032	2038559140	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.21	53032	2038559144	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.97	53032	2038559146	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	53032	2038559150	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	15.14	53032	2038547463	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	10.67	53032	2038547465	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.79	53032	2038547467	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.72	53032	2038547469	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.05	53032	2038547471	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	119.90	53032	2038547473	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	36.03	53032	2038547477	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.01	53032	2038547479	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	22.72	53032	2038547481	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	119.94	53032	2038551264	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.02	53032	2038547483	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	277.40	53032	2038548457	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	42.08	53032	2038548459	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.01	53032	2038548461	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.65	53032	2038548463	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	53032	2038550815	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.34	53032	2038550817	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.01	53032	2038550819	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.79	53032	2038562480	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.66	53032	2038562482	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	27.30	53032	2038562484	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	25.35	53032	2038559131	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	44.52	53032	2038559133	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.00	53032	2038559135	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	24.05	53032	2038559137	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	40.57	53032	2038559139	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	32.68	53032	2038559143	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.01	53032	2038559145	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.35	53032	2038559149	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	32.42	53038	2168876	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	36.48	53038	2171082	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	97.28	53038	2170643	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.012	MICROFILMING ANNUAL COST	4,361.84	53017	41277	1 005588	ADVANTAGE ARCHIVES LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	57.57	53169	506065676	1 226280	MIDWEST TAPE LLC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	57.83	53169	506099222	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	65.64	53169	506065675	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.30	53032	2038547447	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.93	53032	2038547449	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.81	53032	2038547451	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.02	53032	2038547453	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	63.76	53032	2038547455	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	69.48	53032	2038547457	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.69	53032	2038547459	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.02	53032	2038547461	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J FOUNDATION	10.88	53032	2038547475	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	72.97	53032	2038551260	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	266.07	53032	2038551262	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	44.83	53032	2038551266	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	37.79	53032	2038559918	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	5.33	53032	2038548453	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	21.39	53032	2038548455	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	213.97	53032	2038550813	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	26.43	53032	2038559117	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.56	53032	2038559119	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.18	53032	2038559121	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	346.05	53032	2038559123	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	16.69	53032	2038559125	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	13.36	53032	2038559127	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	24.05	53032	2038559129	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	20.49	53032	2038559141	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.79	53032	2038559147	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	18.57	53032	2038576506	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	40.53	53038	2171278	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	61.38	53113	85631184	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	71.31	53169	506065678	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	92.38	53169	506065679	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	48.62	53169	506070900	1 226280	MIDWEST TAPE LLC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	19.45	53169	506070901	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	20.26	53169	506099220	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	12.15	53169	506099221	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	52.66	53169	506099224	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	128.07	53169	506099225	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	TASTE OF HOME COOKBOOK - FOUNDAT	43.22	53230	01028	1 226406	TASTE OF HOME BOOKS
Capital Expenditures/Expenses		Total :	7,809.26			
LIBRARY		Total :	16,258.88			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	BAYSCAN - RECEIPT PAPER	221.48	53279	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES - SHARPIES	27.70	53279	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TEEN BOOK CLUB - SNACKS (FRIENDS)	11.99	53279	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	90.45	53279	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS - AS BOOK CLUBS (FRIENDS)	433.86	53279	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS (FRIENDS)	44.28	53279	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	53279	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (FRIENDS)	7.02	53279	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (FRIENDS)	7.20	53279	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SNACKS (FRIENDS)	27.57	53279	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS (FRIENDS)	8.69	53279	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS FIND THE FIGURE (FRIENDS)	19.78	53279	LH 0643	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - SEWING KIT (FOUNDATION)	25.92	53279	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - SUPPLIES (FOUNDATION)	44.07	53279	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - SUPPLIES (FOUNDATION)	17.27	53279	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - FLOWERS (FOUNDATION)	55.83	53279	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - SUPPLIES (FOUNDATION)	116.15	53279	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VOLUNTEER RECOGNITION (FOUNDATION)	118.91	53279	AB 9693	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VOLUNTEER RECOGNITION (FOUNDATION)	70.00	53279	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	CULTURE CARD TICKETS (FOUNDATION)	768.00	53279	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - WATER (FOUNDATION)	4.31	53279	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - LUNCH (FOUNDATION)	108.08	53279	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VOLUNTEER RECOGNITION (FOUNDATION)	18.91	53279	HP 6272	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	MOBILE LIBRARY STAFF SHIRTS (FOUNDATION)	583.66	53279	HP 6272	14	700010 US BANK ONE CARD
E 001.24.572.20.31.092	TRAIN SUPPLIES FOR YS (FOUNDATION)	64.83	53279	BS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING PRIZES (FOUNDATION)	146.66	53279	BS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING PRIZES (FOUNDATION)	82.65	53279	BS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LISTENING STATION SECURITY LOCKS	59.30	53279	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MOBILE LIBRARY SUPPLIES - WHITEBOARD	21.61	53279	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.099	KEYS TO MJO CABINETS	15.94	53279	BS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.35.012	NEWSPAPER - COLUMBIAN 1 YEAR SUB	444.00	53279	DS 8988	1	700010 US BANK ONE CARD
E 001.24.572.20.35.012	NEWSPAPER - DAILY NEWS 1 YEAR SUB	600.00	53279	DS 8988	2	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	7.79	53279	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.86	53279	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.41.099	VENMO - ACCIDENTAL EXPENDITURE	41.20	53279	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - PHONE	48.53	53279	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - MODEM	48.53	53279	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.42.001	VERIZON - LIBRARY CELL PHONES	128.19	53279	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.43.003	ALSC HOTEL - BECKY PROF DEV (FOUN	726.92	53279	BS 2520	5	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	4.99	53279	HP 6272	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	5.00	53279	HP 6272	2	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	7.00	53279	HP 6272	3	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	10.00	53279	HP 6272	4	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	15.00	53279	HP 6272	6	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	25.00	53279	HP 6272	7	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	28.00	53279	HP 6272	8	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	31.00	53279	HP 6272	9	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	35.00	53279	HP 6272	10	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	39.00	53279	HP 6272	11	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	43.00	53279	HP 6272	12	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META FACEBOOK INSTAGRAM ADVERTIS	48.00	53279	HP 6272	13	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD - ELECTRICITY	1,835.38	53279	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.50	53279	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON HOTSPOTS MONTHLY	405.54	53279	JN 6341	5	700010 US BANK ONE CARD
Libraries		Total :	7,987.55			
E 001.24.594.72.64.011	BOOKS - CITY	15.12	53279	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON REFUND	-17.01	53279	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	9.72	53279	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	25.15	53279	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	34.38	53279	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - ART MAGAZINE 1YR/1YR	19.95	53279	JN 6341	11	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - HIGHLIGHTS 1YR / 1YR	48.00	53279	DS 8988	3	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	22.48	53279	MR 3947	1	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	26.54	53279	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	16.22	53279	MR 3947	8	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	200.55			
LIBRARY		Total :	8,188.10			



City of Longview



Surplus Materials Report

Longview Public Library

October 2024

Physical Materials:

- Physical materials added to the catalog: 975
- Physical materials withdrawn from catalog: 498

Net physical materials: 477

Digital Materials:

- Digital materials added to the catalog: 1822
- Digital materials withdrawn from the catalog: 1858

Net Digital Materials: -36



Longview Public Library

October 2024

Educating Minds

Accomplishments

- Balancing Hormones During Menopause talk from Dr. Aarti Patel. This social justice talk was attended by 8 members of our community. Many expressed frustration with the current medical system because no one has been able to help them with their symptoms of hot flashes, night sweats, joint pain or stiffness, irritability, mood changes, forgetfulness and brain fog. Dr. Patel gave a great presentation where she explained about all of the hormones, what their job is and what happens during peri and post menopause. She uses a saliva test and then explains to patients what's out of balance and the strategies to help balance hormone levels. All were excited to learn about this information and steps they could take to make their lives better.
- Little Kids Book Club is consistently well attended. In October we read a book, *Kaleidoscope Club: The Garden Surprise*, where two children build a tree house. For the activity, we gave them mini marshmallows and toothpicks and told them to engineer their own structure. The children were very engaged and learned how to build 3d shapes.
- STEAM activities have been following Preschool Story Times. In October we learned about mushrooms and did mushroom stamping, we also did a candy corn experiment where the children had to predict what would happen when candy corn was put into 3 different liquids: hot water, pop and vinegar. Then they had to draw what happened to the candy corn. We also learned about music and then made our own musical instruments using jar lids, rubber pants and a craft stick.
- We continued our "Disability Visibility" book club for the second month, reading the middle chapters of "Soul Jar"

Next Steps/Coming Soon

- If there is enough interest, we may do a screening of the new PBS documentary the M Factor with a follow up discussion.

Limiting Factors/Concerns

- Due to staff lay offs, the Disability Visibility book club will not continue in the new year.
- Evergreen Teen Book Club has been poorly attended for the last couple of months, and with the recent budget cuts, it was identified as a program that will not be continued once we've read through our current selection of books.

Empowering People

Accomplishments

- Youth Services held a Book Character Election during the state's voting period of October 18-November 5. Kids age 3-18 could vote on one of four book characters for "President of the Youth Area." It was wonderful to watch parents explain elections to their children as they interacted with the process and to see everyone take it seriously. Dog Man was the winner.
- Little Monster Mash was well attended this year given the rain showers throughout the day. We had quite a few activities inside the building as well as the Lower Columbia School Garden, WA State Parks Ranger, and the Shay Locomotive out on the lawn.
- We had a fun Native Plant Propagation presentation by local natives Dixie and Scott Edwards of Watershed Garden Works as they shared seed / cutting collection propagation techniques.
- The last Seed Library program of the season was a presentation from Sarracenia Northwest, a nursery in Eagle Creek, Oregon, about carnivorous plants. They also brought plants that were available to purchase afterwards.
- The Library had 151.5 hours of community service.

Next Steps/Coming Soon

- We are planning to move Little Monster Mash back inside and on a weekday evening for 2025. Prior to the pandemic, it was a program we held inside on a Tuesday night, and it was successful then. We had been lucky with the weather for a few years, but our luck run out this year!
- Jakob and Austin will be hosting 2 volunteer orientations. One will be on Saturday, November 16 at 11am. The other is on Tuesday, November 19 at 3:30pm.

Limiting Factors/Concerns

- Due to the staff budget cuts and our Library Clerks doing less shelving, we've experienced a bit of a backup of items needing to be shelved. Volunteers should be able to keep up for now, but there may come a time when that is not the case.

Encourage Life-long Learning

Accomplishments

- Chair Yoga has been holding steady at 3-7 people.
- Our story times have been very well attended. We regularly have 18 toddlers at Toddler Time!

Next Steps/Coming Soon

- Due to increased workload following the lay offs, Chair Yoga will not continue in the new year.

Enhance Connection

Accomplishments

- Our Adult Book Club continues to be consistently well attended. Our October book club was very special. We read Rene Denfeld's *Child Finder*. She was coming for Northwest Voices and Austin managed to get her to hold a special question and answer session with our book club. We had 11 people attend that special meeting. Denfeld is very open, and people felt comfortable talking with her. She expressed that she had been abused as a child and ran away from home and lived on the streets of Portland. She decided to adopt and foster children. Her work and her life is reflected in her books. At our book club meeting attended by 16 community members, we talked about her and her book.
- Rainbow Community has continued to be well attended, with a regular crowd of at least 15 teens coming each week. Dividing the room into 3 stations (crafting, gaming, loud talkers) has helped reduce noise, allowed for better conversations, and offered multiple options for activities depending on what they feel like doing that day.

Next Steps/Coming Soon

- Adult Book Club meets on November 20th where we will discuss the member choice book, *The Last Report on the Miracles at Little No-Horse: A Novel* by Louise Erdrich.
- The High School choirs will be performing on December 11th from 2-3 PM.

Internal Goals and Strategies

Recent Accomplishments

- We are busy ordering, receiving, cataloging, and making the books for the Mobile Library ready to go on the shelves just as soon as it is ready to go. We have devised a special labeling system to ensure that the mobile library collection does not integrate with the building collections.
- The library's "100th Anniversary Committee" met to throw around ideas for the anniversary in 2026. Most of the festivities will take place in April, with a possible additional event in May/June depending on the weather which we anticipate will take place in the rose garden. We have a list of community partners who will be celebrating with us and what activities they want to do to share in the anniversary celebrations.

Next Steps/Coming Soon

- Despite the delays with the Mobile Library, we are moving forward with scheduling the wrap vendor and internal city department efforts to get the mobile library ready ASAP.
- We have designed a new library card and are purchasing 2,000 of them to replace the old card. We will use up the last of our old stock and anticipate the new cards will start being used in Jan/Feb 2025.

Limiting Factors/Concerns

- The Mobile Library has been significantly delayed due to quality control challenges and is still in Ohio with our vendor. There is a tentative new delivery date of November 21st but there is still one more challenge they are working out with the frame of the vehicle and so we are hopeful it will get here before Thanksgiving.
- Losing two staff members to due budget cuts has greatly affected the remaining staff and we are reevaluating current program offerings, services, and workloads.
- We are anticipating patron dissatisfaction as we lose *hoopla* and Hot Spots due to the budget cuts. We are recreating our flyers and updating our website to remove those service offerings in January. The December newsletter will inform the public of those changes.



Circulation Policy

This Circulation Policy pertains to all aspects of patron registration and the fees and fines structure of library operations. Guidelines and restrictions pertaining to the issuing of all other types of library cards not specifically mentioned in this policy may be found in the Procedure Manual. See **Appendix** for details about loan periods, fees, and other specific loan and/or item information.

Library Cards

The Longview Public Library will issue library cards to residents of the City of Longview, as per RCW 27.12.270 and City Attorney Legal Opinion No. 5-76, with current proof of residency in the form of identification. If this proof does not contain a photo, a second piece of identification may be required with such photo. Patrons will be asked to fill out a new application in the case of a legal name change.

Cowlitz County Mini-Rural Partial Library District

The contract between the Longview Public Library and the Cowlitz County Mini-Rural Partial Library District extends the issuance of library cards and all services, under the same criteria, to residents of the District as long as the contract remains in place.

Cowlitz Tribe

Pursuant to RCW 27.12.285 the Longview Library Trustee Board authorizes members of the Cowlitz to obtain a library card with proof of membership in the tribe.

City Employees

All City employees are eligible for a library card as access to library resources enables staff to more efficiently and effectively perform their duties for the City. City employees are encouraged to utilize the library to understand all of the public services offered by the City, and to interface with the community to meet the needs of the residents of Longview and library patrons. City identification card or an email confirming employment status from Human Resources is necessary for proof.

Educator Cards

The Educator Card provides support for educators so they may borrow library materials for use in classrooms and other educational settings in Longview and the Rural Library District.

Educator cards can be issued to patrons who have proof of employment at a daycare, public or private school, or of being a homeschool provider. This can be established with one of the following: school or childcare identification, school or childcare pay stub; if in-home childcare, patron may provide a business license, I

A letter on school or childcare letterhead from the school administrator or childcare director, or a copy of the homeschool provider's Declaration of Intent as submitted to a local school district as required annually by the State of Washington.

Materials checked out using the educator card cannot be renewed. Charges for lost and damaged items still apply.



Reciprocal Borrowing

The Library will expand library services through the negotiations of reciprocal borrowing agreements with other libraries. Such agreements will allow Longview residents and Cowlitz County Mini-Rural Partial Library District residents to obtain a library card from participating libraries. They will also allow cardholders from those other libraries to obtain cards from the Longview Public Library.

Current agreements are in effect with:

- Fort Vancouver Regional Library
- Kelso Public Library
- Timberland Regional Library

Non-Residents

Non-residents may obtain a library card by paying a library use fee of \$100 per year. This fee is based upon the per household cost of providing library service to City and Cowlitz County Mini-Rural Partial Library District residents. It should be noted that non-residents have access to all library services, except checkout, without a library card.

Non-Residents may be eligible for a reduced library use fee of \$50 if they meet the following criteria:

Their identification shows that they are over 62 years of age.

They can provide proof of low-income status (Medicaid, SNAP, TANF, SSI).

They can provide proof of active or former military service.

Earning a Library Card

Patrons may earn a library card if you live outside of the Library's service district. Non-resident volunteers may earn a family library card by serving 22 volunteer hours and joining the Friends of the Library, waiving the \$100/year non-resident charge. Cards are earned by mid-December of each year and a family card (available to everyone living in the household) is issued for the following year.

Lost and Damage Fees

Borrowers are responsible for all the items that they have checked out. The library may charge a fee for any lost, or damaged materials. Parents are responsible for those borrowers under the age of 18. At age 18, a patron will be asked to fill out a new application and assume legal responsibility for their accounts.

When fees exceed a maximum amount (see Appendix) the library will not check out materials until such time that the total amount is under or equal to that maximum.



Card Renewal

Library cards are renewed every five years. Charges on the account must be less than the maximum circulation amount. The library may deny the re-issuance of a library card to anyone whose record still shows that money is owed to the library.

Collection Agency

Patrons that do not return materials that value in excess of \$1000 will be sent to a collection agency. LPL staff will make every attempt to collect all monies owed to the Longview Public Library and City of Longview.

Retention of Records

Each year, the records of individuals who have not used their card for 3 years and do not have any charges on their record will be deleted from the system. Individuals who have not used their card for 5 years who owe any amount will be deleted from the system.



Appendix

Library Cards:

Library Cards are blocked from checking out material when \$35.00 or more is owed.

Library Cards require an address verification every 3 years **and** expire every 5 years, needing to be renewed. Patrons are asked to clear all charges owing when renewing their card.

Maximum number of items patrons can out:

Resident:	40
Rural:	40
Reciprocal:	40
Outreach:	40
Non-Resident:	40
No Permanent Address:	5
Independent Kid:	5
Educator:	100

Library Materials:

- Discovery and Check Out Washington Passes, require patrons to be 16 or older, check out for 7 days and are not eligible for renewal.
- All items in the Library of Things (LOT) collection check out for three weeks and do not automatically renew. Patrons may renew in person with item if the item has no holds. Some LOT items are restricted to Adult borrowers. LOT items cannot be checked out by patrons with Address Challenged or Independent Kid cards.
- All books, audiobooks, music CDs, DVDs and Blu-rays check out for 3 weeks and are eligible for the 4 automatic renewals.

Eligible items will automatically renew up to 4 times unless there is a hold on them. Items on hold for someone else cannot be renewed and must be returned by their due dates.

Auto renewal is a courtesy service that automatically extends library materials due dates for an additional 3 weeks, per renewal.

Recommended for approval: Jacob Cole 10/28/2024

Approved by Library Trustee Board: