

January 10, 2024

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: January 13, 2025 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: January 13, 2025 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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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, January 13, 2025

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 December 9, 2024 Minutes – Action Item**
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**
Limited to three minutes each
9. **Chair and Board Reports**
10. **Director's Report –**
Director's Report
Board Questions
11. **Other Business –**
12. **Next Meeting, February 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, December 9, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:01pm. A quorum is present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

Present: Chair Tina Smith, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Claire Pang, City Council Liaison Erik Halvorson, Library Director Jacob Cole, Library Administrative Assistant James Newkirk

Excused Absence: Vice-Chair Dave Knoyle

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF NOVEMBER 18, 2024 MINUTES – Action Item**

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

6. **APPROVAL OF CLAIMS REPORT – 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. **APPROVAL OF SURPLUS MATERIALS – Action Item**

Discussion was held about the Surplus Materials Report.

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

8. **CONSTITUENT COMMENTS**

No Constituent Comments

9. CHAIR AND BOARD REPORTS

Board Chair Tina Smith provided a report.

Boardmember Claire Pang provided a report.

Boardmember Linda King provided a report.

Boardmember Paula Stepankowsky provided a report.

10. DIRECTOR'S REPORT

Director's Report –

Library Director Jacob Cole Provided a report.

Board Questions –

The Board led a question-and-answer session with Library staff.

11. OTHER BUSINESS

Discussion was held about the change in board members for 2025.

Library staff gave a presentation of the digital resource Gale Business: Entrepreneurship.

12. NEXT REGULAR MEETING

January 13, 2024, at 4:00pm.

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 4:46pm.



City of Longview

Summary of Claims



Longview Public Library

The Summary of Claims include the second claims period of December, and the claims of Bank One expenditures from November 25th consisting of eight 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: \$99,274.42

Dates Processed: 012/16/2024, and 11/25/2024

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	54302	0002070544-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.001	OFFICE SUPPLIES - PENS & SHARPIES	54.98	54224	398085766001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.001	WINDOWED ENVELOPES	400.98	54224	391397230001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.004	Copier/Printers CNW - lib - nov2024	409.38	54110	INV2927110	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.092	LIB OF THINGS - SUPPLIES (FOUNDATIO	166.23	54133	7573007	1	213405 DEMCO INC
E 001.24.572.20.31.092	FALL READING BROCHURES	174.04	54246	1563-24	1	001536 REPROGRAPHICS INC
E 001.24.572.20.31.092	MAIN FLOOR SHELVING PROJECT (FOUN	70,428.67	54262	119162-1	1	006188 SOUTHWEST SOLUTIONS, GROUP INC
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES - VISTAFOIL	275.39	54133	7574042	1	213405 DEMCO INC
E 001.24.572.20.31.099	FACIAL TISSUE	85.44	54224	393925388001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.099	LIBRARY CARDS - 5000 COUNT	1,101.92	54241	00161957	1	004279 RAINBOW PRINTING
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES - JACKETS &	415.19	54274	717598	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.35.003	BATHROOM SENSORS	2,274.26	54268	1003	1	006190 SUMMIT 17 SOLUTIONS LLC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	304.00	54196	429135 - PPU	1	005646 KANOPY INC
E 001.24.572.20.41.099	ENVISIONWARE PROFESSIONAL SERVIC	1,462.50	54142	INV-US-73884	1	004285 ENVISION WARE INC
E 001.24.572.20.44.099	LIBRARY BILLBOARD ADVERTISING	1,729.60	54104	120624-7	1	227024 CLARK'S SIGNS
E 001.24.572.20.49.004	INFO USA DATABASE - DATA AXLE	1,867.00	54181	10004275019	1	225029 INFO USA MARKETING INC
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 11/30/2024	3,765.33	54215	2000014592	1	226280 MIDWEST TAPE LLC
Libraries		Total :	84,921.91			
E 001.24.589.90.00.095	TAXES	-17.12	54082	2175395	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-5.23	54082	2175395	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-5.23	54082	2177332	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-7.59	54082	2175686	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.74	54082	2174905	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-1.75	54244	1YR / 1YR	2	002259 READER'S DIGEST MAGAZINE
Other Nonexpenditures		Total :	-39.66			
E 001.24.594.72.64.011	BOOK PROCESSING	74.37	54074	2038722323	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038722325	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038721489	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	72.05	54074	2038721495	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038727473	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	2.32	54074	2038727475	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038727477	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038727479	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.62	54074	2038727481	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038727483	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	25.57	54074	2038715893	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	44.16	54074	2038718617	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038675651	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038675655	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	18.60	54074	2038675657	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038675659	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038675661	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038675667	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	16.27	54074	2038676767	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038693105	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038693109	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038693113	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038693123	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038693127	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038693129	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038693131	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.97	54074	2038705036	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038705040	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038705048	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	58.10	54074	2038705050	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038705052	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038705056	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038705058	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	16.27	54074	2038705060	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.30	54074	2038705064	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.30	54074	2038705066	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	44.16	54074	2038712968	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038712970	1 224529	BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038712769	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038712773	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038712779	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038712787	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038712793	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	54074	2038715296	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	54074	2038715306	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038715310	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	54074	2038715320	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	54074	2038715326	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.68	54074	2038675658	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.00	54074	2038675660	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.01	54074	2038675662	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	28.18	54074	2038675664	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	22.41	54074	2038675668	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	930.29	54074	2038676766	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.74	54074	2038675670	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	90.17	54074	2038693108	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.22	54074	2038693112	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	45.91	54074	2038693116	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	11.51	54074	2038693118	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.11	54074	2038693120	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	19.02	54074	2038693122	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	21.16	54074	2038693124	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	54074	2038693126	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.41	54074	2038693128	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	54074	2038693130	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	29.61	54074	2038705045	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	42.33	54074	2038705047	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	164.80	54074	2038705049	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.67	54074	2038705051	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.79	54074	2038705053	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	22.72	54074	2038705055	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	39.29	54074	2038705057	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	49.36	54074	2038705059	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	43.63	54074	2038705061	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	25.33	54074	2038705063	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	28.67	54074	2038705065	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	76.17	54074	2038691093	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	42.91	54074	2038707248	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	101.29	54082	2175686	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	36.49	54082	2174905	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	253.32	54155	85971148	1 003330	GALE GROUP INC
E 001.24.594.72.64.012	PERIODICAL	23.37	54244	1YR / 1YR	1 002259	READER'S DIGEST MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	54.04	54253	1 YR / 1 YR	1 003102	SCIENTIFIC AMERICAN MAGAZINE
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	12.15	54215	506338716	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	34.86	54215	506232873	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	354.93	54215	506232874	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	163.63	54215	506298066	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	62.41	54215	506298069	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	34.86	54215	506365171	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	21.07	54215	506365170	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	80.97	54215	506338715	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.65	54074	2038640692	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.67	54074	2038660677	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	9.60	54074	2038660679	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.79	54074	2038660681	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.00	54074	2038660683	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	36.75	54074	2038676935	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.41	54074	2038675646	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.56	54074	2038675648	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	14.68	54074	2038675650	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.13	54074	2038675652	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.17	54074	2038675654	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	1,653.95	54074	2038675656	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.66	54074	2038675666	1 224529	BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.56	54074	2038687508	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	14.18	54074	2038687510	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.20	54074	2038693098	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	102.94	54074	2038693100	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.55	54074	2038693102	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	17.97	54074	2038693104	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	51.62	54074	2038693106	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	64.62	54074	2038693110	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	11.57	54074	2038693114	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	138.94	54074	2038705444	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	29.61	54074	2038707246	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	31.68	54074	2038705033	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	199.28	54074	2038705035	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	23.00	54074	2038705037	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	106.17	54074	2038705039	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	41.23	54074	2038705041	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	16.92	54074	2038705043	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	WONDERBOOKS - JAN HANSON - FOUNC	123.21	54079	481191	1 006184	BERTELSMANN PUBLISH
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	228.50	54082	2175395	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	68.97	54082	2175395	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	68.97	54082	2177332	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	41.49	54155	85863133	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	78.68	54155	85891269	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	35.45	54155	85927791	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	35.45	54155	85933160	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	63.98	54155	85976217	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	84.27	54215	506232789	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	32.42	54215	506232870	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	67.28	54215	506232872	1 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	102.14	54215	506298067	1 226280	MIDWEST TAPE LLC
Capital Expenditures/Expenses		Total :	7,371.56			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
LIBRARY	Total :	92,253.81				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	19.30	54330	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	13.30	54330	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	94.60	54330	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	12.85	54330	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	23.03	54330	JN 6341	21	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	15.12	54330	JN 6341	23	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (FRIENDS)	15.36	54330	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS SNACKS AND SUPPLIES (FRIENDS)	47.13	54330	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SNACKS (FRIENDS)	16.97	54330	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZE (FRIENDS)	10.00	54330	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	11.64	54330	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUBS (FR	220.39	54330	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (FRIENDS)	55.11	54330	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS (FRIENDS)	18.25	54330	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (FRIENDS)	47.57	54330	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF HOLIDAY EVENT (FRIENDS)	600.00	54330	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF HOLIDAY EVENT (FRIENDS)	100.00	54330	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SNACKS (FRIENDS)	56.95	54330	BS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (FRIENDS)	54.04	54330	BS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SNACKS (FRIENDS)	22.62	54330	BS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SNACKS (FRIENDS)	99.18	54330	BS 2520	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - SUPPLIES (FOUNDATIOI	63.92	54330	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - DICE SETS (FOUNDATIC	38.46	54330	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - SUPPLIES (FOUNDATIOI	22.68	54330	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - SUPPLIES (FOUNDATIOI	64.85	54330	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WINTER READING PRIZES (FOUNDATION	1,121.10	54330	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WINTER READING PRIZES (FOUNDATION	256.70	54330	BS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SAFETY SUPPLIES	8.64	54330	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SAFETY SUPPLIES	31.34	54330	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SAFETY SUPPLIES	9.63	54330	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SUPPLIES - KEY SUPPLIES	6.48	54330	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE GSUITE (FOUNDATION)	7.79	54330	JN 6341	5	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.86	54330	JN 6341	19	700010 US BANK ONE CARD
E 001.24.572.20.41.092	MOBILE LIBRARY KICKOFF (FOUNDATION)	78.00	54330	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	MOBILE LIBRARY KICKOFF (FOUNDATION)	41.07	54330	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.41.092	MOBILE LIBRARY KICKOFF (FOUNDATION)	55.62	54330	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - MODEM	48.71	54330	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - PHONE	48.71	54330	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.42.001	VERIZON LIBRARY CELL PHONES	128.34	54330	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.43.003	J. Cole-11/24 KLCC Membership Luncheon	25.00	54316	1898	29	700005 US BANK ONE CARD
E 001.24.572.20.43.003	AI MASTERCLASS - PROF DEV (FOUNDAT	149.00	54330	JN 6341	18	700010 US BANK ONE CARD
E 001.24.572.20.43.003	MARKETING CONF REGISTRATION (FOUI	499.00	54330	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.43.003	MARKETING CONF REFUND (FOUNDATIC	-474.00	54330	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD - ELECTRICITY	1,655.78	54330	JN 6341	20	700010 US BANK ONE CARD
E 001.24.572.20.47.003	WASTE CONTROL - DISPOSAL DEPOSIT	500.00	54330	JN 6341	22	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.50	54330	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON HOTSPOTS MONTHLY	482.14	54330	JN 6341	11	700010 US BANK ONE CARD
Libraries		Total :	6,600.73			
E 001.24.594.72.64.011	BOOKS - CITY	18.37	54330	JC 1440	1	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	89.71	54330	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - J FOUNDATION	33.45	54330	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	45.79	54330	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	38.91	54330	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON BOOKS - FOUNDATION	38.80	54330	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - READER'S DIGEST LP 1Y	19.46	54330	JN 6341	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - PRACTICAL HOMESCHO	27.50	54330	DS 8988	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - WASHINGTON TRAILS 1Y	50.00	54330	DS 8988	2	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - DVDS - CITY	10.49	54330	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	47.40	54330	JC 1440	2	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	419.88			
LIBRARY		Total :	7,020.61			



City of Longview



Surplus Materials Report

Longview Public Library

December 2025

Physical Materials:

- Physical materials added to the catalog: 337
- Physical materials withdrawn from catalog: 822

Net physical materials: -485

Digital Materials:

- Digital materials added to the catalog: 3908
- Digital materials withdrawn from the catalog: 1952

Net Digital Materials: 1956



Longview Public Library

December 2024

Educating Minds

Accomplishments

- Jacob met with the new Superintendent of the Longview School District Dr. Karen Cloninger to discuss promoting the Library's early learning resources and to discuss schools that would be best served by the Mobile Library.

Next Steps/Coming Soon

- Austin and Becky will contact school principals to find out what days and time would work best for mobile library visits.

Empowering People

Accomplishments

- Our chair yoga sessions ended up getting a steady following of 4 people. We really connected with each other over health and wellness as well as stray cats! We shared resources for getting feral cats fixed as well as different vets. Two people exchanged numbers with agreements to meet up later.
- We had 113 hours of community service (excluding Project READ) given by volunteers for the month of December.
- The Ukulele Club put on a Christmas concert in the gallery on December 20. There were 17 players and about 40 in the audience. During their rendition of "Mele Kalikimaka," they had councilwoman Kalei LaFave perform a Hawaiian dance.

Next Steps/Coming Soon

- Unfortunately, due to budget cuts, Chair Yoga will not be continued.
- LPL will be continuing its partnership with STEPS in the new year. 2 students are currently building job skills by shelving material at the library for 2 hours a week. We will be onboarding new students in the coming months once our current ones complete their internship.

Enrich Lives

Accomplishments

- We held our annual High School Holiday Concert on December 11th. Both R.A. Long and Mark Morris High School Choirs gave a 30-minute performance each. This was followed by cookies, hot chocolate and hot apple cider for all. The background of the quilts and the great acoustics of the gallery made this performance exceptional. Although it was hard to get an exact count, around 125 people enjoyed the concert with some listening in from upstairs.
- The Cookbook Club had its last meeting with a cookie exchange. Five adults and two children attended. Jacob is looking for some possible one-off program ideas around cooking and food.
- The Snow Ball went Candy Land themed this year, and we had a lot of fun. It was attended by 186 people. All the staff who worked that night did so in costumes, and we also had great costumes from volunteers. Many thanks to outgoing Friends president Louise Lelevich who helped with a bunch of the decorations and many of the costumes. Activities for the evening included building with foam “nuts” at the Peanut Brittle House with Gramma Nut (Jo), sensory play in shaved ice at the Ice Cream Sea with Queen Frostine (Becky), fishing in Molasses Swamp with Gloppy (Jakob), making candy castles with King Candy (Austin), playing in the ball pit with Princess Lolly (Jennifer J.) We have a photo album here: <https://photos.app.goo.gl/6EqabgVEXkoshxkj7>
- We estimate that about 110 people attended our Happy Noon Year celebration on December 31. We had a noisemaker craft, a hat craft, and a balloon drop right at noon. The balloon drop was followed by sparkling cider and mini-cupcakes.

Next Steps/Coming Soon

- After the success of Snow Ball, Becky had the thought while watching Wicked that we should do the 2025 Snow Ball Oz-themed!

Enhance Connection

Accomplishments

- The Romance Book Club met in December to discuss *The Deal* by Elle Kennedy. Everyone liked the book and there was a discussion of rape and trauma. We did a romance book exchange which was really fun. Some people brought presents for the whole group. We played two rounds of romance book bingo. This is a really fun group of women that come together to share a common interest.
- The Adult Book Club met to discuss *Sitting Pretty: The View from My Ordinary Resilient Disabled Body* by Rebekah Taussig for Disability Awareness month. There was some contentious discussion with a few members not believing in ableism and other members finding empathy in Taussig’s memoir and saying it made them think about our environments differently and reminded them to listen and communicate better with people with disabilities. Some members shared their own or friends and family’s experiences.

- Rainbow Community's numbers dipped a bit in December due to the Holidays, but one of our volunteers, Megan, bought a bunch of gifts to give away on the Monday before Christmas. Becky had the idea of wrapping up extra LGBTQ+ books she had acquired from her committees and donating those for the teens to unwrap. It was a hit!
- The Library and Friends of the Library hosted Pluto again at the Friends of Galileo Solstice Walk. Becky, Jo, Heather P., Mandy, and Belinda (from FOL) gave out glow sticks to walk finishers and connected with about 280 people.

Next Steps/Coming Soon

- One member thought it would be interesting to read a romance book written by a man, so the group voted on *Twenty-Four Seconds from Now* by Jason Reynolds which we will discuss in February.
- The Adult Book Club discussion made us realize that more programming around disability and diversity topics is needed in our community. We will be reading *Disappearing Earth* by Julia Phillips in January.

Internal Goals and Strategies

Recent Accomplishments

- The Mobile Library arrived! Heather Palow did a ton of work to get everything done with Fleet and the wrap company. She also did a ton of work to decorate the inside and make it welcoming.
- As a result of the budget cuts, Jakob Collins has now been trained on how to jacket books, and will be doing about 4 hours a week of work in tech services for the foreseeable future.

Next Steps/Coming Soon

- The Windows were supposed to be installed in the middle of December. However, they were delayed until January.
- City Administration has chosen the Library for a reception for the candidates vying for the position of City Manager. It will take place Thursday, January 16, at 6pm in the Reading Room.

Limiting Factors/Concerns

- Due to Jakob using more of his work time in tech services, youth services is likely to reduce its programming to compensate.



Snow Ball 2024