

April 10, 2025

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: April 14, 2025 at 4:00 p.m. in person meeting in the Longview City Council Chambers and via zoom

All members of the public are encouraged to listen in to the meeting and participate via a Moderator. For information about Zoom accessibility, please contact 360-442-5310.

Jacob Cole is inviting you to a Zoom webinar.

When: April 14, 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:

<https://us02web.zoom.us/j/85968210045>

Passcode: 577920

Or One tap mobile:

US: +12532158782,,87029278703#,,,,*577920# or +14086380968,,87029278703#,,,,*577920#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 408 638 0968 or +1 669 900 6833 or +1 346 248 7799
or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 859 6821 0045

Passcode: 577920

International numbers available: <https://us02web.zoom.us/j/85968210045>



City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, April 14, 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 March 10, 2025 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**
Limited to 3 minutes each
9. **Chair and Board Reports**
10. **Director’s Report –**
Director’s Report
Board Questions
11. **Other Business –**
12. **Next Meeting, May 12, 2024 at 4:00 p.m.**
13. **Executive Session** (If necessary)
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, March 10, 2025

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Vice-Chair Dave Knoyle 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 Jerame Moore, 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 FEBRUARY 10, 2025 MINUTES – Action Item**

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

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

Discussion was held about the Claims Report.

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

7. **SURPLUS MATERIALS – Action Item**

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

8. **CONSTITUENT COMMENTS**

Angie Wean provided a public comment.

9. CHAIR AND BOARD REPORTS

Boardmember Linda King provided a report.

Boardmember Paula Stepankowsky provided a report.

Board Chair Tina Smith 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

Jacob Cole provided a demonstration on the Library Digital Resource – America's News.

12. NEXT REGULAR MEETING

MONDAY, April 14, 2025 – 4:00 P.M.

13. EXECUTIVE SESSION

No Executive Session.

14. ADJOURNMENT

The meeting was adjourned by Vice-Chair Dave Knoyle at 4:39pm.



City of Longview



Summary of Claims

Longview Public Library

Summary of Claims include the first and second claims period of February, and the first claims period of March 2025. This report consists of nine pages of records for the fiscal year of 2025.

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

Total Amount Paid: \$23,718.91

Dates Paid: 02/26/2025, 03/04/2025 and 3/12/2025

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	73.74	55175	404967671001	1 226296	OFFICE DEPOT
E 001.24.572.20.31.099	OFFICE SUPPLIES	60.23	55175	402972430001	1 226296	OFFICE DEPOT
E 001.24.572.20.31.099	COPY PAPER	357.68	55175	408956120001	1 226296	OFFICE DEPOT
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	457.00	55138	438110 - PPU	1 005646	KANOPY INC
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 25 01-	50.17	55045	333890994	1 224034	CENTURY LINK
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	571.03	55181	01452CO2501468	1 003617	OVER DRIVE INC
E 001.24.572.20.49.004	VALUE LINE ONLINE DATABASE	4,400.00	55239	DN25-140529	1 002891	VALUE LINE PUBLISHING LLC
E 001.24.572.20.49.005	OCLC - CONTENTDM	3,795.92	55174	1000420663	1 224593	OCLC INC
Libraries		Total :				9,765.77
E 001.24.589.90.00.095	TAXES	-5.07	55060	2 YR / 1 YR	2 006210	COOK'S COUNTRY
E 001.24.589.90.00.095	TAXES	-4.10	55068	1 YR SUB / PERM	2 225793	COWLITZ COUNTY HISTORICAL
Other Nonexpenditures		Total :				-9.17
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785939	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038785941	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785945	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038785949	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785951	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785967	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785969	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785971	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038785973	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038785975	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038791841	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038776164	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038798403	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038798409	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038798421	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.97	55028	2038814676	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038814678	1 224529	BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038814680	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	4.65	55028	2038814686	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814688	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814690	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814694	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814698	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814700	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814702	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814708	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.30	55028	2038814710	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.97	55028	2038814712	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814718	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814720	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814722	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814724	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038814726	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038814730	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038833066	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	16.27	55028	2038834701	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	55028	2038834705	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834707	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834709	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834711	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834715	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834721	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834725	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	51.13	55028	2038834727	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834729	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834735	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834737	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.97	55028	2038834739	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834741	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834745	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834747	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	55028	2038834749	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	55028	2038834751	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	55028	2038834753	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834755	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.30	55028	2038834757	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834759	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	55028	2038834761	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	27.89	55028	2038834763	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038834765	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038820909	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038833002	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.32	55028	2038833004	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.81	55028	2038785960	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.92	55028	2038785962	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	25.90	55028	2038785964	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.10	55028	2038785966	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	55028	2038785968	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	55028	2038785970	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	11.34	55028	2038785972	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.68	55028	2038785974	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.92	55028	2038791838	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	4.00	55028	2038791840	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.96	55028	2038776163	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.79	55028	2038776165	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.56	55028	2038776167	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.92	55028	2038798412	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	22.54	55028	2038798414	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.64	55028	2038798416	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.35	55028	2038798420	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.16	55028	2038798422	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	15.14	55028	2038814705	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	23.59	55028	2038814707	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.68	55028	2038814709	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	43.59	55028	2038814711	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.01	55028	2038814713	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	35.19	55028	2038814715	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	24.47	55028	2038814717	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.01	55028	2038814719	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	55028	2038814721	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	32.64	55028	2038814723	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.01	55028	2038814725	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	40.66	55028	2038814727	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.98	55028	2038814729	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	117.16	55028	2038833063	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	31.22	55028	2038833065	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	90.37	55028	2038834734	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	69.75	55028	2038834736	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	31.12	55098	86190754	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY	665.61	55161	0046657	1	227116 MIDAMERICA BOOKS INC
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	67.57	55060	2 YR / 1 YR	1	006210 COOK'S COUNTRY
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	54.10	55068	1 YR SUB / PERM	1	225793 COWLITZ COUNTY HISTORICAL
E 001.24.594.72.64.092	BOOKS - ALTENHOF - FOUNDATION	77.27	55028	2038785938	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.02	55028	2038785940	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.92	55028	2038785942	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.55	55028	2038785944	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	49.69	55028	2038785946	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.36	55028	2038785948	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	16.69	55028	2038785950	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.79	55028	2038785952	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	16.92	55028	2038785954	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.16	55028	2038785956	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	48.95	55028	2038785958	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	24.32	55028	2038791030	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.42	55028	2038803547	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	50.55	55028	2038798394	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.21	55028	2038798396	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.93	55028	2038798398	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	25.61	55028	2038798400	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	60.30	55028	2038798402	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	49.83	55028	2038798404	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	15.99	55028	2038798406	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	8.01	55028	2038798408	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.16	55028	2038798410	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	62.73	55028	2038798418	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - ALTENHOF - FOUNDATION	94.03	55028	2038814675	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.01	55028	2038814677	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.01	55028	2038814679	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	65.92	55028	2038814681	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	27.51	55028	2038814683	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	26.71	55028	2038814685	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	11.32	55028	2038814687	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	16.93	55028	2038814689	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	23.67	55028	2038814691	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	13.35	55028	2038814693	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	16.92	55028	2038814695	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	159.46	55028	2038814697	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.67	55028	2038814699	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	19.73	55028	2038814701	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J SPANISH - FOUNDATION	760.93	55136	702960	1	225246 JUNIOR LIBRARY GUILD	
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	64.03	55162	506587928	1	226280 MIDWEST TAPE LLC	
Capital Expenditures/Expenses		Total :	3,978.77				
LIBRARY		Total :	13,735.37				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES - LABELS	31.79	55285	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES - BOX CUTTER	21.61	55285	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES - LABELS	59.22	55285	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES - BATTERIES	5.28	55285	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES - ERASERS	12.95	55285	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES - TONER	107.01	55285	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TEEN BOOK CLUB REFRESHMENTS (FRE	11.89	55285	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (FREINDS)	35.42	55285	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	59.46	55285	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	64.22	55285	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES REFRESHMENTS (FRI	34.14	55285	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS REFRESHMENTS (FRIE	10.99	55285	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LANDS END - STAFF CLOTHING (FRIENDS)	137.27	55285	BS 2520	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES BOOKMARKS (FRIENDS)	33.91	55285	BS 2520	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMERICAN GIRL BOOK CLUB PRIZES (FR	41.76	55285	BS 2520	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMERICAN GIRL BOOK CLUB PRIZES (FR	27.01	55285	BS 2520	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS BOOK CLUB REFRESHMENTS (FRIEN	16.49	55285	BS 2520	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - MAGNA-TILES (FOUNDA	145.87	55285	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - AIR TOOBZ (FOUNDATIC	162.10	55285	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS - BUTTON KIT (FOUNDATI	31.34	55285	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MOBILE LIB SUPPLIES - PORTABLE CHAF	42.75	55285	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CHILDREN'S FOLDING TABLE	63.78	55285	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.41.092	PLW DIRECTORS' CONFERENCE (FOUN	75.00	55285	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	7.79	55285	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.86	55285	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.42.001	VERIZON - LIBRARY PHONES	50.09	55285	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.42.001	VERIZON - LIBRARY MODEM	50.09	55285	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.42.001	VERIZON - LIBRARY CELL PHONES	130.54	55285	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.43.003	J. Cole-2025 NW Leadership Seminar	395.00	55271	1898	36	700005 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD - ELECTRICITY	3,050.64	55285	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.47.003	WASTE CONTROL - DUMP RUN	7.77	55285	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.50	55285	JN 6341	2	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.49.007	PUBLIC HOTSPOTS PROGRAM - FINAL BI	533.68	55285	JN 6341	3	700010 US BANK ONE CARD
Libraries		Total :	5,635.22			
E 001.24.594.72.64.011	BOOKS - CITY	22.68	55285	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - THE ATLANTIC - 1YR / 1YI	108.09	55285	DS 8988	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - BUST MAGAZINE - 1YR /	39.95	55285	DS 8988	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - EATING WELL - 1YR / 1YR	10.81	55285	DS 8988	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - COOKING LIGHT - 1YR / 1	10.81	55285	DS 8988	4	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - RANGER RICK - 1YR / 1YI	34.95	55285	DS 8988	5	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - RANGER RICK JR - 1YR /	34.95	55285	DS 8988	6	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	262.24			
LIBRARY		Total :	5,897.46			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	COPY PAPER	141.96	55424	408822495001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.004	Copier/Printers CNW - lib - feb2025	457.86	55341	INV2968072	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.092	MOBILE LIBRARY BOOKEND (SR FOUND/	347.38	55351	7608231	1	213405 DEMCO INC
E 001.24.572.20.31.099	YOUTH SERVICES SUPPLIES - DIVIDERS	125.99	55351	7602265	1	213405 DEMCO INC
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES - LABEL PRO	108.41	55351	7602806	1	213405 DEMCO INC
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES - LABEL PRO	106.92	55351	7607321	1	213405 DEMCO INC
E 001.24.572.20.31.099	MOBILE LIBRARY TOTES (SR - FOUNDATI	221.38	55466	189474691	1	005065 ULINE INC
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	469.00	55392	442655 - PPU	1	005646 KANOPY INC
E 001.24.572.20.41.097	Medical Exam - Library	144.00	55408	2025-00447	12	002858 LOWER COLUMBIA OCCUPATIONAL
E 001.24.572.20.43.003	JACOB COLE - TRAVEL REIMBURSEMEN	151.13	55334	JC - TRAVEL	1	005620 COLE, JACOB O
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 25 02-	50.17	55325	333890994	1	224034 CENTURY LINK
E 001.24.572.20.49.026	SPRING PROGRAM BROCHURE	349.16	55440	228-25	1	001536 REPROGRAPHICS INC

Libraries

Total : 2,673.36

E 001.24.594.72.64.011	BOOKS - CITY	73.17	55313	2038834738	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	51.60	55313	2038834740	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.90	55313	2038834742	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	23.59	55313	2038834744	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.69	55313	2038834746	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	19.46	55313	2038834748	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.69	55313	2038834752	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	55313	2038834754	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	28.67	55313	2038834756	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	26.68	55313	2038834758	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	29.32	55313	2038834760	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	130.41	55313	2038834762	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	66.81	55313	2038834764	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.80	55313	2038820906	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.00	55313	2038820908	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	48.96	55313	2038814703	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - ALTENHOF - FOUNDATION	184.54	55313	2038834700	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.20	55313	2038834702	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - FOUNDATION	41.94	55313	2038834704	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	14.03	55313	2038834706	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.40	55313	2038834708	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	30.62	55313	2038834710	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	81.39	55313	2038834712	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	23.27	55313	2038834714	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.93	55313	2038834716	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	41.14	55313	2038834718	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	13.33	55313	2038834720	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	49.16	55313	2038834722	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	45.87	55313	2038834724	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	125.96	55313	2038834726	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	21.07	55313	2038834728	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	48.02	55313	2038834730	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	29.07	55313	2038834732	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	13.36	55313	2038834750	1	224529 BAKER & TAYLOR BOOKS
Capital Expenditures/Expenses		Total :	1,412.72			
LIBRARY		Total :	4,086.08			



City of Longview



Surplus Materials Report

Longview Public Library

March 2025

Physical Materials:

- Physical materials added to the catalog: 758
- Physical materials withdrawn from catalog: 369

Net physical materials: 389

Digital Materials:

- Digital materials added to the catalog: 1776
- Digital materials withdrawn from the catalog: 2005

Net Digital Materials: -229



Longview Public Library

March 2025

Educating Minds

Accomplishments

- Northwest Voices hosted Jane Wong with a lively “Writing Deliciously” reading and discussion on March 4th.
- The Mindful Meditation classes were a huge success. We had around 13 and 14 community members join us Monday morning. People wanted to volunteer at the library after coming to these classes
- Attendance for our Kids and Little Kids Book Clubs is holding steady, and the feedback continues to be positive.
- The last meeting of the Evergreen Teen Book Club was held on March 20 and we had seven teens attend. The youth who attended are interested in a continuing book club. We have one planned for the summer and are looking into something for the school year, perhaps a book club that meets less regularly or reads books over multiple meetings.
- A few patrons noted that the StoryWalk is a program that they and their neighbors regularly used, and they asked about the upcoming schedule for it and if we had any plans on doing one in another location in Longview.

Limiting Factors/Concerns

- Because of demand, Cowlitz Meditation wanted to do another set of classes but unfortunately, our Adult Services budget did not allow for this. If we don’t use all our allocated funds, we hope to have them back in the fall.

Empowering People

Accomplishments

- Volunteer Fair was held on Saturday, March 8. There were 20 different organizations represented and 120 attendees. Feedback was that the layout and time was better than the previous year. Four raffle winners received gift cards to Red Leaf Coffee. Photos from the event can be viewed, [here](#).

- We held a viewing of the Menopause documentary called *The M Factor: Shredding the Silence on Menopause*. Eight members of our community came and watched this informative program which will be available to check out from our library shortly. We had such a great discussion afterwards. Women shared their personal experiences and supported each other. The group decided they wanted to form their own club called the Crone Club. We are going to meet once a month at the library for continued education and discussion about this hot topic.
- We had 111 hours of volunteer help for the month of March. This includes Homebound Delivery, Shelving, and Events + Programs.

Enrich Lives

Accomplishments

- A man returning a book downstairs recently commented to Becky that he read a book! He said that he hadn't read a book in 25 or 30 years because of his poor eyesight, but then he found out about the large print collection. He was headed upstairs to check out more!
- We hosted a Community Baby Shower on Saturday, March 22. Five community partners came to table and provide information to attendees. We gave away seven door prizes and sixteen baby bags to attendees!
- The new Your Shelf or Mine podcast challenge is open on Beanstack. Participants will be able to read along with the podcast as we countdown to the library's centennial by talking about books one decade at a time. The first episode of the challenge, on the 1920s, will be posted April 17.

Encourage Life-long Learning

Accomplishments

- The Seed library seed packs are flying out of the library, we've had a ton of interest this year! We have a new batch of seeds that just came in so we are packaging them up and refilling the seed card catalog as quickly as we can.
- Our Youth Services Team went to an Early Learning Conference at Lower Columbia College where the importance of sign language in early learning was discussed. We learned some signs and have incorporated them into Story Time.

Next Steps/Coming Soon

- We have 4 sewing classes coming up, one in April, May, June and July. All of them focus on the basics with a different theme in the sewing world. The April class sign ups are full and May is almost full, they are sure to be a hit!
- The Spring Plant Exchange is on April 19th this year, it is one of our most popular adult programs and a great community event!
- Summer Reading is coming soon! Our programming team finalized the slate of programs for the summer and are working on the reading challenge and prize structure.

Limiting Factors/Concerns

- We are going to take a break from doing “Read a Book into the Library” as a summer reading prize this year. Due to staff cuts, we have a backlog of book processing and wouldn’t have been able to make the program a success this year. We are working on different prizes for the reading challenge instead.

Enhance Connection

Accomplishments

- Our Mobile Library Saturday schedule launched on March 1 and is getting established in the community. The Mobile Library also went out to four community events including the literacy night at Lexington Elementary school, diversity night at Olympic Elementary School, the Junior League Middle School Girls Night Out, and Progress Center. Staff are working out the kinks in set up, inventory, scheduling, etc. Many thanks to our partners: Stella Lutheran Chapel, Bethany Lutheran Church, Mint Valley Elementary School, Lexington Elementary School, Three Rivers Christian School, Beacon Hill, and the Parks Department for agreeing to host stops for the Mobile Library.
- Our Rainbow Community group continues to be popular with LGBTQ+ teens.
- Our Adult Book Club discussed *Lessons in Chemistry by Bonnie Garman*. Many women related to the book and shared their experiences from the 1960s up until present day of being paid less than a man for the same work, not being allowed to do a job because they were a woman, missing out on being hired because a man needed to support his family, and being sexually assaulted at work.
- The Longview-Kelso Early Bird Lions hosted a Shred Day behind the library on Saturday, March 29. This is our second year collaborating with the Lions on this event, and it was very successful.

Next Steps/Coming Soon

- We are bringing back our popular “escape room” program for teens during spring break in April. This one will have a spooky theme with witches and potions- hopefully the teens will escape in time!
- The Adult Book Club will read *The Morningside* by Tea Obreht in celebration of Earth Day.

Limiting Factors/Concerns

- The Mobile Library schedule for Saturday, March 22 had to be canceled due to malfunctioning taillights. The fleet department was able to fix them early the following week, and we are back on the road.
- While we are working to get a regular schedule established for the Mobile Library on Saturdays, we may run into issues given our reduced staff that require canceling the Mobile Library. We are still working on procedures for potential “make-up days” in the event of cancellations.
- There were a lot of comments, both positive and negative, on a recent post on the library Facebook page promoting the Rainbow Community teen group. Staff have been prepared to offer additional support if needed. There was some concern that adults might come and disrupt the program, but so far we haven’t had a problem.

Internal Goals and Strategies

Recent Accomplishments

- 2025-26 Rural District Contract was accepted by City Council
- National Library Week Proclamation was made at the March 27th City Council Meeting. We will be celebrating “Drawn to Reading” April 6-12, 2025.
- AARP Challenge Grant was applied for to replace carpet in the Main Reading Room. We should find out if we receive the funds in June.
- An Employee Summit was held on Wednesday, March 26, to get feedback from staff. The Library was closed a half day so that employees could contribute.
- Heather P has started a new welcome email initiative for our new library card holders. For Q1 of 2025, we sent 500 emails welcoming patrons to the library. View the welcome email text, [here](#).
- Youth services staff attended the half day Early Learning Conference at LCC hosted by the Early Literacy Council.

Limiting Factors/Concerns

- While replacing ceiling tiles a leak was found. Facilities is working to find the source.
- We had previously applied for a grant to enhance the outdoor cameras at the library, but did not receive the award, and are now looking for new revenue sources to enhance building security.

- We have fielded many inquiries about the recent executive orders and library funding. In our monthly newsletter, we shared this note:

- A Note on Recent Executive Orders and Library Funding

I've received several questions about how recent executive orders might impact libraries. Fortunately, our own library receives very little direct federal funding. However, the Washington State Library does receive LSTA (Library Services and Technology Act) funds, which are at risk.

A recent article outlines the potential cuts and their implications:

[Washington libraries concerned over Trump executive order – KING 5 News](#)

For a broader overview, the American Library Association (ALA) has compiled an excellent Q&A explaining how the executive order targets library funding: [ALA Executive Order FAQ](#)

Libraries depend on informed advocates—thank you for staying engaged.

Photos



Sandra and Lin, one of our oldest outreach patrons at 98 years young.



Jacob Longshore providing Rural Outreach Services to a patient at Beacon Hill Rehab.



After Story Time at the Progress Center, parents were invited to the Mobile Library.



The meditation group finishes up at the end of March.