

September 4, 2025

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: September 8, 2025 at 4:00 p.m. in person meeting in the MJO Room of the Longview Public Library 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: September 8, 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

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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, September 8, 2025

4:00pm

MJO Room, Longview Public Library

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
Introduction of Members & Guests
4. **Approval of Agenda**
5. **Approval of August 11, 2025 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 3 minutes each
9. **Chair and Board Reports**
10. **Director’s Report –**
Director’s Report
Board Questions
11. **Other Business –**
Library Board Bylaw Review
Expanding Educator Cards to Lower Columbia College Staff and Students
12. **Next Meeting, November 10, 2025 at 4:00 p.m.**
13. **Executive Session (If necessary)**
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, August 11, 2025

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 3:59pm. A quorum is present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

***Present:** Chair Tina Smith, Vice-Chair Dave Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Jerame Moore, City Council Liaison Angie Wean, Youth Services Librarian Becky Standal, Circulation Specialist Austin Brigden.*

***Excused Absence:** Library Director Jacob Cole*

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF 07/14/2025 MINUTES – Action Item**

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

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

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

7. **SURPLUS MATERIALS – Action Item**

***Action:** Paula Stepankowsky motioned to approve the Surplus Materials Report; Linda King seconded. The minutes were approved unanimously.*

8. **CONSTITUENT COMMENTS**

Council liaison 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 Jerame Moore provided a report.

10. DIRECTOR'S REPORT

Director's Report –

Youth Services Librarian Becky Standal provided a presentation on the 2025 Summer Reading Program.

Board Questions –

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

11. OTHER BUSINESS

No other business

12. NEXT REGULAR MEETING

MONDAY, September 08, 2025 – 4:00 P.M. at the Longview Public Library

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 4:43pm



City of Longview



Summary of Claims

Longview Public Library

The Summary of Claims includes the first and Second claims periods of July, Copiers NW expenditures, and the claims of Bank One expenditures from June 25th consisting of twelve pages of records for the year 2025.

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

Total Amount Paid: \$20,845.38

Dates Paid: 08/07/2025, 08/14/2025, 08/25/2025, 08/28/2025

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	19.44	57802	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	22.68	57802	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	36.74	57802	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS - FIND THE FIGURE PRIZES (FRIENDS	78.96	57802	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	57802	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB (FRIENDS)	70.90	57802	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAY SUPPLIES (FRIENDS)	26.70	57802	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUB (FRII	424.14	57802	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIB OF THINGS -FILM CONVERTER FOUN	162.29	57802	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	9.61	57802	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	41.87	57802	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	30.67	57802	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	20.50	57802	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	27.48	57802	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	59.41	57802	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	56.48	57802	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	STAFF APPRECIATION (FOUNDATION)	38.95	57802	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING PRIZES - FOUNDATIC	697.18	57802	BS 9456	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	31.23	57802	BS 9456	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	PAPERBACKS SUMMER BOOK CLUB - FC	453.66	57802	BS 9456	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	57.66	57802	BS 9456	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	157.55	57802	BS 9456	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	550.06	57802	BS 9456	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	16.18	57802	BS 9456	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING REFUND - FOUNDATI	-231.95	57802	BS 9456	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING REFUND - FOUNDATI	-414.20	57802	BS 9456	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING REFUND - FOUNDATI	-213.52	57802	BS 9456	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	203.07	57802	BS 9456	11	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	114.55	57802	BS 9456	12	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	15.15	57802	BS 9456	13	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES - FOUNDA`	122.55	57802	BS 9456	14	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	49.44	57802	JN 6341	4	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	OFFICE EQUIPMENT - STAFF DESK	270.49	57802	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE EQUIPMENT - STAFF DESK	44.90	57802	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE EQUIPMENT - RETURNED	-44.90	57802	HP 0074	8	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT	32.45	57802	HP 0074	9	700010 US BANK ONE CARD
E 001.24.572.20.41.092	OUTREACH MEETING (FOUNDATION)	29.75	57802	JC 1440	2	700010 US BANK ONE CARD
E 001.24.572.20.41.092	JC - ALA MEMBERSHIP (FOUNDATION)	210.00	57802	JC 1440	10	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	7.79	57802	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOST (FOUNDATION)	25.87	57802	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONE	50.26	57802	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	50.26	57802	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.42.001	MOBILE LIBRARY HOTSPOT	21.88	57802	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY CELLPHONES	171.16	57802	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.43.003	MOBILE LIBRARY MEMBERSHIP - FOUND	135.00	57802	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PARKING (FOUNDATION)	24.00	57802	JC 1440	3	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PER DIEM (FOUNDATION)	37.01	57802	JC 1440	4	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PARKING (FOUNDATION)	24.00	57802	JC 1440	5	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PER DIEM (FOUNDATION)	7.63	57802	JC 1440	6	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PER DIEM (FOUNDATION)	18.85	57802	JC 1440	7	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PER DIEM (FOUNDATION)	10.17	57802	JC 1440	8	700010 US BANK ONE CARD
E 001.24.572.20.43.003	IPLFC 2025 - PARKING (FOUNDATION)	75.00	57802	JC 1440	9	700010 US BANK ONE CARD
E 001.24.572.20.43.003	LMCC TRAINING (FOUNDATION)	45.00	57802	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	125.00	57802	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	9.99	57802	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	11.34	57802	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	1,846.14	57802	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.49.002	ROTARY CLUB OF LONGVIEW	300.00	57802	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING - MONTHLY	153.64	57802	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.49.005	CANVA SUBSCRIPTION - ANNUAL	119.99	57802	HP 0074	7	700010 US BANK ONE CARD
Libraries	Total :	6,558.10				
E 001.24.594.72.64.011	BOOKS - CITY	29.99	57802	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	80.05	57802	MR 3947	3	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOKS - CITY	41.85	57802	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	25.35	57802	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	10.81	57802	MR 3947	9	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	14.64	57802	MR 3947	11	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	130.66	57802	MR 3947	14	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	9.41	57802	MR 3947	18	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	26.89	57802	MR 3947	19	700010 US BANK ONE CARD
E 001.24.594.72.64.013	RECORDINGS - CITY - MUSIC	19.45	57802	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.013	RECORDINGS - CITY - MUSIC	53.79	57802	MR 3947	15	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	23.11	57802	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.40	57802	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	19.57	57802	MR 3947	8	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.71	57802	MR 3947	10	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	78.77	57802	MR 3947	12	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	201.62	57802	MR 3947	13	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	31.37	57802	MR 3947	16	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	98.59	57802	MR 3947	17	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	14.06	57802	MR 3947	20	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :				960.09
LIBRARY		Total :				7,518.19

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.47.003	WASTE DISPOSAL	12.80	57860	PW - 17278	1	000426 COWLITZ COUNTY PUBLIC WORKS
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 25 07-	49.18	57835	333890994	1	224034 CENTURY LINK
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	946.16	57950	01452CO2521913	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	354.73	57950	01452CO2521915	1	003617 OVER DRIVE INC
Libraries	Total :	1,362.87				
E 001.24.589.90.00.095	TAXES	-11.44	57823	2203575	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures	Total :	-11.44				
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039153487	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.63	57818	2039153489	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039158609	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.98	57818	2039158617	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039158619	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039175665	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039175677	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039175683	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	57818	2039175685	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039190999	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039191003	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	13.96	57818	2039191009	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039191013	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	62.81	57818	2039191542	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	57818	2039191544	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.98	57818	2039192470	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.82	57818	2039134179	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.01	57818	2039134181	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.18	57818	2039134183	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	41.24	57818	2039134185	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.35	57818	2039134189	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	43.95	57818	2039134193	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	4.67	57818	2039135916	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	8.67	57818	2039135918	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.33	57818	2039135920	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.01	57818	2039148025	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.91	57818	2039148027	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.20	57818	2039148029	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.18	57818	2039148031	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	48.05	57818	2039148035	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	26.73	57818	2039148037	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.58	57818	2039148039	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.66	57818	2039148043	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	4.00	57818	2039153486	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.99	57818	2039153488	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	30.29	57818	2039158606	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	26.41	57818	2039158608	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.91	57818	2039158610	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.18	57818	2039158612	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.94	57818	2039158614	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.04	57818	2039158616	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	26.74	57818	2039162994	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.01	57818	2039163000	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	15.88	57818	2039163002	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	46.02	57818	2039163004	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.02	57818	2039163008	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.34	57818	2039163010	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.69	57818	2039163012	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	21.16	57818	2039163016	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.89	57818	2039176002	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	76.88	57818	2039176749	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.82	57818	2039175670	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.34	57818	2039175676	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.81	57818	2039175678	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.57	57818	2039175680	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	64.50	57818	2039175684	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	37.16	57818	2039191000	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.01	57818	2039191002	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	19.04	57818	2039191004	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	40.06	57818	2039191008	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.93	57818	2039191010	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.67	57818	2039191012	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.57	57818	2039191014	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	37.18	57818	2039195305	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	128.99	57937	507373171	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	72.99	57937	507397231	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	24.33	57937	507397233	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	64.09	57937	507466402	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	65.70	57937	507466053	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	23.71	57818	2039134177	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	20.50	57818	2039134187	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	49.40	57818	2039134191	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	74.28	57818	2039152134	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.67	57818	2039152136	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	83.21	57818	2039148023	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	22.43	57818	2039148033	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	46.77	57818	2039148041	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	118.20	57818	2039158600	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	14.25	57818	2039158604	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.67	57818	2039158618	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	18.58	57818	2039158620	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.18	57818	2039158602	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	143.85	57818	2039162996	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	40.79	57818	2039162998	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	18.58	57818	2039163006	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	31.74	57818	2039163014	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	37.07	57818	2039163018	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	119.17	57818	2039175662	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	41.90	57818	2039175664	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	34.40	57818	2039175666	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.91	57818	2039175668	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.18	57818	2039175672	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	42.95	57818	2039175674	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	16.88	57818	2039175682	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	177.76	57818	2039190998	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	18.57	57818	2039191006	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	150.90	57823	2203575	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	46.73	57893	999100606070	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	35.48	57893	999100635495	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	30.29	57893	999100658762	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	31.15	57893	999100671171	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	TASTE OF HOME COOKBOOK - FOUNDAT	33.52	57980	01031	1	226406 TASTE OF HOME BOOKS
Capital Expenditures/Expenses		Total :	3,083.67			
LIBRARY		Total :	4,435.10			

Expenditure Accounts

GENERAL
LIBRARY

<u>Account #</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>	<u>Invoice</u>	<u>Line</u>	<u>Vendor</u>
E 001.24.572.20.31.004	Copier/Printers CNW - lib - jul2025	323.70	58080	INV3044619	10	005460 COPIERS NORTHWEST INC
Libraries	Total :	323.70				
LIBRARY	Total :	323.70				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.092	SUMMER READING BOOKS (FOUNDATIO	30.02	58197	2039226735	1	224529 BAKER & TAYLOR BOOKS
E 001.24.572.20.31.092	SUMMER READING BOOKS (FOUNDATIO	6.00	58197	2039226734	1	224529 BAKER & TAYLOR BOOKS
E 001.24.572.20.31.092	SUMMER READING BOOKS (FOUNDATIO	6.00	58197	2039207567	1	224529 BAKER & TAYLOR BOOKS
E 001.24.572.20.31.099	CIRCULATION SUPPLIES - BOOK EASELS	190.94	58235	7673829	1	213405 DEMCO INC
E 001.24.572.20.31.099	BOOK DROP SANATIZING WIPES	83.90	58292	431407248001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - TABLE CART	759.69	58329	195833888	1	005065 ULINE INC
E 001.24.572.20.35.012	PERIODICALS	54.10	58338	1 YR/KEEP 2	1	002937 WASHINGTON TRAILS ASSOCIATION
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	447.00	58260	463121 - PPU	1	005646 KANOPY INC
E 001.24.572.20.49.004	NEWSBANK SUBSCRIPTION	3,383.00	58289	RN63310	1	005434 NEWSBANK INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	529.69	58296	01452CO2524754	1	003617 OVER DRIVE INC
Libraries		Total :	5,490.34			
E 001.24.589.90.00.095	TAXES	-0.66	58202	2207199	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-16.11	58202	2206307	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-1.97	58310	1 YR / 1 YR	2	005927 SCIENCE NEWS EXPLORES
E 001.24.589.90.00.095	TAXES	-1.97	58326	1 YR / 1 YR	2	002709 TROPICAL FISH HOBBYIST
E 001.24.589.90.00.095	TAXES	-4.10	58338	1 YR/KEEP 2	2	002937 WASHINGTON TRAILS ASSOCIATION
Other Nonexpenditures		Total :	-24.81			
E 001.24.594.72.64.011	BOOK PROCESSING	9.31	58197	2039197998	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039198000	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	58197	2039199464	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	58197	2039199466	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	13.96	58197	2039202008	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039202018	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.31	58197	2039213694	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039210754	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039210756	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	58197	2039210762	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039210764	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.98	58197	2039210770	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039210772	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	6.98	58197	2039210780	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.98	58197	2039224769	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039224771	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	23.27	58197	2039224783	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.63	58197	2039224785	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	58197	2039224789	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039224795	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.63	58197	2039224799	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039224803	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039225704	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.31	58197	2039225706	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039225708	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039225710	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.98	58197	2039225712	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039227550	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	16.29	58197	2039227552	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58197	2039227554	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	19.22	58197	2039167713	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	179.15	58197	2039191541	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	7.34	58197	2039191543	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	8.01	58197	2039197991	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	27.38	58197	2039197997	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	24.83	58197	2039197999	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	94.58	58197	2039199465	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	37.83	58197	2039202013	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	57.67	58197	2039212066	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.51	58197	2039210767	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	22.04	58197	2039210769	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.01	58197	2039210771	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.45	58197	2039210773	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	36.52	58197	2039210775	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	81.48	58197	2039210779	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	36.53	58197	2039221056	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	8.61	58202	2207199	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	25.97	58310	1 YR / 1 YR	1	005927 SCIENCE NEWS EXPLORES
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	25.96	58326	1 YR / 1 YR	1	002709 TROPICAL FISH HOBBYIST
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	224.69	58284	507498776	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	283.08	58284	507533876	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	40.54	58284	507533878	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	25.15	58284	507533879	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	85.18	58284	507562632	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.89	58197	2039192467	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	9.99	58197	2039192469	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	41.66	58197	2039197989	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	49.32	58197	2039197993	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	249.36	58197	2039197995	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	40.99	58197	2039199461	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	74.28	58197	2039199463	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.44	58197	2039202005	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	337.93	58197	2039202007	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.86	58197	2039202009	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.81	58197	2039202011	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	22.43	58197	2039202015	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.16	58197	2039202017	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	13.33	58197	2039213693	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.43	58197	2039210751	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	6.67	58197	2039210753	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	5.33	58197	2039210755	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.91	58197	2039210757	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	24.34	58197	2039210759	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	9.33	58197	2039210761	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	18.85	58197	2039210763	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.18	58197	2039210765	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	58.24	58197	2039210777	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	212.49	58202	2206307	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	58.84	58245	999100648418	1	003330 GALE GROUP INC

Expenditure Accounts

GENERAL
LIBRARY

<u>Account #</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>	<u>Invoice</u>	<u>Line</u>	<u>Vendor</u>
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	68.36	58245	999100777616	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	58.86	58245	999100777627	1	003330 GALE GROUP INC
	Capital Expenditures/Expenses	Total :				3,102.86
	LIBRARY	Total :				8,568.39



City of Longview



Surplus Materials Report

Longview Public Library

August 2025

Physical Materials:

- Physical materials added to the catalog: 665
- Physical materials withdrawn from catalog: 799

Net physical materials: -134

Digital Materials:

- Digital materials added to the catalog: 1744
- Digital materials withdrawn from the catalog: 1836

Net Digital Materials: -92



Longview Public Library

August 2025

Educating Minds

Accomplishments

- The mobile library was out and about in the community doing pop up events as well as the regularly scheduled stops on Saturdays. Pop up events included the Thursday night concerts at the lake as well as visits to schools during teacher in service days.
- The Writers Critique Group continues with a steady flow of participants. People in our community are writing and sharing on topics ranging from poetry to fantasy.

Next Steps/Coming Soon

- The Crone Club concluded their regularly scheduled efforts. We are hosting a stand-alone menopause event in the fall to continue the conversation in a different format.
- We will be tabling at a few events in September including the Relay for Life event and the Cowlitz Health Walk, encouraging Library Card sign-ups.
- The library will be hosting a STEM program for grades 3-5 in September. Using LittleBits kits, kids will learn the basics of coding and other science and math skills.

Empowering People

Accomplishments

- We hosted an end of summer readathon, with a small but mighty group of people who attended.
- We had 59 hours of volunteer help from our Shelving Volunteers, Events + Programs Volunteers, and our Summer Reading Volunteers.

Next Steps/Coming Soon

- Our Volunteer Appreciation Event will be Thursday, September 18 at 6:30. Invitations were sent in late August.

Enrich Lives

Accomplishments

- The Library now offers free online access to The New York Times. Anyone connected to the Library's network onsite can read unlimited news articles via <https://www.nytimes.com>. Remote users and those wanting to use the added services Cooking, Games, Wirecutter, The Athletic, and the associated NYT mobile apps can [visit our website](#) to redeem a code that's good for 24 hours.
- We offered live chamber music performed by The Canterbury Ensemble, two performances that went really well and had great attendance.
- The Lakes of the Lake Quilt Guild showcased quilts they give to charity in the Koth Gallery, they were beautiful and brought awareness of what the guild's efforts are in our community.
- The Squirrel Fest was a lot of fun and had good weather this year. The Youth Services staff had a kids' craft table that was very popular while the Friends of the Library had a paperback books and media sale on the front lawn. It was well attended and the Friends made around \$1100 on the sale.

Enhance Connection

Accomplishments

- We had roughly 16 teens attend Rainbow Community's Mad Hatter Tea Party, plus some adult volunteers who helped set up for the event. It sounded like a few of the newer teens were interested in joining the regular group. Megan, a very committed volunteer, donated food, drinks, craft supplies, and costume pieces for the event.
- Our Library of Things has expanded to over 50 items, including board games and craft items. We did a marketing push around "choosing your adventure with a game from the library."

Internal Goals and Strategies

Recent Accomplishments

- JH Kelly started the renovation of the public restrooms August 12. They believe that they will have the budget to install a new water fountain / bottle filling station where the old kitchenette was located.
- Longview Noon Rotary and the City have come to an agreement for the Renovation of the Magazine Storage Room which will be known as the Rotary Meeting Room.
- Diana "Sunny" Kingsbury will be retiring September 14. Her last day at the library is September 10. Sunny has worked for the library as a part-time clerk for 32 years and is known for her kindness and care for our youngest patrons.
- At our recent Employee Appreciation picnic, Mobile Library clerk Jenny Madsen was awarded the Silver STARR Award for her "above and beyond" work performance. Heather Palow was also nominated for the award. This marks the fourth year in-a-row that a library staff member has received the City's honors.

Next Steps/Coming Soon

- The Library's 100th Anniversary committee met to approve the t-shirt design for shirts the Friends will be selling and discussed a timeline of events for 2026. The banners will be hung in January outside the building with a proclamation and other events to kick off the year of celebration. The bulk of the activities will take place in April with a birthday party at the end of the month to celebrate the building and what the library means to the community. We have created a coloring book to give the kids that promotes how the library is for everyone.
- We'll be updating our Strategic Plan Progress Report in October.

Photos



Mobile Library at Lexington Elementary School.

Bylaws
of the
Longview Public Library Board of Trustees

1. Organization:

1.1 Purpose:

The Longview Public Library Board of Trustees is an advisory board to 1) the Longview Public Library Director on all matters pertaining to the management of the Longview Public Library; and 2) the Longview City Council on matters pertaining to the Library. *Note: The Library Board of Trustees is an advisory board and not a governing board. The many of powers listed in RCW 27.12.210 (specifically 2-8) belong to the City Manager in Longview's non-charter city. The powers given to our Council-Manager form of government enumerated in RCW 35A take precedence.*

1.2 Membership:

The Longview Public Library Board of Trustees shall consist of five (5) members, appointed by the Mayor of Longview and approved by the Longview City Council for staggered terms of five (5) years; members may be reappointed to serve for only two (2) consecutive terms. (RCW 27.12.190) Up to two members may reside in the Cowlitz County Partial-County Rural Library District.

1.3 Officers:

The officers of the Longview Public Library Board of Trustees shall consist of a Chair and a Vice-Chair and will be elected by a majority vote at the annual meeting. The Library Director, or designee, will serve as Secretary.

1.4. Committees:

Committees may be appointed by the Chair as needed.

2. Duties and Responsibilities:

2.1 Trustees:

The Board of Trustees serve in an advisory capacity to the Library Director and to the City of Longview in matters pertaining to the Longview Public Library. They establish and review Library policies to promote outstanding service to the public; review the Library's annual budget and monthly expenditures; review Library programs and activities; and monitor building repairs and improvements. They are committed to supporting the Library Bill of Rights and advocating for the public library in the community. The Board of Trustees may make funding requests for projects which improve Library service, facilities and collections through the City's annual budget

process; through the City's capital improvement project process; through the Longview Library Foundation; and/or through the Friends of the Longview Public Library. (Both the Library Foundation and the Friends of the Longview Public Library will consider funding requests from the Board of Trustees, but each organization operates independently of each other and of the Board of Trustees in making funding decisions.)

2.2 Officers:

It shall be the duty of the Chair to preside at all meetings, call all special meetings, appoint all committees, designate a representative to the Trustees on the Board of the Longview Library Foundation, and perform such other duties as the office may require. In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.

2.3 Library Director:

The Library Director, who is a department head for the City of Longview, shall be considered the manager of the Library. He/she reports directly to the City Manager or the Assistant City Manager of the City of Longview. The Library Director is charged with responsibility for 1) the appointment and discharge of employees within the guidelines established by the Human Resources Department of the City of Longview; 2) the care and maintenance of the Library facility; 3) the direction of the provision of all services and collections to the public; 4) the purchase of all books, digital resources, and supplies needed by the Library; and 5) the preparation and administration of the Library's annual budget, which is a part of the budget of the City of Longview.

The Library Director shall notify each Board member of Board meetings, shall inform the board regularly on Library finances, programs and services, and solicit their advice and their advocacy with the public. The Library Director is also responsible for maintaining a record of all proceedings of the Library Board and all correspondence and documents belonging to the Board, and for acting as a liaison between the Board and the management of the City of Longview and the Longview City Council.

3. Meetings

3.1 Regular Meetings: The regular meetings of the Library Board of Trustees shall be held on the second Monday of each month at 4:00 p.m. in the City Council Chambers at City Hall. These meetings are open to the public.

3.2 Annual Meeting: The annual meeting, which shall be for the purpose of electing officers and appointment of committees, shall be held at the time of the regular meeting in January of each year.

3.3 Special Meetings: Special meetings of the Board may be called at any time by the Chair, or by petition from a majority of the members. Notice of such special meeting shall be in compliance with the Washington State Public Meeting Act of 1971 (RCW 42.30).

3.4 Quorum: Three members of the Board shall constitute a quorum.

3.5 Attendance: Attendance is essential for effective function of the Board, and is mandatory for all members. Any Trustee who does not attend a minimum of two-thirds of the regular meetings during each calendar year, or who misses two consecutive meetings without requesting a leave of absence from the Chair, shall be considered to have resigned from the Board.

3.6 Order of Business: The order of business at all regular meetings shall be as follows:

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Approval of Claims
- Approval of Surplus Materials
- Constituent Comments
- Chair's Report and Board Member Reports
- Library Director's Report
- Other Business
- Executive Session (if necessary)
- Adjournment

4. Amendment of Bylaws

The Bylaws may be amended at any regular meeting of the Board at which a quorum is present, by a majority vote, provided notice of the proposed amendment has been given to the Board members at the last preceding regular meeting.

Approved by the Longview Public Library Board of Trustees: January 9th 2023

Bylaws of the Longview Public Library Board of Trustees

(Adopted: [Original Date]; Revised: [Proposed Date])

1. Organization

1.1 Purpose

The Longview Public Library Board of Trustees is an ~~advisory board to~~ **advisory body serving in an advisory capacity to** 1) the Longview Public Library Director on all matters pertaining to the management of the Longview Public Library; and 2) the Longview City Council on matters pertaining to the Library.

Note: The Library Board of Trustees is an advisory ~~board~~ **body** and not a governing board. ~~The many of powers listed in RCW 27.12.210 (specifically 2-8) belong to the City Manager in Longview's non-charter city. The powers listed in RCW 27.12.210 (specifically 2-8) are vested in the City Manager under Longview's council-manager form of government (RCW 35A). The powers given to our Council-Manager form of government enumerated in RCW 35A take precedence.~~

1.2 Membership

The Longview Public Library Board of Trustees shall consist of five (5) members, appointed by the Mayor of Longview and approved by the Longview City Council for staggered terms of five (5) years; members may be reappointed to serve for only two (2) consecutive terms. (RCW 27.12.190) Up to two members may reside in the Cowlitz County Partial-County Rural Library District.

Vacancies shall be filled for the unexpired term by mayoral appointment with City Council approval.

A member may be removed prior to the expiration of their term for:

- **Failure to meet attendance requirements under Section 3.5;**
- **Misconduct or violation of law;**
- **Failure to disclose or properly address a conflict of interest under Section 1.4.**

Removal requires a majority vote of the City Council after recommendation from the Board Chair.

Members serve without compensation but may be reimbursed for authorized expenses in accordance with City policy.

1.3 Conflict of Interest

Members shall disclose any personal or financial interest that may conflict with their Board duties and shall recuse themselves from related discussions or votes.

1.3-1.4 Officers

The officers of the Longview Public Library Board of Trustees shall consist of a Chair and a Vice-Chair and will be elected by a majority vote at the annual meeting. The Library Director, or designee, will serve as Secretary.

Officers serve one-year terms and may not serve more than three (3) consecutive years in the same office.

If both Chair and Vice-Chair are absent, the members present shall elect a presiding officer for that meeting.

1.4 1.5 Committees

Committees may be appointed by the Chair as needed.

Standing committees may include:

- Policy Review**
- Budget and Finance**
- Strategic Planning**

All committees operate in an advisory capacity only, make recommendations to the Board, and may not act independently.

2. Duties and Responsibilities

2.1 Trustees

The Board of Trustees ~~serve in an advisory capacity to the Library Director and to the City of Longview in matters pertaining to the Longview Public Library~~ **advise the Library Director and City of Longview on library policy, budget priorities, and programs. They establish and review Library policies to promote outstanding service to the public; review the Library's annual budget and monthly expenditures; review Library programs and activities; and monitor building repairs and improvements.** ~~They establish and review library policies, comment on budget~~

proposals, review library programs, and monitor facility improvement needs. They are committed to supporting the Library Bill of Rights and advocating for the public library in the community. ~~The Board of Trustees may make funding requests for projects which improve Library service, facilities and collections through the City's annual budget process; through the City's capital improvement project process; through the Longview Library Foundation; and/or through the Friends of the Longview Public Library. (Both the Library Foundation and the Friends of the Longview Public Library will consider funding requests from the Board of Trustees, but each organization operates independently of each other and of the Board of Trustees in making funding decisions.)~~ **The Board may request project funding through the City's budget processes, the Longview Library Foundation, or the Friends of the Longview Public Library, recognizing that each organization operates independently.**

2.2 Officers

It shall be the duty of the Chair to preside at all meetings, call all special meetings, appoint all committees, designate a representative to the Trustees on the Board of the Longview Library Foundation, and perform such other duties as the office may require. In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.

The Secretary shall keep minutes and records of all Board proceedings, maintain official correspondence, and ensure compliance with Washington's Public Records Act.

2.3 Library Director

3. Meetings

3.1 Regular Meetings

The regular meetings of the Library Board of Trustees shall be held on the second Monday of each month at 4:00 p.m. in the City Council Chambers at City Hall. ~~These meetings are open to the public.~~ Meetings are open to the public in compliance with RCW 42.30. Alternate meeting locations may be used with proper public notice.

3.2 Annual Meeting

The annual meeting, ~~which shall be for the purpose of electing officers and appointment of committees, shall be held at the time of the regular meeting in January of each year.~~ for officer elections and committee appointments, shall occur during the regular January meeting.

3.3 Special Meetings

Special meetings of the Board may be called ~~at any time~~ by the Chair, or by petition from a majority of the members. Notice of such special meeting shall be in compliance with the Washington State Public Meeting Act of 1971 (RCW 42.30). Notice shall be in writing and provided to members and the public as required by RCW 42.30.

3.4 Quorum

Three members of the Board shall constitute a quorum.

3.5 Attendance

Attendance is essential ~~for effective function of the Board~~ to the Board's effective operation and is mandatory for all members. Any Trustee who does not attend a minimum of two-thirds of

the regular meetings during each calendar year, or who misses two consecutive meetings without requesting a leave of absence from the Chair, shall be considered to have resigned from the Board. **Such absences may also serve as grounds for removal under Section 1.2.**

3.6 Public Participation

Public comment shall be permitted during meetings under rules adopted by the Board, including reasonable time limits, subject matter relevance, and standards of decorum.

3.7 Remote Attendance

Members may attend meetings virtually when allowed under RCW 42.30.

3.8 Order of Business

Call to Order
Roll Call
Approval of Agenda
Approval of Minutes
Approval of Claims
Approval of Surplus Materials
[Constituent](#) Public Comments
Chair's Report and Board Member Reports
Library Director's Report
Committee Reports (If Necessary)
Other Business
Executive Session (if necessary)
Adjournment

4. Records & Transparency

Approved minutes are public records and shall be posted in accordance with City policy. All Board records shall be maintained in compliance with the Washington State Archives retention schedule.

5. Amendment of Bylaws

The Bylaws may be amended at any regular meeting of the Board ~~at which a quorum is present, by a majority vote, provided notice of the proposed amendment has been given to the Board members at the last preceding regular meeting.~~ **by a two-thirds (2/3) vote of members present, provided written notice of the proposed amendment has been given to all members at least fourteen (14) days in advance.**