

**To:** Board of Trustees of Longview Library  
**From:** Jacob Cole, Library Director  
**Subject:** November 17, 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:** November 17, 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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**BOARD of TRUSTEES AGENDA**  
**November 17, 2025**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call – Introduction of Members & Guests**
4. **Approval of Agenda**
5. **Approval of September 8, 2025 Minutes – Action Item**  
*Action: Approve/Amend minutes*
6. **Approval of Claims – Action Item**  
*Action: Approve/Disapprove*
7. **Surplus Materials – Action Item**  
*Action: Approve/Disapprove*
8. **Constituent Comments**  
*Limited to 3 minutes each*
9. **Chair and Board Reports**
10. **Director’s Report –**  
*Director’s Report*  
*Board Questions*
11. **Other Business –**  
*Suggested By Law Revision*  
*Alcohol Policy*  
*Art Acquisition Policy*
12. **Next Meeting, December 8, 2025 at 4:00 p.m.**
13. **Executive Session (IF necessary)**
14. **Adjournment**



## City of Longview



### Minutes

## Longview Public Library Board of Trustees

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Monday, September 8, 2025

4:00pm

MJO Room, Longview Public Library

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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, 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 AUGUST 11, 2025 MINUTES – Action Item**

***Action:** Jerame Moore motioned to approve the minutes as presented; Linda King 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 as presented; David Knoyle seconded. The Claims Report was approved unanimously.*

7. **SURPLUS MATERIALS – Action Item**

*Discussion was held about the Surplus Materials Report.*

***Action:** Linda King motioned to approve the Surplus Materials Report; Paula Stepankowsky seconded. The Surplus Materials Report was 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 –**

*Insert Action Here*

**Board Questions –**

*Insert Action Here*

**11. OTHER BUSINESS**

*Library Board Bylaw Review*

**Action:** *Dave Knoyle motioned to table the Bylaw Review until the November 10, 2025 Board Meeting; Jerame Moore seconded. The Bylaw Review was tabled.*

*Expanding Educator Cards to Lower Columbia College Staff and Students*

**Action:** *Paula Stepankowsky motioned to expand the Circulation Policy to include the language of Educator Cards giving access to the faculty and staff of Lower Columbia Community College; Linda King Seconded. The Expansion of the Circulation Policy was approved unanimously.*

**12. NEXT REGULAR MEETING**

**Monday, November 10, 2025 – 4:00 P.M.**

*In the Council Chambers of City Hall*

**13. EXECUTIVE SESSION**

*No Executive Session*

**14. ADJOURNMENT**

*The meeting was adjourned by Chair Tina Smith at 5:07pm.*



## City of Longview

### Summary of Claims



### Longview Public Library

Summary of Claims include the first and second claim cycles of September, the first and second claims cycle of October, and the claims of Bank One card purchases for August and September, consisting of fifteen 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:** \$38,770.52

**Dates Paid:** 09/03/2025, 09/10/2025, 09/24/2025, 10/09/2025, 10/20/2025, 10/23/2025

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	77.76	58393	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	50.84	58393	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STORWALK BOOKS (FRIENDS)	32.87	58393	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STORWALK BOOKS (FRIENDS)	31.14	58393	JC 7837	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	RETURN & REIMBURSEMENT (FRIENDS)	-31.02	58393	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS REFRESHMENTS (FRIE	16.47	58393	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	38.94	58393	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	14.02	58393	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	88.72	58393	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	RETURN & REIMBURSEMENT (FRIENDS)	-10.00	58393	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (FRIENDS)	78.34	58393	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS REFRESHMENTS (FRIENDS)	40.59	58393	BS 9546	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SUMMER READING SUPPLIES (FOUNDAT	122.69	58393	BS 9546	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SUMMER READING SUPPLIES (FOUNDAT	18.19	58393	BS 9546	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SUMMER READING SUPPLIES (FOUNDAT	19.45	58393	BS 9546	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS SUPPLIES (FRIENDS)	37.64	58393	BS 9546	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	ART DEMO FAIR - SUMMER READ - FOUN	35.98	58393	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	ART DEMO FAIR - SUMMER READ - FOUN	48.28	58393	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	60.00	58393	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING REFRESHMENTS (FC	61.28	58393	JC 7837	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING REFRESHMENTS (FC	76.75	58393	JC 7837	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	11.66	58393	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING SUPPLIES (FOUNDAT	10.58	58393	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CIRCULATION EQUIPMENT - SD CARD RE	20.01	58393	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	31.49	58393	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	7.79	58393	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	25.87	58393	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.41.092	SUMMER READING PICNIC (FOUNDATIOI	57.50	58393	BS 9546	2	700010 US BANK ONE CARD
E 001.24.572.20.41.099	REFUND FOR FRAUDULENT CLAIM	-74.95	58393	DS 4725	1	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY HOTSPOTS	65.07	58393	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONE LINES	50.26	58393	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	50.26	58393	JN 6341	9	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.42.001	LIBRARY CELL PHONES	171.16	58393	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	125.00	58393	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	22.42	58393	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	11.47	58393	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	1,893.97	58393	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.49.005	WHEN TO WORK ANNUAL SUBSCRIPTIOI	564.80	58393	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.49.005	ADOBE ANNUAL SUBSCRIPTION	389.39	58393	JJ 7807	1	700010 US BANK ONE CARD
E 001.24.572.20.49.005	ADOBE CREDIT (PRORATED PLAN)	-7.47	58393	JJ 7807	2	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING - MONTHLY	159.83	58393	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.49.005	ADOBE ANNUAL SUBSCRIPTION	389.39	58393	BS 9546	6	700010 US BANK ONE CARD
E 001.24.572.20.49.005	ADOBE ANNUAL SUBSCRIPTION	21.63	58393	BS 9546	7	700010 US BANK ONE CARD
E 001.24.572.20.49.005	ADOBE CREDIT (PRORATED PLAN)	-3.74	58393	BS 9546	9	700010 US BANK ONE CARD
Libraries		<b>Total :</b>	4,902.32			
E 001.24.594.72.64.011	BOOKS - CITY	81.43	58393	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	107.35	58393	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	13.33	58393	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	16.22	58393	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	15.18	58393	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	51.45	58393	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	17.82	58393	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - READER'S DIGEST - LP	54.06	58393	JN 6341	12	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.45	58393	MR 3947	8	700010 US BANK ONE CARD
Capital Expenditures/Expenses		<b>Total :</b>	367.29			
LIBRARY		<b>Total :</b>	5,269.61			

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	VISTAFOIL & BOOK TAPE	180.80	58450	7689393	1	213405 DEMCO INC
E 001.24.572.20.31.092	MOBILE LIBRARY BOOKEND (SR FOUND)	371.72	58450	7657305	1	213405 DEMCO INC
E 001.24.572.20.31.092	CREDIT # 7608231	-313.24	58450	7657305	2	213405 DEMCO INC
E 001.24.572.20.31.099	ALL-IN-ONE CHILDREN'S COMPUTER	4,291.21	58408	LPLWA25001-1	1	006309 AWE LEARNING
E 001.24.572.20.31.099	BOOK JACKETS	328.06	58547	753469	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	395.00	58488	46780 - PPU	1	005646 KANOPY INC
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 08-09	49.18	58421	333890994	1	224034 CENTURY LINK
E 001.24.572.20.49.004	NEW YORK TIMES ONLINE ANNUAL SUB	3,016.00	58504	I09156450	1	003612 NEW YORK TIMES
Libraries		<b>Total :</b>	8,318.73			
E 001.24.589.90.00.095	TAXES	-4.92	58465	2YR / 1YR	2	002755 FINE GARDENING MAGAZINE
E 001.24.589.90.00.095	TAXES	-1.40	58466	1YR / 2YR	2	006310 FUTURE PUBLISHING LTD
E 001.24.589.90.00.095	PERIODICALS - 1 YR SUB / KEEP 2 YR	42.20	58503	1YR / 2YR	1	002414 NATIONAL GEOGRAPHIC LITTLE
E 001.24.589.90.00.095	TAXES	-3.20	58503	1YR / 2YR	2	002414 NATIONAL GEOGRAPHIC LITTLE
E 001.24.589.90.00.095	TAXES	-2.26	58521	1YR / 2YR	2	006312 PRACTICAL HOMESCHOOLING
Other Nonexpenditures		<b>Total :</b>	30.42			
E 001.24.594.72.64.011	BOOKS - CITY	19.21	58410	2039224772	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	20.51	58410	2039224790	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.00	58410	2039224794	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.82	58410	2039224796	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	69.21	58410	2039224798	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	29.64	58410	2039224800	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58410	2039237167	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58410	2039237171	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58410	2039237173	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.63	58410	2039237177	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58410	2039237179	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58410	2039237183	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	64.87	58465	2YR / 1YR	1	002755 FINE GARDENING MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 2 YR	18.39	58466	1YR / 2YR	1	006310 FUTURE PUBLISHING LTD
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 2 YR	51.94	58479	1YR / 2YR	1	006311 HIGHLIGHTS HELLO

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor	
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 2 YR	29.76	58521	1YR / 2YR	1	006312 PRACTICAL HOMESCHOOLING	
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	237.27	58522	1YR / 1YR	1	002598 PUBLISHERS WEEKLY MAGAZINE	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.57	58410	2039231718	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.94	58410	2039232904	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	211.59	58410	2039224766	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	88.37	58410	2039224768	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.74	58410	2039224770	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	17.79	58410	2039224774	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	23.12	58410	2039224776	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	16.94	58410	2039224778	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	47.55	58410	2039224780	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	57.84	58410	2039224782	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	58.21	58410	2039224784	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	34.76	58410	2039224786	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	15.36	58410	2039224788	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	21.15	58410	2039224792	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	55.06	58410	2039224802	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.46	58410	2039225701	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.18	58410	2039225703	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - FOUNDATION	198.67	58410	2039225705	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	20.74	58410	2039225707	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	5.33	58410	2039225709	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	20.71	58410	2039225711	1	224529 BAKER & TAYLOR BOOKS	
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	16.94	58410	2039225713	1	224529 BAKER & TAYLOR BOOKS	
Capital Expenditures/Expenses		<b>Total :</b>	1,607.92				
LIBRARY		<b>Total :</b>	9,957.07				

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	116.52	58966	439013383001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.091	AS BOOK CLUBS (HELLO LIFE)	135.25	58937	90561113	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.099	FACIAL TISSUE	85.52	58966	439489521001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.099	BOOK JACKETS	318.70	59004	758113	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.42.005	ALARM MONITORING	331.93	58920	159699092	1	006121 EVERON LLC
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 09-10	49.18	58886	333890994	1	224034 CENTURY LINK
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	444.01	58969	01452CO2525263	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS	8.99	58969	01452DA2525906	1	003617 OVER DRIVE INC
E 001.24.572.20.49.026	FALL AUTUMN PROGRAM BROCHURES	522.61	58982	1252-25	1	001536 REPROGRAPHICS INC
Libraries		<b>Total :</b>	2,012.71			
E 001.24.589.90.00.095	TAXES	-25.37	58876	2208464	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-23.36	58876	2211323	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-1.64	58980	1YR / 1YR	2	002726 READER'S DIGEST LARGE PRINT
Other Nonexpenditures		<b>Total :</b>	-50.37			
E 001.24.594.72.64.011	BOOKS - CITY	130.74	58873	2039249298	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	46.58	58873	2039261750	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.70	58873	2039261748	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	28.59	58873	2039261746	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.01	58873	2039261744	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	22.43	58873	2039261742	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	13.75	58873	2039261740	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.18	58873	2039261738	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	42.32	58873	2039261736	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.78	58873	2039273478	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.01	58873	2039273480	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	5.33	58873	2039281825	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	82.99	58873	2039281827	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.02	58873	2039281829	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039261731	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039261733	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	2.33	58873	2039261745	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039261749	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039261751	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039273475	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039273477	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039273481	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039281820	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039281826	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	6.98	58873	2039281828	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58873	2039281830	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	334.73	58876	2208464	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	308.25	58876	2211323	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	21.64	58980	1YR / 1YR	1	002726 READER'S DIGEST LARGE PRINT
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	59.40	58961	507598196	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	239.33	58961	507635364	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	65.93	58961	507724354	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	15.63	58961	507758623	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	124.11	58961	507598199	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	110.33	58961	507724356	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	36.49	58961	507724353	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	34.89	58961	507724358	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	214.43	58873	2039248765	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	58.96	58873	2039261734	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	34.49	58873	2039261732	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	81.84	58873	2039261730	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.59	58873	2039274811	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	11.36	58873	2039273476	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	42.51	58873	2039273470	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.22	58873	2039273472	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.02	58873	2039273474	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	17.82	58873	2039281823	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.70	58873	2039281819	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	26.46	58873	2039281831	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	44.35	58926	999100848926	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	31.15	58926	999101375944	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	32.88	58926	999101408309	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	30.98	58937	90629950	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - SUMMER READING - FOUNDATI	141.37	58937	90778098	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - SUMMER READING - FOUNDATI	26.61	58937	90765633	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	53.55	58961	507724357	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	56.78	58961	507758622	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses		<b>Total :</b>	2,807.84			
LIBRARY		<b>Total :</b>	4,770.18			

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	COPY PAPER	447.52	58773	437270161001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.004	Copier/Printers CNW - lib - aug2025	401.20	58662	INV3059589	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.35.012	DAILY NEWS ANNUAL SUBSCRIPTION	785.54	58680	162-00020231	1	000458 DAILY NEWS
E 001.24.572.20.49.004	EAUDIOBOOKS - CITY	65.00	58779	01452CO2525140	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	682.81	58779	01452CO2525241	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	594.00	58779	01452CO2527589	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	316.90	58779	01452CO2525622	1	003617 OVER DRIVE INC
Libraries		<b>Total :</b>	3,292.97			
E 001.24.589.90.00.095	TAXES	-18.65	58630	2210356	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.93	58661	1YR / 1YR	2	003099 COOKING LIGHT MAGAZINE
E 001.24.589.90.00.095	TAXES	-4.10	58667	2YR / 1YR	2	005703 COWBOYS AND INDIANS MAGAZINE
E 001.24.589.90.00.095	TAXES	-59.54	58680	162-00020231	2	000458 DAILY NEWS
E 001.24.589.90.00.095	TAXES	-4.51	58721	2 YR / 1 YR	2	005393 IN THESE TIMES PERIODICAL
E 001.24.589.90.00.095	TAXES	-3.28	58766	1 YR / 1 YR	2	005232 MOTHER EARTH NEWS MAGAZINE
E 001.24.589.90.00.095	TAXES	-2.87	58783	1 YR / 1 YR	2	004286 PACIFIC CREST TRAIL
E 001.24.589.90.00.095	TAXES	-6.48	58826	1YR / 1YR	2	005507 THE HORN BOOK
E 001.24.589.90.00.095	TAXES	-1.40	58827	1YR / 1YR	2	002147 THE SATURDAY EVENING POST
Other Nonexpenditures		<b>Total :</b>	-103.76			
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039245773	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039245781	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039245787	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	11.63	58623	2039245793	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039245795	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039245801	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	58623	2039248766	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039248772	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039248774	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039249274	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	58623	2039249276	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.31	58623	2039249282	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	Credit/Debit memo	-15.53	58623	0003305399	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.00	58623	2039227553	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	6.00	58623	2039237166	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	4.67	58623	2039237170	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	5.33	58623	2039237172	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.58	58623	2039237174	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	36.05	58623	2039237176	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.90	58623	2039237178	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	17.94	58623	2039237180	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	23.29	58623	2039245774	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.18	58623	2039245778	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	14.69	58623	2039245780	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.01	58623	2039245782	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	12.18	58623	2039245784	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	5.33	58623	2039245786	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.94	58623	2039245788	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	41.02	58623	2039245790	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	35.38	58623	2039245792	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.01	58623	2039245794	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	18.55	58623	2039245796	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	19.21	58623	2039245798	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	19.05	58623	2039245800	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.94	58623	2039248767	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	16.94	58623	2039248769	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	10.01	58623	2039248773	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 6 YR	37.88	58660	1YR / 6YR	1	225854 CONSUMER REPORTS MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	38.58	58661	1YR / 1YR	1	003099 COOKING LIGHT MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	54.07	58667	2YR / 1YR	1	005703 COWBOYS AND INDIANS MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	59.46	58721	2 YR / 1 YR	1	005393 IN THESE TIMES PERIODICAL
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	43.23	58766	1 YR / 1 YR	1	005232 MOTHER EARTH NEWS MAGAZINE
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 5 YR	37.87	58783	1 YR / 1 YR	1	004286 PACIFIC CREST TRAIL
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	85.48	58826	1YR / 1YR	1	005507 THE HORN BOOK
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	18.40	58827	1YR / 1YR	1	002147 THE SATURDAY EVENING POST

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	44.00	58762	507691172	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - DVDS	86.98	58762	507660396	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	29.19	58762	507691171	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	137.09	58762	507691174	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	20.28	58762	507691175	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	21.09	58762	507598198	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	29.20	58762	507598200	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	143.57	58762	507635363	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	28.40	58762	507635367	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	127.35	58762	507660399	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	27.58	58762	507663120	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	6.00	58623	2039227549	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	489.63	58623	2039227551	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	76.40	58623	2039237162	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	35.12	58623	2039237164	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	32.64	58623	2039237182	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	84.70	58623	2039237184	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	60.89	58623	2039245768	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.51	58623	2039245770	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	108.77	58623	2039245772	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	838.23	58623	2039245776	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	29.11	58623	2039245802	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	78.54	58623	2039248761	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.50	58623	2039248763	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.67	58623	2039249273	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.67	58623	2039249275	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	14.08	58623	2039249277	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.81	58623	2039249279	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	13.33	58623	2039249281	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.43	58623	2039265615	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	246.07	58630	2210356	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	24.23	58699	999100883347	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	32.02	58699	999100911616	1	003330 GALE GROUP INC

Departmental Expenditure Report  
City of Longview

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	31.16	58699	999101107712	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LARGE PRINT - FOUNDATION	275.19	58699	999101285551	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	473.10	58722	9036143	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	96.71	58722	90323935	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	47.85	58762	507635366	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	339.88	58762	507660398	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	TASTE OF HOME COOKBOOK - FOUNDAT	43.26	58825	01029	1	226406 TASTE OF HOME BOOKS
Capital Expenditures/Expenses		<b>Total :</b>	5,068.43			
LIBRARY		<b>Total :</b>	8,257.64			

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	35.24	59063	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	12.97	59063	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	20.01	59063	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	35.25	59063	JN 6341	18	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUB REFRESHMENTS (FRIEN	22.90	59063	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ROSE GARDEN REPLACEMENTS (FRIENI	27.06	59063	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH (AS FRIENDS)	42.90	59063	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH (AS FRIENDS)	78.44	59063	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	REFRESHMENTS (YS FRIENDS)	57.39	59063	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FIND THE FIGURE PRIZES (YS FRIENDS)	77.50	59063	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	59063	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	59063	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	59063	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BOOK CLUB REFRESHMENTS (AS FRIEN	21.44	59063	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BOOK CLUB SUPPLIES (AS FRIENDS)	60.43	59063	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BOOK CLUB REFRESHMENTS (AS FRIEN	6.49	59063	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	10.97	59063	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS - BOOK CLUBS (AS FRIENI	753.07	59063	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	67.96	59063	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	26.60	59063	JD 2213	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH (PROMOTIONAL	63.38	59063	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH (PROMOTIONAL	55.22	59063	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH (PROMOTIONAL	33.03	59063	HP 0074	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	CENTENNIAL PROMOTIONS (FRIENDS SF	450.00	59063	HP 0074	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PROMOTIONAL DISPLAYS (FRIENDS)	9.71	59063	HP 0074	16	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FIND THE FIGURE (YS FRIENDS)	23.78	59063	BS 9546	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY PICNIC (YS FRIENDS)	246.69	59063	BS 9546	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY PICNIC (YS FRIENDS)	63.73	59063	BS 9546	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENI	48.68	59063	BS 9546	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STORYWALK BOOKS (FRIENDS)	198.97	59063	BS 9546	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BOOK CLUB BOOKS (YS FRIENDS)	544.82	59063	BS 9546	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	KARAOKE MACHINE (FOUNDATION SR)	340.81	59063	AB 9693	1	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.092	LOT YARD GAME (FOUNDATION)	64.91	59063	AB 9693	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	CULTURE CARD TICKETS (FOUNDATION)	864.00	59063	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VOLUNTEER RECOGNITION (FOUNDATIC	775.82	59063	BS 9546	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE EQUIPMENT - STEP LADDER	54.09	59063	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	FIRST AIDE KIT SUPPLIES	29.93	59063	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	YS SUPPLIES - TOTE	33.38	59063	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE EQUIPMENT - CHAIR SUPPORT	28.12	59063	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SUPPLIES - MIC CLIP	8.00	59063	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE EQUIPMENT - SIGNAGE	32.45	59063	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH SUPPLIES	65.37	59063	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH SUPPLIES	14.06	59063	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH SUPPLIES	38.84	59063	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH SUPPLIES	31.03	59063	HP 0074	10	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH SUPPLIES	6.48	59063	HP 0074	12	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH DISPLAYS	5.00	59063	HP 0074	14	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY CARD MONTH DISPLAYS	5.00	59063	HP 0074	15	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	8.75	59063	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOST (FOUNDATION)	25.87	59063	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY HOTSPOTS	65.05	59063	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONES	49.18	59063	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	49.18	59063	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY CELLPHONES	171.16	59063	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.43.003	LMCC PRECONFERENCE REG (FOUNDA`	159.00	59063	HP 0074	7	700010 US BANK ONE CARD
E 001.24.572.20.43.003	LMCC CONFERENCE REG (FOUNDATION	550.00	59063	HP 0074	8	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	133.00	59063	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	54.57	59063	HP 0074	13	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	1,929.16	59063	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.48.099	GASOLINE - MOBILE LIBRARY	56.59	59063	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	157.28	59063	JN 6341	8	700010 US BANK ONE CARD
Libraries	<b>Total :</b>	8,930.71				
E 001.24.594.72.64.011	BOOKS - CITY	18.10	59063	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	170.67	59063	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	13.30	59063	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SPANISH PERIODICALS - COCINA 1YR / 1	88.73	59063	DS 4725	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SPANISH PERIODICALS - VANITY FAIR 1Y	207.11	59063	DS 4725	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SPANISH PERIODICALS - NEO2 1YR / 1YI	147.91	59063	DS 4725	3	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	52.47	59063	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	23.78	59063	MR 3947	9	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	10.91	59063	MR 3947	11	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS - RETURN	-23.78	59063	MR 3947	12	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	55.56	59063	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	35.94	59063	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	35.20	59063	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.96	59063	MR 3947	8	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.48	59063	MR 3947	10	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	36.76	59063	MR 3947	13	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	27.65	59063	MR 3947	14	700010 US BANK ONE CARD
Capital Expenditures/Expenses		<b>Total :</b>				921.75
LIBRARY		<b>Total :</b>				9,852.46

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 - sep2025	394.29	59112	INV3072749	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.41.097	Background Investigation - Library	269.27	59259	10357102	3	004139 STERLING INFOSYSTEMS INC
Libraries	<b>Total :</b>	663.56				
LIBRARY	<b>Total :</b>	663.56				



City of Longview



## Surplus Materials Report

Longview Public Library

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September 2025

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### **Physical Materials:**

- Physical materials added to the catalog: 797
- Physical materials withdrawn from catalog: 652

Net physical materials: 145

### **Digital Materials:**

- Digital materials added to the catalog: 1568
- Digital materials withdrawn from the catalog: 1900

Net Digital Materials: -332



City of Longview



## Surplus Materials Report

Longview Public Library

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October 2025

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### **Physical Materials:**

- Physical materials added to the catalog: 584
- Physical materials withdrawn from catalog: 240

Net physical materials: 344

### **Digital Materials:**

- Digital materials added to the catalog: 5577
- Digital materials withdrawn from the catalog: 1993

Net Digital Materials: 3584



Longview Public Library

November 2025

## Educating Minds

### Accomplishments

- Our introduction to sewing class on Saturday, October 11, was fully attended with 12 learners. Attendees were enthusiastic and inquired about future classes.
- We had our make-up sewing class on September 13<sup>th</sup> that taught people how to deconstruct clothing and turn it into something else. The teacher had a grab bag of different items and people choose some and had support coming up with an idea of how to make something new from something used. We had 8 people attend.

## Enrich Lives

### Accomplishments

- Our Books & Banter book club resumed in September. We acknowledged Banned Book month by reading *The Color Purple* by Alice Walker. Our discussion was vibrant with people being touched emotionally by the book. In October we read the *Chronology of Water* by Lidia Yuknavitch. This was also the speaker for Northwest Voices. Our book club loved this book, and we had such a great conversation about it. Many of our members also went to hear her speak at the library. They thought she was a great speaker, with a captivating voice and a tremendous writer. Her symbolism was very meaningful and her memoir very touching and made people change their opinions about addiction.
- We held our Culture Card raffle in September and gave our 2 tickets to 12 winners to see a Columbia Theatre performance.
- Read Romance. Fight the Patriarchy. met in October to discuss *Rose in Chains* by Julie Soto. Members had so much to say about this first in the series book and we had a great time talking about the twists and turns of the novel.

### Next Steps/Coming Soon

- Because of Thanksgiving, Book & Banter will meet on December 3<sup>rd</sup> and discuss *Jane Austen at Home* by Lucy Worsley.
- Our next Culture Card raffle will be held in January.
- We will meet on December 16<sup>th</sup> where we will discuss, *Emma of 83<sup>rd</sup> Street* by Bellezza and Harding, a Jane Austen inspired book.

## Encourage Life-long Learning

### Accomplishments

- We held our Menopause Book Club on October 25<sup>th</sup> where we discussed the book, *How to Menopause* by Tamsen Fadal as well as viewed the documentary, *The M Factor*, about the history of menopause care in this country. I had one woman come who had taken a sheet that I had given out at a previous meeting with all of the different menopause symptoms to her doctor. She had checked off all of the symptoms she was experiencing. Her doctor tested her and together they came up with a treatment plan including taking progesterone, and estrogen. She said it helped her tremendously. While she's not back to feeling how she did before, she is feeling much better. Another person emailed me, "So glad you hosted the menopause group! I learned so much! And just knowing that women are done aging silently is so empowering."
- Cowlitz Metaphysics, our partner in meditation learning, volunteered to hold a class once a month from October – December.

### Next Steps/Coming Soon

- We will take a break from Menopause programming until a new group of women need support.
- They will come back for 8 weeks in January and teach a weekly meditation class.

## Internal Goals and Strategies

### Recent Accomplishments

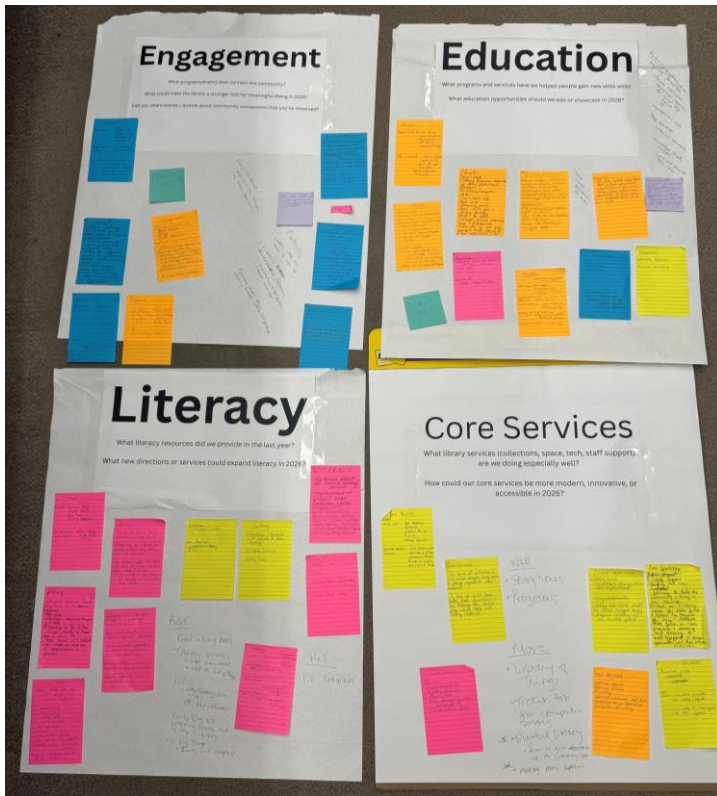
- We had a very successful Staff Training Day in which we discussed updates to the strategic plan, circulation policies / procedures, reader's advisory, reference interview, catalog searching techniques, AI ethics, and mock Newberry (reviewing youth services literature).
- We have been awarded a \$500 grant from Red Canoe and a \$5000 grant from Weyerhaeuser towards the renovation of the youth services desk.
- The renovation of the magazine storage room, which will become the Rotary meeting room will begin in November.

### Next Steps/Coming Soon

- We are continuing to catalog all of the art inside and outside of the building. To see where we are at, view the google doc:  
<https://docs.google.com/document/d/1hXn1F3frBHwrtKCPm4cazXnnCbHD5GZ-tMxw31uZwjA/edit?usp=sharing>
- We are continuing to work on programs and activities to support our "100th Anniversary

## Photos

### Staff Training Brainstorming session



### Staff spread cheer on Halloween day!



# Bylaws of the Longview Public Library Board of Trustees

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

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## 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.~~

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### 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.**

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### **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.**

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### **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.**

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### **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.**

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## **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.**

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## **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.**

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## **2.3 Library Director**

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## 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.**

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### 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.**

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### 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.**

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### 3.4 Quorum

Three members of the Board shall constitute a quorum.

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### 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.**

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### **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.**

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### **3.7 Remote Attendance**

**Members may attend meetings virtually when allowed under RCW 42.30.**

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### **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

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## **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.**

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## 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.**



## **Alcohol Policy**

### **Policy Summary**

The Longview Public Library (LPL) allows alcohol consumption in library facilities only under specific conditions designed to ensure public safety, compliance with applicable laws, and protection of library property. This policy outlines the requirements for alcohol service or consumption during events held at LPL.

Please contact the Library Director with any questions about this policy.

### **Introduction**

LPL recognizes that certain library programs, rentals, or special events may include the service or consumption of alcoholic beverages. To maintain a safe and lawful environment, all events involving alcohol must meet the requirements outlined in this policy. The Library complies with all applicable local, state, and federal laws regarding alcohol possession, service, and consumption.

### **Requirements for Alcohol Service**

Alcohol consumption in the Longview Public Library is permitted only when all of the following criteria are met:

1. Certificate of Insurance
  - Provide an acceptable Certificate of Insurance evidencing Commercial General Liability insurance with limits not less than \$1,000,000.00 (one million dollars) combined single limit per occurrence.
  - The User shall procure and maintain for the duration of the Agreement Liquor Liability insurance in the amount of not less than \$1,000,000 per occurrence if the User is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages. The LPL is to be named as an additional insured on the Liquor Liability insurance. If the User is hiring another party to sell and/or serve the alcohol such as a caterer, bartender, winery or brewery, the User should require this party to have Liquor Liability insurance with limits of not less than \$1,000,000 per occurrence, listing the LPL as an additional insured. If the

User is not in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, but will be providing alcohol at the event, then the User's Commercial General Liability, Business or Homeowner Liability policy provides host liquor liability coverage which provides liability coverage when alcohol is not being provided or served by a professional.

- The City of Longview must be named as an additional insured.
  - An endorsement naming the City of Longview as additional insured must be attached to the Certificate of Insurance.
  - The City reserves the right to request a certified copy of the insurance policy.
2. Alcohol Service Personnel
    - Presence of a licensed bartender or a MAST-trained server is required.
  3. Legal Compliance
    - All applicable local and state laws must be followed.
  4. Approval
    - All events with alcohol must be approved in advance by the Library Director.

### **Permits and Additional Insurance**

- A State of Washington Banquet Permit and Renter's Insurance are required for all events serving alcohol.
- Washington Banquet Permits may be obtained at: [www.liq.wa.gov](http://www.liq.wa.gov).
- The State Permit must be posted prior to bringing alcohol into the building.

### **Liability**

- LPL may require proof of individual liability or special event coverage for some events.
- LPL does not assume liability for injuries to persons or damage to personal property that occur as a result of the actions of the sponsors or participants in events held in library facilities.

### **Enforcement and Redress**

The Library Director is responsible for interpreting and enforcing this policy. Violations may result in cancellation of the event, loss of future rental privileges, or other actions as deemed necessary. Questions or concerns regarding the policy may be submitted in writing to the Library Director.

### **Approval**

Submitted: Jacob Cole, Director – [DATE]

Approved: Trustee Board – [DATE]



## **Art Acquisition Policy**

### **PURPOSE**

The Longview Public Library values the cultural, educational, and aesthetic contributions of visual art. Artwork enhances the Library environment and fosters community engagement. The Library encourages the acquisition, display, and loan of artwork that reflects local and regional creativity, and supports its mission of lifelong learning, inclusion, and public enrichment.

### **ART ACQUISITION**

#### **Methods of Acquisition**

Art may be acquired through gift or donation, loan for exhibition, purchase under exceptional circumstances, commission or bequest. All acquisitions must align with the Library's mission and collection development goals.

#### **Conditions of Acceptance**

Donated artwork becomes the sole property of the Library. The Library reserves the right to store, display, relocate, or deaccession any work as needed. Copyright remains with the artist, though the Library may reproduce works for promotional or educational purposes. There is no guarantee of permanent display. Works may be loaned to other civic institutions or organizations at the Library's discretion.

### **ART COMMITTEE**

#### **Composition**

The Library Director appoints an Art Committee of three to five members, which may include individuals with visual arts expertise, representatives from the Board of Trustees, Friends of the Library, Library Foundation, Library staff, and community partners.

#### **Responsibilities**

The Art Committee evaluates all proposed gifts or acquisitions and makes recommendations to the Library Director. It advises on placement of artwork within the Library and reports semi-annually on recent acquisitions, special exhibits, and upcoming plans.

## **SELECTION CRITERIA**

### **Artistic and Cultural Value**

Works are evaluated on their artistic merit, originality, and relevance to the local and regional community. Preference may be given to artists with ties to Longview or the surrounding area. The Library is committed to building a diverse and inclusive collection.

### **Physical and Space Considerations**

Artwork must be suitable in size, materials, and safety for public spaces. Durability and the Library's ability to properly store and maintain the piece are considered.

### **Financial and Legal Considerations**

Any associated costs—such as purchase price, installation, or maintenance—will be considered. Donated works must be free of encumbrances, and all artworks must comply with applicable laws, including copyright and public display standards.

## **GIFTS OF ART**

All donations require a signed Gift Acceptance Form acknowledging transfer of ownership and donor responsibilities. Donors are responsible for any appraisals they wish to obtain. Donated artwork will not be considered for deaccession for at least three years following acceptance.

## **TEMPORARY LOANS AND EXHIBITS**

The Library may loan artworks from its collection to other departments, public institutions, or community organizations when appropriate. All exhibitions must support the Library's mission and comply with applicable laws. Art may not be displayed for commercial or political purposes. The Library retains the right to determine the appropriateness of all exhibited content.

Patrons may raise concerns about exhibited materials through the Library's reconsideration process, in accordance with the Collection Development Policy.

## **DEACCESSION AND REMONAL OF ARTWORKS**

### **Reasons for Deaccession**

The removal of artworks from the collection is at the Library's discretion and may occur if an item no longer reflects its goals, is damaged beyond repair, duplicates other works, or cannot be stored or cared for appropriately..

### **Process**

Works of low value (under \$1000) may be deaccessioned at the Library Director's discretion after being in the collection for at least three years. Higher-value works require formal review

and documentation, with Board of Trustees approval required for any item valued at \$1,000 or more.

### **Disposal**

Deaccessioned items will follow appropriate public disposal or donation processes. No Library staff, volunteers, or Board members may receive preferential access to purchase or acquire deaccessioned works.

### **Documentation**

All acquisitions and deaccessions are documented, including photographs, descriptions, and any related agreements or appraisals. This documentation becomes part of the Library's permanent records.

### **LIABILITY AND INSURANCE**

The Library does not insure artwork for exhibition or loan and assumes no responsibility for theft, damage, or loss. All exhibiting artists or lenders must sign a Hold-Harmless Agreement prior to installation.

### **Approval**

Submitted: Jacob Cole, Director – [DATE]

Approved: Trustee Board – [DATE]