

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: December 8, 2025 at 4:00 p.m. in person meeting in the Council Chambers of City Hall 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: December 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

Passcode: 577920

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



City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, December 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 Minutes – Action Item**
September 8, 2025 Minutes
November 17, 2025 Minutes
Action: Approve/Amend
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 –**
Alcohol Policy
Art Acquisition Policy
Board Bylaw Review
12. **Next Meeting, January 12, 2026 at 4:00 p.m.**
13. **Executive Session (If necessary)**
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, September 8, 2025

4:00pm

MJO Room, Longview Public Library

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 –

Director Jacob Cole Provided a report.

Board Questions –

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

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 including 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



Minutes

Longview Public Library Board of Trustees

Monday, November 17, 2025

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:02pm. 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

3. **APPROVAL OF AGENDA**

Discussion was held about the agenda. The Board Bylaw Review was moved to the end of other business.

Jerame Moore motioned to approve the agenda as adjusted, Dave Knoyle seconded; the agenda changes were approved unanimously.

5. **APPROVAL OF SEPTEMBER 8, 2025 MINUTES – Action Item**

Discussion was held about the minutes.

Action: Jerame Moore motioned to table the minutes approval until the next meeting; Paula Stepankowsky seconded. The approval of the minutes was tabled until the next meeting.

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

Discussion was held about the Claims Report.

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

7. **SURPLUS MATERIALS – Action Item**

Action: Paula Stepankowsky motioned to approve both the September and October Surplus Materials Reports; Linda King seconded. Both Surplus Material Reports were approved unanimously.

8. CONSTITUENT COMMENTS

No Constituent Comments

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 –

Director Jacob Cole Provided a report.

Board Questions –

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

11. OTHER BUSINESS

Art Acquisition Policy

Discussion was held and amendments to the policy were suggested. No action was taken at this time.

Alcohol Policy

Discussion was held and amendments to the policy were suggested. No action was taken at this time

Board Bylaw Review

Discussion was held about the Bylaw Review.

Jerame Moore motioned to table to Board Bylaw Review until the next Board Meeting; Paula Stepankowsky seconded. The review was tabled until the next Board meeting.

12. NEXT REGULAR MEETING

December 8, 2025 at 4:00pm

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 5:18pm.



City of Longview



Summary of Claims

Longview Public Library

Summary of Claims include the first and second claims periods of November, and the claims of Bank One card expenditures for October, consisting of nine 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: \$26,179.60

Dates Paid: 11/04/2025, 11/13/2025, 11/25/2025

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	486.00	59709	477201 - PPU	1	005646 KANOPY INC
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 25 10-	50.45	59617	333890994	1	224034 CENTURY LINK
E 001.24.572.20.49.004	EBOOKS	27.50	59750	01452DA2531370	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	460.98	59750	01452CO2533039	1	003617 OVER DRIVE INC
E 001.24.572.20.49.005	OCLC WEB DEWEY	391.11	59746	1000470510	1	224593 OCLC INC
E 001.24.572.20.49.026	WINTER READING PROGRAM BROCHUR	344.08	59768	1689-25	1	001536 REPROGRAPHICS INC
Libraries		Total :				1,760.12
E 001.24.589.90.00.095	TAXES	-17.33	59601	2214789	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :				-17.33
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	59593	2039293143	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	59593	2039293141	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.33	59593	2039289904	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	228.68	59601	2214789	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - CITY	20.76	59672	999101697622	1	003330 GALE GROUP INC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	11.95	59732	507895754	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	27.58	59732	507895753	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	16.21	59732	507927999	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	54.68	59593	2039289903	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	21.16	59593	2039289905	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	7.34	59593	2039293140	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	6.67	59593	2039293142	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	32.02	59672	999101608776	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	831.59	59672	999101692864	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	35.48	59672	999101695057	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	27.70	59672	999101685909	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	65.76	59672	999101635380	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	35.48	59672	999101669266	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.58	59696	91403691	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	621.30	59696	91435702	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	43.69	59696	91662776	1	210936 INGRAM LIBRARY SERVICES

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - FOUNDATION	69.86	59696	91662777	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	22.81	59696	91662778	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	16.27	59696	91662779	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	598.31	59696	91662780	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	439.66	59732	507895751	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	27.58	59732	507928050	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	288.82	59732	507927996	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses		Total :	3,577.93			
LIBRARY		Total :	5,320.72			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	CIRC SUPPLIES - ADHESIVE RECEIPT PA	394.16	59316	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	23.24	59316	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES	21.22	59316	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	9.18	59316	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES - CARDSTOCK PAPER	64.56	59316	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	9.73	59316	JN 6341	33	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	16.22	59316	JN 6341	35	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	36.51	59316	JN 6341	36	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	14.82	59316	JN 6341	37	700010 US BANK ONE CARD
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES	2.37	59316	JN 6341	38	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	39.07	59316	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	25.00	59316	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	25.00	59316	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	26.99	59316	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	25.00	59316	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	47.24	59316	AB 9693	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY CARD MONTH PRIZES (AS FRIE	25.00	59316	AB 9693	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	KIDS BOOK CLUB REFRESHMENTS (YS F	23.06	59316	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	41.47	59316	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	12.44	59316	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB BOOKS (AS FRIENDS	272.01	59316	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF SHIRTS (FRIENDS)	297.81	59316	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PROMOTIONAL SUPPLIES (FRIENDS)	188.28	59316	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PROMOTIONAL SUPPLIES (FRIENDS)	138.45	59316	HP 0074	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PROMOTIONAL SUPPLIES (FRIENDS)	31.26	59316	HP 0074	13	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	24.76	59316	BS 9546	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SUMMER READING (YS FRIENDS / FOUN	1,184.72	59316	BS 9546	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SUMMER READING SUPPLIES (YS FRIEN	80.00	59316	BS 9546	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	241.50	59316	BS 9546	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	92.97	59316	BS 9546	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	25.99	59316	BS 9546	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOT BUBBLE MACHINE (FOUNDATION)	248.85	59316	AB 9693	4	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.092	LOT SUPPLIES (FOUNDATION)	18.38	59316	AB 9693	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOT SUPPLIES (FOUNDATION)	23.78	59316	AB 9693	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VOLUNTEER APPRECIATION (FOUNDATI	57.24	59316	AB 9693	11	700010 US BANK ONE CARD
E 001.24.572.20.31.092	ARTIST RECEPTION (FOUNDATION)	101.54	59316	AB 9693	13	700010 US BANK ONE CARD
E 001.24.572.20.31.092	STAFF TRAINING DAY (FOUNDATION)	248.86	59316	JC 1440	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - REFRESHMENT (FOUN	24.62	59316	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - REFRESHMENT (FOUN	33.03	59316	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.31.092	DAY OF CARING - LUNCH (FOUNDATION)	281.26	59316	JN 6341	28	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING PRIZES (FOUNDATIO	117.08	59316	BS 9546	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	VOLUNTEER APPRECIATION (FOUNDATI	66.61	59316	BS 9546	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SUMMER READING PRIZES (FOUNDATIO	19.42	59316	BS 9546	8	700010 US BANK ONE CARD
E 001.24.572.20.31.099	BATHROOM SUPPLIES	16.22	59316	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - MONITOR AND M	497.70	59316	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SUPPLIES - PAINT	213.59	59316	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	16.99	59316	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	18.91	59316	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SAFETY SUPPLIES - GLOVES AND MASK:	22.67	59316	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - CHAIR	256.42	59316	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	23.76	59316	JN 6341	19	700010 US BANK ONE CARD
E 001.24.572.20.31.099	EQUIPMENT RENTAL (REFUND)	-54.10	59316	JN 6341	20	700010 US BANK ONE CARD
E 001.24.572.20.31.099	RESTROOM SUPPLIES	48.50	59316	JN 6341	21	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	19.47	59316	JN 6341	23	700010 US BANK ONE CARD
E 001.24.572.20.31.099	EQUIPMENT RENTAL - CARPET CLEANEF	54.10	59316	JN 6341	24	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - TOOLS	56.18	59316	JN 6341	25	700010 US BANK ONE CARD
E 001.24.572.20.31.099	EQUIPMENT RENTAL - CARPET CLEANEF	33.26	59316	JN 6341	26	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - GLOVES	54.06	59316	JN 6341	29	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - WATER KEY	11.87	59316	JN 6341	34	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MARKETING SUPPLIES	9.46	59316	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - COMPUTER MOU	20.55	59316	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MARKETING SUPPLIES	23.79	59316	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MARKETING SUPPLIES	332.10	59316	HP 0074	9	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MARKETING SUPPLIES	28.74	59316	HP 0074	10	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MARKETING SUPPLIES	36.53	59316	HP 0074	12	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	MARKETING SUPPLIES	22.91	59316	HP 0074	14	700010 US BANK ONE CARD
E 001.24.572.20.35.012	PERIODICAL - THE COLUMBIAN NEWSPA	444.00	59316	DS 4725	7	700010 US BANK ONE CARD
E 001.24.572.20.41.091	POWWOW REGISTRATION (AS FRIENDS)	35.00	59316	AB 9693	12	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	9.09	59316	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	25.87	59316	JN 6341	32	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONE	49.18	59316	JN 6341	16	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	49.18	59316	JN 6341	17	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY HOSTPOTS	65.05	59316	JN 6341	18	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY CELLPHONES	171.16	59316	JN 6341	22	700010 US BANK ONE CARD
E 001.24.572.20.42.003	POSTAGE	11.22	59316	JN 6341	30	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	141.00	59316	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	103.04	59316	HP 0074	7	700010 US BANK ONE CARD
E 001.24.572.20.44.001	META ADVERTISING	17.54	59316	HP 0074	8	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	2,153.54	59316	JN 6341	31	700010 US BANK ONE CARD
E 001.24.572.20.47.003	WASTE CONTROL DROP BOX DEPOSIT	500.00	59316	JN 6341	27	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	59316	JN 6341	15	700010 US BANK ONE CARD
Libraries	Total :	10,392.89				
E 001.24.594.72.64.011	BOOKS - CITY	217.80	59316	MR 3947	8	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	60.50	59316	MR 3947	9	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	24.84	59316	MR 3947	10	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	119.64	59316	MR 3947	12	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	29.19	59316	MR 3947	13	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	41.09	59316	MR 3947	16	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	57.60	59316	MR 3947	18	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS LARGE PRINT	21.66	59316	MR 3947	19	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY (REFUND)	-2.33	59316	MR 3947	21	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL REFUND - NEO2	-145.69	59316	DS 4725	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - PREVENTION MAG 1YR/1Y	37.85	59316	DS 4725	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - POPULAR MECHANICS 1YI	37.88	59316	DS 4725	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - VEG NEWS 1YR/1YR	25.00	59316	DS 4725	4	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - VANITY FAIR 1YR/1YR	19.48	59316	DS 4725	5	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.012	PERIODICAL - BWD MAGAZINE 1YR/1YR	26.00	59316	DS 4725	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - HGTV & FOOD NETWORK	18.00	59316	DS 4725	8	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - ARCHAEOLOGY 1YR/1YR	21.95	59316	DS 4725	9	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - BABY BUG 1YR/1YR	35.99	59316	DS 4725	10	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - ALL RECIPES & REAL SIM	9.74	59316	DS 4725	11	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - OTAKU MAGAZINE 1YR / 1	76.88	59316	DS 4725	12	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - ALL ABOUT HISTORY 1YR /	189.33	59316	DS 4725	13	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - DOGS TODAY 1YR / 1YR	147.90	59316	DS 4725	14	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - PHILOSOPHY NOW 1YR / 1	70.96	59316	DS 4725	15	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - HIGHLIGHTS 1YR / 1YR	48.69	59316	DS 4725	16	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - TEEN BREATHE 2YR / 2YR	131.07	59316	DS 4725	17	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - THREADS 3YR / 2YR	83.95	59316	DS 4725	18	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - COOKS ILLUSTRATED 1YR	24.95	59316	DS 4725	19	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - EATING WELL 1YR / 1YR	30.30	59316	DS 4725	20	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICAL - NAT GEO 1YR / 1YR	62.84	59316	DS 4725	21	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	56.26	59316	MR 3947	24	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	69.00	59316	MR 3947	25	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	37.34	59316	MR 3947	27	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	67.08	59316	MR 3947	28	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	63.84	59316	MR 3947	29	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.59	59316	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.54	59316	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - ALTENHOF - FOUNDATION	21.64	59316	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	135.69	59316	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - ALTENHOF - FOUNDATION	34.76	59316	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - ALTENHOF - FOUNDATION	153.01	59316	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	71.96	59316	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	420.94	59316	MR 3947	11	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	17.30	59316	MR 3947	14	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	42.18	59316	MR 3947	15	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	41.05	59316	MR 3947	17	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	42.69	59316	MR 3947	20	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	2.01	59316	MR 3947	22	700010 US BANK ONE CARD

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 - J - FOUNDATION	13.35	59316	MR 3947	23	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	55.16	59316	MR 3947	26	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.82	59316	MR 3947	30	700010 US BANK ONE CARD
	Capital Expenditures/Expenses	Total :				2,922.27
	LIBRARY	Total :				13,315.16

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.004	Copier/Printers CNW - lib - oct2025	319.90	59363	INV3091335	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.099	YOUTH SERVICES SUPPLIES - DIVIDERS	187.36	59376	7705343	1	213405 DEMCO INC
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	446.00	59422	472536 - PPU	1	005646 KANOPY INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	1,592.36	59449	01452CO2530928	1	003617 OVER DRIVE INC
Libraries		Total :				2,545.62
E 001.24.589.90.00.095	TAXES	-4.67	59340	2214337	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-21.98	59340	2212439	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :				-26.65
E 001.24.594.72.64.011	BOOKS - CITY	14.02	59335	2039283877	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	335.09	59335	2039286663	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	135.85	59335	2039286665	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOKS - CITY	84.09	59335	2039245163	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CREDIT # 0003318904	-81.64	59335	2039245163	2	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	59335	2039287260	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	9.31	59335	2039286664	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.65	59335	2039283878	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	61.62	59340	2214337	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - CITY	135.28	59413	91403692	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	59.59	59441	507795307	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	28.37	59441	507830135	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	24.11	59441	507862467	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	27.58	59441	507795306	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	25.15	59441	507795309	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	53.53	59441	507795440	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	25.15	59441	507830137	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	17.03	59441	507862469	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	262.79	59335	2039281821	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - FOUNDATION	132.54	59335	2039287259	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	289.97	59340	2212439	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	156.62	59392	999101608775	1	003330 GALE GROUP INC

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.93	59413	90778097	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	422.99	59413	90888233	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	99.24	59413	90904652	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.56	59413	91056312	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.43	59413	91220315	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	297.84	59413	91403695	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	1,395.57	59413	91403694	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	452.26	59413	91403693	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	125.74	59441	507830138	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	300.12	59441	507861769	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	29.20	59441	507862021	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	TASTE OF HOME COOKBOOK - FOUNDAT	33.52	59490	01032	1	226406 TASTE OF HOME BOOKS
Capital Expenditures/Expenses		Total :	5,024.75			
LIBRARY		Total :	7,543.72			



City of Longview



Surplus Materials Report

Longview Public Library

November 2025

Physical Materials:

- Physical materials added to the catalog: 1068
- Physical materials withdrawn from catalog: 302

Net physical materials: 766

Digital Materials:

- Digital materials added to the catalog: 3264
- Digital materials withdrawn from the catalog: 2829

Net Digital Materials: 435



Longview Public Library

December 2025

Educating Minds

Accomplishments

- Our Little Kids Book Club continues to introduce young Elementary School students to books just above and at their reading levels. We have steady numbers of children and families participating. The younger ones watch the older children express their opinions about a book. We soon see the younger ones gain confidence and express their own opinions.
- Story times wrapped up for the fall with steady attendance. The littlest in our community and their grownups have a great time with our Youth Services staff. We receive many complements about the program.

Next Steps/Coming Soon

- Our next big event for youth is our “Snowball: Land of Oz” which will be Wizard of Oz and Wicked themed.

Empowering People

Accomplishments

- Humanities WA presented “Have You No Sense of Decency: Shame in American Politics” on Nov. 13th. Over 50 community members attended, and many went out of their way to give positive feedback about the event and requested more in this vein.
- Our podcasts “Countdown to the Library’s Centennial” episodes continue through April 2026.

Next Steps/Coming Soon

- We anticipate having 1-2 more Humanities Washington presentations in the Spring.
- We have multiple sessions of Read with Oakley scheduled from January-March. Oakley is a Bernese mountain dog/golden retriever mix and trained therapy dog who reads with children. The sessions will be open with a short read-aloud with Oakley’s handler and then kids will be given the opportunity to sign up for one-on-one reading blocks with Oakley. Reading with therapy dogs is a great way for newly independent readers to build reading confidence in a fun, judgment-free setting.

Enrich Lives

Accomplishments

- We tried a holiday card making class in early November. We had a volunteer come with different supplies who showed people how to make a pretty card. The response was electric. We had around fifty people come and participate, from toddlers to seniors.
- Our Intro to Magic: The Gathering event went well. We had 2 kids, 10 teens, and 3 adults attend the program. 11 of the attendees were first-time Magic players. Of them, 10 said in an informal survey that they would be interested in continuing to learn and play the game and would also like to see a teen-friendly space to play after school or perhaps on the weekend. During the event, we gave out roughly 6 booster packs per kid/teen, as well as a few raffle prizes that included card sleeves, deck boxes, and dice. We still have some packs left for if we decide to host another program.
- The Mobile Library did some lobby stops at local senior facilities with great success.
- The Koth Gallery hosted a local calligrapher who was supported by the Art Renaissance Team. Funds from the sale of her pieces were donated to ART as they work on final funding for the Chihuly exhibit.
- Our long-standing community led “Spanish Conversation Group” continues to meet weekly with a strong number of participants.

Next Steps/Coming Soon

- We scheduled two more card classes, one in February to make valentines, and one in April to make flower cards.
- A new winter schedule for the Mobile Library will start Jan 20th. The regular routes will be on Tuesdays and Saturdays.
- The Mobile Library is also being scheduled for regular monthly visits at facilities in our service area. Currently we have stops scheduled at Canterbury Park, Westgate Terrace, Parkland Terrace, and Montessori Children’s House of Longview
- The Writers Critique Group will take December off and continue in 2026.
- Response to the Magic program was so positive, that we could look at doing another in the spring.
- There’s interest (but is there time?) in doing another TTRPG game. Perhaps this one could be more open to a rotating cast.

Encourage Life-long Learning

Accomplishments

- In December, we are starting a pilot program with Red Canoe Credit Union. Red Canoe – led by their graphic designer Matt Milligan, is providing book bags to all youth 16 and younger who sign up for a library card. In the book bag is a bookmark, sticker, coloring book, pack of crayons, and a

voucher for \$10 into a new young savers account at the credit union. This is both a card registration initiative and a financial literacy initiative. We will be keeping some general data (no personal information) to see if it drives participation in both organizations.

- Staff have been working hard to recover from the loss of our primary book wholesaler, Baker & Taylor. This includes reordering hundreds of titles from our new vendor that had been backordered and then canceled by Baker & Taylor. At the same time, we are finishing up our fall book orders, dealing with the influx of books into technical services, and explaining to patrons why they are waiting longer for books.

Next Steps/Coming Soon

- We have been preparing for the Winter Reading program, which this year will run January and February. The theme is dogs and cats – readers select in Beanstack to participate in the Dog Person challenge or the Cat Person challenge, and those teams will have an informal competition. We also will be having a pet supply drive to benefit the humane society. This program is open to all ages.

Enhance Connection

Accomplishments

- Rainbow Community's attendance dipped a bit during September and October, but the last few weeks have been better. In November they worked on making friendship bracelets and bedazzling clothes and phone cases. In December, we plan to do karaoke and do crafts with Perler Beads.
- We have been offering space Thursday afternoons for a homeschool co-op to meet and it has been a very active program. They use both the auditorium and MJO room for three hours. This demonstrates that we can support homeschool families not just through our collections and library programs, but also through our community space. Their current session is almost done, and they will be returning for a spring session March-May.

Next Steps/Coming Soon

- Because of the Thanksgiving holiday, our Books & Banter meeting was rescheduled for the first Wednesday of December. Besides connecting and discussing the book will be holding a book exchange.
- Kids Book Club was also rescheduled for the first week of December due to the Thanksgiving holiday.
- Books are available now for a new book club with our local eating disorder recovery organization, Hello Life. Executive director Sean Brown will be leading chapter-by-chapter discussions through "Raising an Intuitive Eater." The program is targeted to parents and caregivers of children and young adults. It runs from January – May.

Internal Goals and Strategies

Recent Accomplishments

- Staff cleared out the Magazine Storage Room so that renovation efforts can begin.
- The Foundation passed their 2026 budget and set aside funds for their Library Gala Fundraiser. They also approved the special project funds for the Library Centennial.
- The Friends of the Library have begun selling their Library Centennial t-shirts. They are available for \$15 <https://givebutter.com/XvV0kB>
-

Next Steps/Coming Soon

- Plans continue to move forward for the Library's 100th Anniversary including receiving special funding from the Foundation to cover the anticipated costs of various events throughout the year.

Limiting Factors/Concerns

- We've had a run of staff out on medical and personal leave and had to shut down the drive thru window and the Longview room in November to ensure that the building and our core services remained open.
- Despite attempting to dedicate more time to jacketing books, Jakob is having difficulty keeping up. The loss of Jenny's full-time Tech Services position continues to be felt as we attempt to divide those job duties among other staff while still trying to maintain our current level of programming.

Photos



THANK YOU!

A huge shout-out to JH Kelly and contractors for their donation of the beautifully updated public bathrooms! They stripped the bathrooms down to the pipes and built them back with a shine!



Take a look and enjoy the new water bottle filling station as well! Our visitors and patrons appreciate you every single day!



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.

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 City of Longview 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 (Mandatory Alcohol Server Training) 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.
- 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. Fees may be charged to user if extra cleaning is necessary. Library staff may end an event early if this policy is not being properly followed or they deem conditions unsafe.

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. The committee will meet on an as needed basis.

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 Director 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 REMOVAL 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]

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.**