

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: January 12, 2026 at 4:00 p.m. in person meeting in the Longview City Council Chambers and via zoom

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

Jacob Cole is inviting you to a Zoom webinar.

When: January 12, 2026 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>

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Or One tap mobile:

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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
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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, January 12, 2026

4:00pm

2nd Floor, City Hall

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
Introduction of Members & Guests
4. **Approval of Agenda**
5. **Approval of December 8, 2025 Minutes – Action Item**
Action: Approve/Amend minutes
6. **Approval of Claims Report – Action Item**
Action: Approve/Disapprove
7. **Approval of Surplus Materials Report – Action Item**
Action: Approve/Disapprove
8. **Constituent Comments**
Limited to 3 minutes each
9. **Chair and Board Reports**
10. **Director’s Report –**
Director’s Report
Board Questions
11. **Other Business –**
Officers of the Board Elections
12. **Next Meeting, February 9, 2026 at 4:00pm**
13. **Executive Session** (If necessary)
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, December 8, 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

4. **APPROVAL OF AGENDA**

The location of the meeting was adjusted from the Longview Public Library to the 2nd Floor of City Hall.

5. **APPROVAL OF MINUTES – Action Item**

Action: *Jerame Moore motioned to approve the Minutes from September 8, 2025 and November 17, 2025; Paula Stepankowsky seconded. The minutes were approved unanimously.*

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 the Surplus Materials Report; Linda King seconded. The Surplus Materials Report was approved unanimously.*

8. **CONSTITUENT COMMENTS**

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 –

Library Director Jacob Cole provided a report.

Board Questions –

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

11. OTHER BUSINESS

Alcohol Policy

Action: *Jerame Moore motioned to approve the Alcohol Policy, Paula Stepankowsky seconded. The Alcohol Policy was approved unanimously.*

Art Acquisition Policy

Action: *Linda King motioned to approve the Art Acquisition Policy; Dave Knoyle seconded. The Art Acquisition Policy was approved unanimously.*

Board Bylaw Review

Discussion was held about the Board's Bylaws.

Action: *Jerame Moore motioned to withdraw consideration of revising the Board's Bylaws; Paula Stepankowsky seconded. The request for the revision of the Board's Bylaws was withdrawn.*

12. NEXT REGULAR MEETING

Monday, January 12, 2026 at 4:00pm.

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 4:41pm.



City of Longview



Summary of Claims

Longview Public Library

Summary of Claims include the claims of Bank One card expenditures from November, and the second claims period of December, consisting of six 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: \$21,014.43

Dates Paid: 12/02/2025, 12/23/2025

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.091	AS BOOK CLUBS (FRIENDS)	30.09	59904	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TEEN BOOK CLUB (YS FRIENDS)	15.98	59904	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE KIDS BOOK CLUB (YS FRIENDS)	7.55	59904	JC 7837	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	59904	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	59904	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (AS FRIEND	53.26	59904	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (AS FRIEND	34.60	59904	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (AS FRIEND	22.68	59904	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS - AS BOOK CLUBS (AS FRII	259.68	59904	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS (AS FRIENDS)	21.98	59904	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	7.55	59904	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIBRARY DISPLAYS (FRIENDS)	34.03	59904	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS (AS FRIENDS)	19.99	59904	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (AS FRIEND	56.95	59904	JD 2213	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (AS FRIEND	25.94	59904	BS 9546	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE MONSTER MASH (YS FRIENDS)	100.00	59904	BS 9546	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (AS FRIEND	40.30	59904	BS 9546	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LIL MONSTER MASH / KIDS BC (YS FRIEN	261.48	59904	BS 9546	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	22.70	59904	BS 9546	8	700010 US BANK ONE CARD
E 001.24.572.20.31.092	ARTIST RECEPTION (FOUNDATION)	45.20	59904	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOT - BOARD GAMES (FOUNDATION)	14.99	59904	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOT - MICROPHONE (FOUNDATION)	119.01	59904	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOT - ELECTRONICS (FOUNDATION)	595.07	59904	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LOT - MAGNATILES (FOUNDATION)	146.01	59904	AB 9693	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	STAFF TRAINING DAY (FOUNDATION)	22.70	59904	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WINTER READING SUPPLIES (FOUNDATI	48.00	59904	BS 9546	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE SUPPLIES	50.77	59904	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE EQUIPMENT - USB SPLITTER	12.97	59904	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - DOOR STOPPER	8.65	59904	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE SUPPLIES - KEYCHAINS	5.40	59904	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	OFFICE SUPPLIES - PENS	21.52	59904	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - GARBAGE CANS	113.51	59904	JN 6341	8	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - CHAIR SUPPORT	29.20	59904	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	LIBRARY DISPLAYS	14.37	59904	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	YS SUPPLIES - STORAGE	44.08	59904	BS 9546	6	700010 US BANK ONE CARD
E 001.24.572.20.41.091	LIBRARY CARD MONTH ADVERTISING (FI	149.00	59904	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.41.091	PROMOTIONAL ITEMS (FRIENDS)	166.53	59904	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.41.091	PROMOTIONAL ITEMS (FRIENDS)	676.87	59904	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.41.091	MOBILE LIB SUPPLIES - FRIENDS FOUNC	609.20	59904	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	JJ ALA MEMBERSHIP (FOUNDATION)	140.00	59904	JJ 7807	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	9.09	59904	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOST (FOUNDATION)	25.87	59904	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.41.099	MOBILE LIBRARY FUEL	173.33	59904	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY HOTSPOTS	65.05	59904	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONES	49.18	59904	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	49.18	59904	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY CELL PHONES	171.24	59904	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.43.003	2026 NW Leadership Seminar - Cole	395.00	59888	5299	13	700005 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	1,924.20	59904	JN 6341	15	700010 US BANK ONE CARD
E 001.24.572.20.47.003	WASTE CONTROL - DEPOSIT RETURN	-368.53	59904	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.49.005	NETNANNY ANNUAL SUB	89.99	59904	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.49.005	SMS STORE TRAFFIC - DOOR COUNTER	575.14	59904	JC 1440	2	700010 US BANK ONE CARD
E 001.24.572.20.49.005	CRADLEPOINT WIFI MOBILE LIBRARY	535.59	59904	JJ 7807	3	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	59904	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.49.005	CANVA ANNUAL SUB	106.00	59904	HP 0074	7	700010 US BANK ONE CARD
Libraries	Total :	8,021.78				
E 001.24.594.72.64.012	PERIODICALS - LIBRARY JOURNAL 1YR/1	134.99	59904	DS 4725	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - LIBRARY JOURNAL 1YR/1	134.99	59904	DS 4725	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - AMERICAN ROSE 1YR/1Y	20.00	59904	DS 4725	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - 1859 & 1889 1YR/1YR	24.95	59904	DS 4725	4	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - MAGNOLIA 2YR/1YR	32.46	59904	DS 4725	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - PROFESSIONAL DEV - FOUNDA	73.29	59904	JJ 7807	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.98	59904	MR 3947	1	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 - FOUNDATION	32.50	59904	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	15.14	59904	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	14.27	59904	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	27.22	59904	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	54.00	59904	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	13.61	59904	BS 9546	1	700010 US BANK ONE CARD
	Capital Expenditures/Expenses	Total :				590.40
	LIBRARY	Total :				8,612.18

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES - SHARPIES	17.26	60211	448175768001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.001	OFFICE SUPPLIES - BOOK DROP WIPES	70.31	60211	442286397001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.001	OFFICE SUPPLIES	76.82	60211	447771636001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.004	Copier/Printers CNW - lib - nov2025	324.51	60108	INV3106434	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES	1,577.01	60125	7737530	1	213405 DEMCO INC
E 001.24.572.20.31.099	LIBRARY EQUIPMENT - A FRAME SIGN	96.02	60259	200879668	1	005065 ULINE INC
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	423.00	60175	481552 - PPU	1	005646 KANOPY INC
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 25 11-	50.45	60094	333890994	1	224034 CENTURY LINK
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	617.44	60216	01452CO2538869	1	003617 OVER DRIVE INC
Libraries		Total :	3,252.82			
E 001.24.589.90.00.095	TAXES	-2.77	60086	2216475	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.03	60086	2218095	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-14.45	60086	2216025	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-18.32	60086	2217242	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-10.75	60086	2217897	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-8.36	60086	2219291	2	004633 BLACKSTONE PUBLISHING
Other Nonexpenditures		Total :	-56.68			
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	36.51	60086	2216475	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	26.77	60086	2218095	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - CITY	25.47	60163	91815242	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	54.56	60163	91914565	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	789.97	60163	91914573	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	19.52	60163	91914569	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	228.68	60163	91914567	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.46	60163	92101528	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	44.78	60163	92113912	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	26.87	60163	92224640	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	77.25	60163	92224641	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	919.26	60163	92294978	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	301.40	60163	92294982	1	210936 INGRAM LIBRARY SERVICES

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOKS - CITY	176.08	60163	92294983	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	251.96	60163	92294984	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	486.56	60163	92294989	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	9.14	60163	92630894	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	86.48	60163	92360895	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	6.56	60163	92360898	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	13.37	60163	92360899	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	24.43	60163	92360901	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.013	MEDIA - CITY - MUSIC	95.05	60197	508030437	2	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - RECORDINGS	15.63	60197	508030439	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - DVDS - FOUNDATION	340.65	60197	508030437	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	29.20	60197	507961904	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	190.61	60086	2216025	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	241.72	60086	2217242	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	141.90	60086	2217897	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - FOUNDATION	110.35	60086	2219291	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	BOOKS - FOUNDATION	74.09	60163	91815247	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	15.01	60163	91815246	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	59.02	60163	91815245	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	78.37	60163	91815244	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.01	60163	91815243	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	57.85	60163	91824273	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.98	60163	91824274	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	826.78	60163	91914568	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	16.25	60163	91914570	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	37.98	60163	91914571	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	352.77	60163	91914572	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	625.64	60163	91914566	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	8.93	60163	91914559	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	81.23	60163	91914564	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.94	60163	91914563	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.74	60163	91914562	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	86.46	60163	91914561	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	12.31	60163	91914560	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.09	60163	92113911	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	32.44	60163	92224636	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	61.65	60163	92224638	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	62.23	60163	92224639	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	304.48	60163	92294981	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	58.07	60163	92294980	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	22.77	60163	92294979	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	18.89	60163	92294977	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	18.26	60163	92294988	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.54	60163	92294987	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	39.18	60163	92294986	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	38.36	60163	92294985	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	28.57	60163	92332797	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.47	60163	92360896	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	11.19	60163	92360900	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.98	60163	92449824	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	316.85	60163	92449825	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	28.40	60197	507996881	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	292.09	60197	507996209	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	24.33	60197	508030440	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	62.46	60197	508061362	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	27.58	60197	508086448	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	456.68	60197	508086446	1	226280 MIDWEST TAPE LLC

Capital Expenditures/Expenses **Total :** 9,206.11

LIBRARY **Total :** 12,402.25



City of Longview



Surplus Materials Report

Longview Public Library

December 2025

Physical Materials:

- Physical materials added to the catalog: 1686
- Physical materials withdrawn from catalog: 556

Net physical materials: 1130

Digital Materials:

- Digital materials added to the catalog: 4590
- Digital materials withdrawn from the catalog: 2201

Net Digital Materials: 2389



Longview Public Library

January 2026

Educating Minds

Accomplishments

- We celebrated Jane Austen's 250th birthday the week of December 15. Monday-Friday we showed an episode of the BBC Pride & Prejudice miniseries over the noon hour.
- For Jane Austen's 250th birthday, we celebrated by hosting a tea, a talk and a trivia contest. We had a delightful tea catered by Galaxy Gourmet, Paula Stepankowsky, a Jane Austen scholar, gave a talk about why we still read Austen today, and our trivia contest winners went home with some fun prizes. We had excellent feedback from our community, and many people came in costumes!

Next Steps/Coming Soon

- Oakley, the therapy dog scheduled for a few programs this winter, tore her ACL and had to cancel her January events. She will start instead in February after she recovers from her surgery.

Limiting Factors/Concerns

- Shakespeare Drama Club has had limited participation this fall. We're going to get flyers out in the middle and high schools and try to get a few more teens participating so we can move forward with planning a performance in May. The teen who led the group last year had to drop out of leading the group in September because of a full academic and extracurricular schedule, so sustaining the group is going to require more staff effort.

Enrich Lives

Accomplishments

- The Mobile Library has started regular visits to some residential facilities in Longview. Residents are really excited to have the library available. One facility asked if the library could participate in a grand reopening after their renovation, and when Sandra said we wouldn't be able to attend because it conflicted with the Jane Austen Tea Party, they actually moved the date of their event so the library could be there!

- Our annual Happy Noon Year program was a success, with about 100 people celebrating the countdown to noon with a balloon drop, crafts, cider, and cupcakes.
- In celebration of Jane Austen's 250th birthday, our two adult book clubs read books related to Jane Austen. Our Books & Banter club read Lucy Worsley's *Jane Austen at Home* while our Read Romance club read an Austen read-a-like, *Emma of 83rd Street* by Bellezza. Both clubs held our annual book exchanges which were quite fun with people getting and stealing used books members had brought.
- We had the high school choirs from R.A. Long and Mark Morris come and gift us with their musical talents. Around 100 community members attended with everyone enjoying light refreshments afterwards. Hearing the beautiful music surrounded by the quilts on the gallery walls was truly a magical experience.

Next Steps/Coming Soon

- Our Annual Puzzle Competition will happen on January 31st at 2 PM.
- Books & Banter will be reading and discussing *Buddha in the Attic* by Julie Otsuka on January 28th.

Encourage Life-long Learning

Accomplishments

- Several staff members participated in the Cowlitz PUD Holiday Parade on December 6. The Mobile Library was strung with green lights to represent the Emerald City, and staff members dressed in costumes from the World of Oz to promote the Snow Ball. We were able to play music from *Wicked*, *The Wizard of Oz*, and *The Wiz* over the vehicle's speakers. It was a hit!

Next Steps/Coming Soon

- The Snow Ball was scheduled for Tuesday, December 9, but was postponed due to the storm that came through. The new date is Tuesday, January 13!
- The Winter Reading program begins January 1. The theme is Dog Person or Cat Person and includes some no-stakes competition. Readers get a bandana just for signing up and a pouch from Out of Print for reading and logging 24 or more hours during January and February. This program is supported by the Library Foundation.
- The Mobile Library begins visiting the Montessori schools some Friday mornings in January.
- Story Times are scheduled to resume January 20.
- The Mobile Library will resume its regular stops January 24. In addition to Saturday stops, we are adding a Tuesday after-school stop, alternating Archie Anderson Park and Victoria Freeman Park.

Enhance Connection

Accomplishments

- The Ukulele Club performed a Christmas recital on Friday, December 19 up in the magazine reading room. About ten players performed and we had 50 in the audience!

Internal Goals and Strategies

Recent Accomplishments

- Staff continue to work through the backlog of materials from the shuttering of Baker and Taylor. We are all trying to work together to get through the crisis; many people have learned new processes in order to help each other out!
- Heather P. and Becky have been participating in Jennifer Will's leadership book club and are finding the opportunity to meet with leaders throughout the city and talk about shared goals, strategies, and struggles to be enriching.
- We hired a new part-time staff member, Lisa Mullen. She started in mid-December and is a great addition to the team.
- Heather P. is working on the soft launch of our 100th Anniversary year with new banners outside by the parking lot, 4 new 20 foot long banners to be placed on the front of the library building (waiting on Facilities to hang them), a new "[self guided tour](#)" of the building, a new billboard on Tennant Way, formal invitations to the April festivities and so much more.
 - View the slideshow of upcoming activities and supporters related to the Library's Anniversary [here](#).

Next Steps/Coming Soon

- Library's 100th Anniversary:
 - We are hopeful the 4 new 20 foot long banners will be hung on the front of the library soon.
 - The Library's 100th Anniversary proclamation with the Mayor will be presented January 22nd at the City Council meeting, **we would appreciate it if all our supporters could attend!**
 - The Friends of the Library have sold out of their first round of 100th Anniversary t-shirts. Another 125 shirts have been ordered and we are hopeful they will come in the next week or two. To order a shirt, go to: <https://givebutter.com/XvV0kB>
 - Fred Baxter's book is available for order, we hope they will come in by the end of January. Fred Baxter's book celebrates the architectural heritage of Longview's Old West Side. All royalties from the book's sale will support the Library. \$29.99 Order here: <https://www.longviewlibraryfoundation.org/get-involved>

Photos



Happy Holidays from our woodland mascots!



Jane Austen Event, Staff and Paula.



New billboard “information sign” for the 100th Anniversary of the library.



Sneak peek of the wooden anniversary bookmarks that will be given to guests at the April 25th events.