

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: February 9, 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: February 9, 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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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, February 9, 2026

4:00pm

Council Chambers, City Hall

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
Introduction of Members & Guests
4. **Approval of Agenda**
5. **Approval of January 12, 2026 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 –**
12. **Next Meeting –**
March 9, 2026 at 4:00pm – Council Chambers, City Hall
13. **Executive Session (If necessary)**
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, January 12, 2026

4:00pm

Council Chambers, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:00. 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 Wayne Nichols, 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 December 8, 2025 MINUTES – Action Item**

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

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

Discussion was held about the Claims Report.

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

7. **SURPLUS MATERIALS – Action Item**

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

8. **CONSTITUENT COMMENTS**

Wayne Nichols 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.

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

Officers of the Board Elections

Action: *Paula Stepankowsky nominated Tina Smith to Chair for 2026; Linda King seconded.*

There were no other nominations. The Board voted to approve the chair of the board unanimously.

Action: *Tina Smith Nominated Paula Stepankowsky to Vice Chair; Linda King seconded. There were no other nominations. The Board voted to approve the vice-chair of the board unanimously.*

12. NEXT REGULAR MEETING

MONDAY, February 9, 2026 – 4:00 P.M.

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 4:32pm

James Newkirk

Library Administrative Assistant

Approved: _____

Chair



City of Longview



Summary of Claims

Longview Public Library

Summary of Claims includes the final claims period of December, the first claims period of January, and the claims of Bank One expenditures from November consisting of six pages of records for the years 2025 and 2026.

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

Total Amount Paid: \$69,713.15

Dates Paid: 11/25/2025, 01/08/2026, 01/22,2026

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.49.004	INFO USA DATABASE - DATA AXLE	1,867.00	60375	10004373645	1 225029	INFO USA MARKETING INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	1,781.34	60408	01452CO2535368	1 003617	OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	752.87	60408	01452CO2535371	1 003617	OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	129.98	60408	01452DA2535683	1 003617	OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS - CITY	50.98	60408	01452DA2535649	1 003617	OVER DRIVE INC
Libraries	Total :	4,582.17				
E 001.24.589.90.00.095	TAXES	-6.15	60322	2220764	2 004633	BLACKSTONE PUBLISHING
Other Nonexpenditures	Total :	-6.15				
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	81.12	60322	2220764	1 004633	BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	706.96	60361	999101765928	1 003330	GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY	36.13	60377	92698214	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	30.27	60377	92779887	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	38.57	60377	92779891	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	30.97	60377	92779893	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	821.07	60377	92779897	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	13.25	60377	92779895	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.32	60377	92779896	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.93	60377	92779898	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.93	60377	92779901	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	23.76	60377	92845912	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	22.76	60377	92845915	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	31.07	60377	92845916	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	574.76	60399	0076549	1 227116	MIDAMERICA BOOKS INC
E 001.24.594.72.64.013	MEDIA - CITY - MUSIC	16.54	60400	508186394	2 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - MUSIC	297.51	60400	508061363	2 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.013	MEDIA - CITY - MUSIC	210.11	60400	508127261	2 226280	MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	27.70	60361	999101689258	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	35.48	60361	999101710418	1 003330	GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	266.67	60377	92698211	1 210936	INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	22.96	60377	92698212	1 210936	INGRAM LIBRARY SERVICES

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	25.37	60377	92698213	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	43.52	60377	92698215	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	36.81	60377	92779888	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	11.83	60377	92779889	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	10.70	60377	92779890	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	36.17	60377	92779892	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	5.70	60377	92779894	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	9.85	60377	92779899	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.18	60377	92779900	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.12	60377	92779902	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.56	60377	92779903	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	1,149.93	60377	92779904	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	68.25	60377	92845906	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	9.77	60377	92845907	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.40	60377	92845909	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	13.02	60377	92845910	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	784.04	60377	92845911	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	21.02	60377	92845913	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	1,192.95	60377	92845914	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	20.19	60377	92845917	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	72.04	60377	92845918	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	197.14	60400	508186394	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	357.66	60400	508126759	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	367.87	60400	508061363	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	735.67	60400	508127261	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses		Total :	8,530.60			
LIBRARY		Total :	13,106.62			

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 001.24.572.20.41.092	WA ANYTIME LIBRARY ANNUAL (FOUNDA	46,623.79	60749	2995	1	225640 SECRETARY OF STATE
E 001.24.572.20.49.002	PUBLIC LIBRARIES OF WASH 2026 MEME	469.63	60741	2026-WA0026	1	004961 PUBLIC LIBRARIES OF WASHINGTON
Libraries	Total :	47,093.42				
LIBRARY	Total :	47,093.42				

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	OFFICE SUPPLIES	8.63	60479	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	15.45	60479	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.31.001	OFFICE SUPPLIES	15.79	60479	JN 6341	14	700010 US BANK ONE CARD
E 001.24.572.20.31.091	BOOK DISPLAY (AS FRIENDS)	749.83	60479	AB 9693	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE MONSTER MASH (YS FRIENDS)	86.00	60479	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS BOOK CLUB REFRESHMENTS (YS FR)	31.01	60479	JC 7837	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUB REFRESHMENTS (AS FR)	36.01	60479	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	61.83	60479	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	113.38	60479	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS EQUIPMENT - CART (AS FRIENDS)	75.71	60479	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	60479	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUB REFRESHMENTS (AS FR)	28.84	60479	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	73.29	60479	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	42.12	60479	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS BOOK CLUBS (AS FRIENDS)	339.25	60479	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	7.02	60479	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	27.04	60479	JD 2213	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AS SUPPLIES (AS FRIENDS)	23.34	60479	JD 2213	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE MONSTER MASH (YS FRIENDS)	44.09	60479	BS 9546	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LITTLE MONSTER MASH (YS FRIENDS)	26.93	60479	BS 9546	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FIND THE FIGURE (YS FRIENDS)	16.21	60479	BS 9546	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FIND THE FIGURE (YS FRIENDS)	58.87	60479	BS 9546	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIEN	29.15	60479	BS 9546	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIBRARY OF THINGS (FOUNDATION)	328.87	60479	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIBRARY OF THINGS (FOUNDATION)	108.20	60479	AB 9693	2	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIBRARY OF THINGS (FOUNDATION)	54.08	60479	AB 9693	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIBRARY CARD MONTH (FOUNDATION)	50.00	60479	AB 9693	4	700010 US BANK ONE CARD
E 001.24.572.20.31.092	LIBRARY CARD MONTH (FOUNDATION)	25.00	60479	AB 9693	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WINTER READING PRIZES (FOUNDATION)	1,249.20	60479	BS 9546	5	700010 US BANK ONE CARD
E 001.24.572.20.31.092	YS SUPPLIES - JAN HANSON (FOUNDATI	22.94	60479	BS 9546	6	700010 US BANK ONE CARD
E 001.24.572.20.31.092	WINTER READING PRIZES (FOUNDATION)	543.47	60479	BS 9546	7	700010 US BANK ONE CARD
E 001.24.572.20.31.092	YS SUPPLIES - JAN HANSON (FOUNDATI	35.01	60479	BS 9546	8	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.092	WINTER READING PRIZES (FOUNDATION)	472.87	60479	BS 9546	9	700010 US BANK ONE CARD
E 001.24.572.20.31.099	CLEANING SUPPLIES	11.43	60479	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.31.099	FIRST AIDE SUPPLIES	8.63	60479	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MOBILE LIBRARY SUPPLIES	134.87	60479	BS 9546	11	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MOBILE LIBRARY SUPPLIES	20.55	60479	BS 9546	12	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MOBILE LIBRARY SUPPLIES	71.13	60479	BS 9546	13	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WLA MEMBERSHIP - JC (FOUNDATION)	175.00	60479	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	9.09	60479	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOST (FOUNDATION)	25.87	60479	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONE	50.45	60479	JN 6341	2	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	50.45	60479	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY HOTSPOTS	65.05	60479	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY CELL PHONES	171.28	60479	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.42.003	POSTAGE - STAMPS	15.60	60479	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV TRAVEL - LMCC 2025 (FOUND)	55.00	60479	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	31.73	60479	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	36.41	60479	HP 0074	7	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	14.12	60479	HP 0074	8	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	33.49	60479	HP 0074	9	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	31.25	60479	HP 0074	10	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	33.37	60479	HP 0074	11	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	47.89	60479	HP 0074	12	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	4.73	60479	HP 0074	13	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	8.97	60479	HP 0074	14	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	19.94	60479	HP 0074	15	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	17.83	60479	HP 0074	16	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV HOTEL LMCC 2025 (FOUNDAT	707.60	60479	HP 0074	17	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV PER DIEM LMCC 2025 (FOUN	22.41	60479	HP 0074	18	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES - SIGNANGE	18.45	60479	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES - SIGNAGE	25.94	60479	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING EQUIPMENT	53.44	60479	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES - SIGNAGE	22.49	60479	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	1,734.26	60479	JN 6341	11	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	278.16	60479	JN 6341	4	700010 US BANK ONE CARD
Libraries		Total :	8,816.31			
E 001.24.594.72.64.012	MAGAZINE "ZINE" LIBRARY (FRIENDS)	336.00	60479	JJ 7807	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - TRAINS 1 YR / 1 YR	32.38	60479	DS 4725	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS - BUST 1 YR / 1 YR	39.95	60479	DS 4725	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	17.26	60479	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	37.30	60479	MR 3947	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	40.87	60479	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - FOUNDATION	8.65	60479	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	54.06	60479	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	71.96	60479	MR 3947	6	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	16.22	60479	MR 3947	7	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	16.19	60479	MR 3947	8	700010 US BANK ONE CARD
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	25.96	60479	MR 3947	9	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	696.80			
LIBRARY		Total :	9,513.11			



City of Longview



Surplus Materials Report

Longview Public Library

January 2026

Physical Materials:

- Physical materials added to the catalog: 196
- Physical materials withdrawn from catalog: 1780

Net physical materials: -1584

Digital Materials:

- Digital materials added to the catalog: 2915
- Digital materials withdrawn from the catalog: 3581

Net Digital Materials: -666



Longview Public Library

February 2026

Programs & Services

Highlights

- Chad Lewis: Seeing the World the Blind Eyes had 16 attendees. Patrons reported having a good time hearing about Chad's journeys and asking questions.
- The Conversational Spanish group has been so popular that they have had over 20 attendees! They have decided to split into two areas of the library during their meeting so that people have the opportunity to speak.
- Project READ tutors met with Jacob on Friday, January 23rd to answer questions, find out about current students, and hear how they could be better supported.
- A new session of Mindful Meditation with Cowlitz Metaphysics has begun strong. We've been having 10 plus people with people saying, "It's so nice and helps me relax".
- Our Books & Banter book club continued in January with a whopping 22 members. We discussed, *Buddha in the Attic* by Julie Otsuka. Many different people made thought provoking comments, and many different people connected the book to current events.
- Our annual puzzle competition occurred with six teams of 4 people each. The difficulty level was cranked up this year because the puzzle was an old black and white photo of the library to commemorate our 100th anniversary. A different team won this year with 61 pieces remaining after 2 hours of labor. A few different people exchanged phone numbers to meet up and puzzle in the future.
- Our digital newspaper resources are doing well. Newsbank, which offers local and regional newspapers, jumped from about 800 sessions in 2024 to over 1500 in 2025. Recently added New York Times access saw nearly 1500 logins between August and December.
- Kicked off our Centennial celebrations with banners on the building, a new billboard, postcards, a Proclamation, self-guided tour, and coloring books!
- Staff covering service desks answered a whopping 2,991 questions, which includes informational, reference, copier, and device help, among other things. This estimate is almost certainly an undercount. That represents a 48% increase over the 2,019 questions answered in January 2025.
- 273 new patrons were registered, which is nearly 30% more than last January.
- The Mobile Library was featured in the Daily News on January 30.

Next Steps/Coming Soon

- After the success of the Christmas recital, Ukulele Club decided to work toward a recital celebrating the library's 100th anniversary. This will be held Friday, April 24.
- Books & Banter will read *The Feather Detective: Mystery, Mayhem and the Magnificent Life of Roxie Laybourne* by Chris Sweeney for February to commemorate National Bird Feeding Month.
- BloodworksNW is hosting a blood drive in the Auditorium on Tuesday, February 24 from 10-4. For more information, check out their website: <https://bloodworksnw.org/>

Limiting Factors/Concerns

- We are often at full capacity, all our meeting spaces are filled, and have had to turn down groups needing space to meet. The completed meeting room should help provide an additional meeting space.

Community Impact

Highlights

- Outreach Services have been providing community connection and promoting literacy with their visits to Senior Centers and homes. We have received calls thanking us for the vital service that they provide.
- Our program, "World through Blind Eyes" allowed us to highlight the lived experience of being blind and how accommodation helps those affected live a full life.
- Caregivers bringing their children in to play at Fun Hours on Friday have been making new connections. January 30, staff overheard introductions being made and phone numbers being exchanged for play dates.
- One woman told staff that she and her friend are competing with the Winter Reading Challenge. They meet up regularly for walks at the lake and hold each other accountable for their reading.

Metrics

Circulation

Libby Checkouts	7,995
Kanopy Plays	609
Checkouts	19,050
Holds Filled	1,022
Drive Thru Visitors	79

The Longview Room had 14 visitors and 65 research questions regarding local history.

Tech Services

Collection Area	New Items Available
Adult Books	191
Youth Books	57
Young Adult	19
Audio/Visual	109
Large Print	22
Other (LOT, Passes, Periodicals)	72
Total	470

Programs & Events

Intended Audience	Number of Programs	Participation
Baby/Preschool	12	195
Kids	6	658
Teen	5	43
Adult	18	197
All Ages	1	194
TOTAL	42	1287

Winter Reading has **121 readers** registered as “Cat Person” and **73 readers** registered as “Dog Person.” Both have had about **23% of readers finish** the challenge so far, but readers still have the month of February to complete it!

Meeting Room Usage

Meeting Room	Total Bookings	Hours of Usage
Testing Office	30	53
Board Room	27	61.5
MJO	35	81
Auditorium	30	105
Other Rooms	9	14
Total	131	314.5

Outreach

Mobile Library	Number of Stops	Patrons Served
Facilities	8	163
Preschools	2	56
Circulation	6	18

Homebound Outreach served 122 patrons, made 306 visits, and delivered 682 items

Volunteers

Number of Volunteers	Volunteer Hours
22 (Active)	117.5

Financial / Materials

Significant Purchases	Expense Total
Library Vacuum	\$190.43
Library Carpet Cleaner	\$323.52
Anniversary T-Shirts Restock (Friends)	\$792.40
Archival Sleeves for Longview Room Documents	\$505.41
WA Anytime Library Annual Subscription (Libby)	\$46,623.79

Internal Goals and Strategies

Recent Accomplishments

- Work has begun for the Rotary Meeting Room. It is scheduled to be completed at the end of March. The ribbon cutting will take place on April 25th as a part of the Library's birthday celebration.
- Becky Standal served on the 2026 YALSA Excellence in Nonfiction for Young Adults book jury. On January 26, the American Library Association announced "Death in the Jungle" by Candace Fleming as the winner. The full press release is here: <https://www.ala.org/news/2026/01/death-jungle-murder-betrayal-and-lost-dream-jonestown-wins-2026-excellence-nonfiction>
- Heather Palow and Becky Standal were part of the first cohort of the city's leadership book club R.I.S.E. It was a great way to work on our leadership as individuals and to make connections with coworkers from across the city.

Next Steps/Coming Soon

- We are continuing to follow up with the Facilities Department on the carpet and the automatic doors at the lower-level entrance.

Limiting Factors/Concerns

- We have had some issues with lighting and heating and the Facilities department is following up with Ameresco.
- There was an issue with a rear gate sensor on the back of the Mobile Library. This limited bringing people into the Mobile Library for a couple of weeks when the part was backordered due to storms out east. It is now fixed.

Event Photos

2026 Puzzle Competition

