

**To:** Board of Trustees of Longview Library  
**From:** Jacob Cole, Library Director  
**Subject:** March 09, 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:** March 09, 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>

Passcode: 577920

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City of Longview

## Agenda



### Longview Public Library Board of Trustees

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Monday, March 09, 2026

4:00pm

Council Chambers, City Hall

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**  
*Introduction of Members & Guests*
4. **Approval of Agenda**
5. **Approval of February 9, 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 –**  
*April 13, 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

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Monday, February 9, 2026

4:00pm

Council Chambers, City Hall

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1. **CALL TO ORDER**

*Board Chair Tina Smith called the meeting to order at 4:00pm. A quorum is present.*

2. **PLEDGE OF ALLEGIANCE**

*The flag salute was recited.*

3. **ROLL CALL**

***Present:*** Chair Tina Smith, Vice-Chair Paula Stepankowsky, Board Member Linda King, Board Member Dave Knoyle, 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 JANUARY 12, 2026 MINUTES – Action Item**

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

7. **SURPLUS MATERIALS – Action Item**

***Action:*** Dave Knoyle motioned to approve the Surplus Materials Report; Paula Stepankowsky seconded. The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

*Spencer Boudreau provided a public comment.*

**9. CHAIR AND BOARD REPORTS**

*Chair Tina Smith provided a report.*

*Boardmember Dave Knoyle provided a report.*

*Boardmember Linda King provided a report.*

*Vice-Chair 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**

*No other business.*

**12. NEXT REGULAR MEETING**

*Monday, March 9, 2026 – 4:00 P.M.*

**13. EXECUTIVE SESSION**

*No Executive Session*

**14. ADJOURNMENT**

*The meeting was adjourned by Chair Tina Smith at 4:31pm.*

*James Newkirk*

*Library Administrative Assistant*

Approved: \_\_\_\_\_

*Chair*



**City of Longview**



**Summary of Claims**

**Longview Public Library**

Summary of Claims include the first and second claims periods of February, and the claims of Bank One expenditures from December 26th consisting of ten 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:** \$38,342.13

**Dates Paid:** 02/11/2026, 02/12/2026, 02/18/2026, 02/25/2026

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.49.004	EAUDIOBOOKS - CITY	74.99	60814	01452DA2536441	1	003617 OVER DRIVE INC
Libraries	<b>Total :</b>	74.99				
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	19.90	60790	999101804165	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY	25.99	60797	91824272	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	19.03	60797	92101525	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	37.50	60797	92101529	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	18.66	60797	92101527	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	76.20	60797	92101526	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	58.40	60797	92101530	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	17.68	60797	92224637	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	19.54	60797	92845908	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	44.51	60797	93184879	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	64.20	60797	93184880	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	13.20	60797	93184881	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	6.57	60797	93184883	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	22.80	60797	93296966	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	15.37	60797	93296967	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	15.36	60797	93296968	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	WONDERBOOKS - JH - FOUNDATION	1,159.73	60776	518828	1	006184 BERTELSMANN PUBLISH
E 001.24.594.72.64.092	BOOKS - JH - FOUNDATION	313.76	60776	519158	1	006184 BERTELSMANN PUBLISH
E 001.24.594.72.64.092	WHAZOODLE BOOKS - JH - FOUNDATION	569.08	60776	519625	1	006184 BERTELSMANN PUBLISH
E 001.24.594.72.64.092	BOOKS - FOUNDATION	16.62	60797	93184878	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	10.63	60797	93184882	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	36.49	60808	508213922	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - DVDS - FOUNDATION	29.20	60808	508243001	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses	<b>Total :</b>	2,610.42				
LIBRARY	<b>Total :</b>	2,685.41				

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.091	YS BOOKCLUBS - BOOKS (FRIENDS)	39.19	60898	93591726	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.091	AS BOOKCLUBS - BOOKS (FRIENDS)	117.77	60898	93591727	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.091	YS BOOKCLUBS - BOOKS (FRIENDS)	245.85	60898	93792233	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.091	AS BOOKCLUBS - BOOKS (FRIENDS)	283.78	60898	93792234	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.091	YS BOOKCLUBS - BOOKS (FRIENDS)	302.10	60898	93927285	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.091	YS BOOKCLUBS - BOOKS (FRIENDS)	42.61	60898	94051374	1	210936 INGRAM LIBRARY SERVICES
E 001.24.572.20.31.099	CD & DVD LABELS	174.55	60959	773040	1	219615 THE LIBRARY STORE INC
E 001.24.572.20.41.092	KANOPY (FOUNDATION)	500.00	60906	490708 - PPU	1	005646 KANOPY INC
E 001.24.572.20.49.004	GALE LEGAL FORMS	2,613.34	60880	00088611	1	003330 GALE GROUP INC
E 001.24.572.20.49.004	EBOOKS & EAUDIOBOOKS - CITY	796.31	60935	01452CO2602624	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	VALUE LINE ONLINE DATABASE	4,520.00	60967	DN26-140529	1	002891 VALUE LINE PUBLISHING LLC
E 001.24.572.20.49.005	OCLC - CONTENTDM	3,909.79	60932	1000481804	1	224593 OCLC INC

Libraries

Total : 13,545.29

E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	29.43	60880	999101854170	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	32.88	60880	999102018826	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	BOOKS - CITY	997.61	60898	93366910	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.12	60898	93366911	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	47.50	60898	93366915	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.71	60898	93366916	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.36	60898	93366917	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	259.96	60898	93587768	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - PIONEER LIONS - LARGE PRINT	517.33	60898	93587769	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	1,112.49	60898	93587770	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	129.79	60898	93587771	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	9.74	60898	93587772	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	18.16	60898	93587774	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	25.70	60898	93591722	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	42.97	60898	93591723	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	25.66	60898	93591725	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	18.66	60898	93645887	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	22.21	60898	93645890	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	11.09	60898	93645891	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	15.23	60898	93645893	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	9.92	60898	93645894	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	30.76	60898	93645895	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	13.89	60898	93645896	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.54	60898	93645898	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	192.56	60898	93645902	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	182.35	60898	93645903	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.40	60898	93645904	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.42	60898	93645905	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	285.49	60898	93645906	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	46.04	60898	93645907	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	28.56	60898	93645909	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	26.16	60898	93685987	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	818.69	60898	93685988	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	14.33	60898	93685990	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	34.45	60898	93685992	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	16.21	60898	93685993	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	477.01	60898	93685994	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	755.01	60898	93685995	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	504.25	60898	93685996	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	501.26	60898	93685997	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	29.22	60898	93686001	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	13.16	60898	93725538	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	10.05	60898	93725539	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	19.28	60898	93725540	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	10.05	60898	93725541	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	9.97	60898	93725542	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	26.43	60898	93725543	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	35.09	60898	93725545	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.82	60898	93725546	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.98	60898	93761169	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.11	60898	93761170	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	9.86	60898	93761171	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	957.09	60898	93761172	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	727.53	60898	93761173	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	19.17	60898	93761176	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	15.21	60898	93761177	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	25.44	60898	93761179	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	6.84	60898	93761180	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	714.78	60898	93761182	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	115.88	60898	93761183	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.13	60898	93761187	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	44.94	60898	93761188	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.20	60898	93761189	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.38	60898	93761190	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.79	60898	93761192	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.35	60898	93761194	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	28.71	60898	93761199	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.18	60898	93761200	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	7.67	60898	93761201	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	36.93	60898	93761202	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.48	60898	93761204	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	17.14	60898	93761206	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.19	60898	93761207	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	4.10	60898	93761208	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	51.29	60898	93792225	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	19.62	60898	93792228	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.14	60898	93792229	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	4.87	60898	93792230	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	25.48	60898	93792231	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.38	60898	93792232	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	31.15	60898	93892602	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	16.69	60898	93927282	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.48	60898	93927283	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.46	60898	93927284	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	19.79	60898	93957009	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	4.09	60898	93957015	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	8.33	60898	93957016	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	31.79	60898	93957017	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	17.49	60898	93957018	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	38.89	60898	93957019	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	58.04	60898	94051368	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	11.13	60898	94051370	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	25.31	60898	94051371	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	12.56	60898	94051373	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	29.22	60898	94085574	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - CITY	30.51	60898	94174284	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.011	BOOKS - SPANISH - CITY	782.43	60905	739810	1	225246 JUNIOR LIBRARY GUILD
E 001.24.594.72.64.092	BOOKS - LP - FOUNDATION	32.88	60880	999101855446	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	BOOKS - FOUNDATION	46.19	60898	93366908	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	244.12	60898	93366909	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	42.97	60898	93366912	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	19.53	60898	93366913	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	18.87	60898	93366914	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.36	60898	93366918	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	26.70	60898	93366919	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	31.84	60898	93366920	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	474.35	60898	93587763	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	985.20	60898	93587764	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	882.16	60898	93587765	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	18.83	60898	93587766	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	19.50	60898	93587767	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	22.77	60898	93587773	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.72	60898	93591724	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	20.03	60898	93591728	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	72.77	60898	93645885	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	5.71	60898	93645886	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	76.02	60898	93645888	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	19.69	60898	93645889	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	21.56	60898	93645892	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO- FOUNDATION	23.64	60898	93645897	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.62	60898	93645899	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.14	60898	93645900	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.44	60898	93645901	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	48.90	60898	93645908	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.86	60898	93685985	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	29.94	60898	93685986	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - JAN HANSON - FOUNDATION	11.07	60898	93685989	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	12.34	60898	93685991	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	214.40	60898	93685998	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	26.02	60898	93685999	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	34.08	60898	93686000	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	47.94	60898	93725535	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	9.78	60898	93725536	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	19.70	60898	93725537	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FULLER - FOUNDATION	19.92	60898	93725544	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	20.80	60898	93761167	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	62.97	60898	93761168	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	10.54	60898	93761174	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	15.88	60898	93761175	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	18.94	60898	93761178	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	457.12	60898	93761181	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	13.06	60898	93761184	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	6.52	60898	93761185	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	12.46	60898	93761186	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	7.38	60898	93761191	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	46.05	60898	93761193	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	55.95	60898	93761195	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.88	60898	93761196	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	19.54	60898	93761197	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	52.48	60898	93761198	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	22.92	60898	93761203	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	23.10	60898	93761205	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	10.39	60898	93792226	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	7.31	60898	93792227	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.16	60898	93792235	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	11.86	60898	93957010	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	4.90	60898	93957011	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	5.80	60898	93957012	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	52.47	60898	93957013	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	19.74	60898	93957014	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	21.38	60898	93984792	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - FOUNDATION	15.35	60898	94051372	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - MJO - FOUNDATION	29.48	60898	94051375	1	210936 INGRAM LIBRARY SERVICES
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	8.34	60898	94051376	1	210936 INGRAM LIBRARY SERVICES
Capital Expenditures/Expenses	<b>Total :</b>	16,304.52				
LIBRARY	<b>Total :</b>	29,849.81				

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.091	KIDS BOOK CLUB REFRESHMENTS (YS F	12.98	61005	JC 7837	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (FRIENDS)	30.79	61005	JD 2213	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB (FRIENDS)	10.99	61005	JD 2213	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (FRIENDS)	70.31	61005	JD 2213	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES SUPPLIES (FRIENDS)	10.81	61005	JD 2213	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES RETURN (FRIENDS)	-10.81	61005	JD 2213	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES RETURN (FRIENDS)	-7.56	61005	JD 2213	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES REFRESHMENTS (FRIE	8.99	61005	JD 2213	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STAFF PICKS PRIZES (FRIENDS)	10.00	61005	JD 2213	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES REFRESHMENTS (FRIE	47.17	61005	JD 2213	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES REFRESHMENTS (FRIE	36.36	61005	JD 2213	10	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES REFRESHMENTS (FRIE	123.73	61005	JD 2213	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YS BOOK CLUB REFRESHMENTS (FRIEN	44.49	61005	JD 2213	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT SERVICES REFRESHMENTS (FRIE	48.64	61005	JD 2213	13	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB (FRIENDS)	15.47	61005	JD 2213	14	700010 US BANK ONE CARD
E 001.24.572.20.31.091	ADULT BOOK CLUB (FRIENDS)	14.49	61005	JD 2213	15	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SNOWBALL SUPPLIES (YS FRIENDS)	32.47	61005	BS 9546	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SNOWBALL SUPPLIES (YS FRIENDS)	61.46	61005	BS 9546	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	HOLIDAY PARADE (YS FRIENDS)	52.88	61005	BS 9546	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SNOWBALL SUPPLIES (YS FRIENDS)	90.79	61005	BS 9546	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	HOLIDAY PARADE (YS FRIENDS)	103.03	61005	BS 9546	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SNOWBALL SUPPLIES (YS FRIENDS)	67.96	61005	BS 9546	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	STORYTIME SUPPLIES (YS FRIENDS)	86.00	61005	BS 9546	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	162.25	61005	BS 9546	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	YOUTH SERVICES SUPPLIES (YS FRIENC	125.87	61005	BS 9546	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MOBILE LIBRARY SUPPLIES (YS FRIENDS)	46.69	61005	BS 9546	10	700010 US BANK ONE CARD
E 001.24.572.20.31.099	ADMIN SUPPLIES	153.40	61005	JN 6341	4	700010 US BANK ONE CARD
E 001.24.572.20.31.099	ADMIN SUPPLIES	20.54	61005	JN 6341	5	700010 US BANK ONE CARD
E 001.24.572.20.31.099	ADMIN SUPPLIES RETURN	-20.54	61005	JN 6341	8	700010 US BANK ONE CARD
E 001.24.572.20.31.099	TECH SERVICES SUPPLIES	10.81	61005	JN 6341	9	700010 US BANK ONE CARD
E 001.24.572.20.31.099	ADMIN SUPPLIES	22.71	61005	JN 6341	11	700010 US BANK ONE CARD
E 001.24.572.20.31.099	MARKETING SUPPLIES	123.31	61005	HP 0074	8	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL  
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.41.091	PODBEAN SUBSCRIPTION (AS FRIENDS)	116.86	61005	AB 9693	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	9.09	61005	JN 6341	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOST (FOUNDATION)	25.87	61005	JN 6341	13	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY HOTSPOTS	65.05	61005	JN 6341	3	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY PHONE	50.45	61005	JN 6341	6	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY MODEM	50.45	61005	JN 6341	7	700010 US BANK ONE CARD
E 001.24.572.20.42.001	LIBRARY CELLPHONES	171.28	61005	JN 6341	10	700010 US BANK ONE CARD
E 001.24.572.20.43.003	PROF DEV - PLA REGISTRATION (FOUND	364.00	61005	JC 1440	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	55.55	61005	HP 0074	1	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	25.37	61005	HP 0074	2	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	14.06	61005	HP 0074	3	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	27.40	61005	HP 0074	4	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	70.41	61005	HP 0074	5	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	37.88	61005	HP 0074	6	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES	6.45	61005	HP 0074	7	700010 US BANK ONE CARD
E 001.24.572.20.44.001	MARKETING SUPPLIES RETURN	-37.88	61005	HP 0074	9	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY	2,104.73	61005	JN 6341	12	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	61005	JN 6341	2	700010 US BANK ONE CARD
Libraries	<b>Total :</b>	4,917.14				
E 001.24.594.72.64.011	BOOKS - CITY	17.80	61005	MR 3947	3	700010 US BANK ONE CARD
E 001.24.594.72.64.011	BOOKS - CITY	40.42	61005	MR 3947	5	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS SEATTLE 1 YR SUB / KEEP	24.95	61005	DS 4725	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PERIODICALS LIBRARY JOURNAL 1YR / 1	159.99	61005	DS 4725	2	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	80.58	61005	MR 3947	1	700010 US BANK ONE CARD
E 001.24.594.72.64.014	MEDIA - CITY - DVDS	52.17	61005	MR 3947	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BOOKS - J - FOUNDATION	17.30	61005	MR 3947	2	700010 US BANK ONE CARD
Capital Expenditures/Expenses	<b>Total :</b>	393.21				
LIBRARY	<b>Total :</b>	5,310.35				

Expenditure Accounts

GENERAL  
LIBRARY

<u>Account #</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>	<u>Invoice</u>	<u>Line</u>	<u>Vendor</u>
E 001.24.572.20.31.004	Copier/Printers CNW - lib - jan26	446.20	61085	INV3135224	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.48.561	5610 LIBRARY 577-0728 557B ELEV 01-02	50.37	61069	333890994	1	224034 CENTURY LINK
Libraries	<b>Total :</b>	496.57				
LIBRARY	<b>Total :</b>	496.57				



City of Longview



## Surplus Materials Report

Longview Public Library

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February 2026

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### **Physical Materials:**

- Physical materials added to the catalog: 662
- Physical materials withdrawn from catalog: 543

Net physical materials: 119

### **Digital Materials:**

- Digital materials added to the catalog: 2,227
- Digital materials withdrawn from the catalog: 2,856

Net Digital Materials: -629



Longview Public Library

March 2026

## Programs & Services

### Highlights

- LongCon was held Saturday, February 21, 10-5. We had 15 volunteers who committed a significant amount of time and creativity to make this event a success. It included three informational panels, a free Maid Cafe (drinks, snacks, and entertainment from servers in costume), and a Lip Sync Battle with 20 competitors! We also had 21 art and craft vendors. Overall, we saw 593 people at the library for LongCon.
- The Winter Reading Challenge ended February 28. Over January and February we had 202 total participants. 88 of those finished the reading challenge by logging 24 or more hours of reading for the two months! This is the first year we extended the challenge over two months.
- Rainbow Community had 17 teens come to the February 23 meeting.
- One father shared during Preschool Story time that his child loved the previous week's sensory activity of fake snow so much that he kept the snowman he made for four days and would kiss it every night before bed.
- Romance book club met and had such a fun time talking about *A Stitch in Time* by Kelley Armstrong and sharing personal ghost experiences. We are going to read *Good Duke gone Wild* by Bethany Bennett, the romance author that is coming for the Library's 100<sup>th</sup> Anniversary.

### Next Steps/Coming Soon

- The Community Volunteer Fair is coming Saturday March 7th from 10 – 1pm.
- The Columbia River Author Festival is coming Saturday May 16th from 10 – 4pm.
- LongCon 2027 is scheduled for Saturday, May 15. Moving forward, LongCon and the Columbia River Author Festival are going to be held in opposite years. This is part of our ongoing effort to realign our programming offerings with our capacity after staff reductions, but should have other benefits as well, including ensuring that the programs continue to be novel and interesting for participants and preventing staff and volunteer burn out.
- More people participated in Winter Reading this year (202 over 176), but fewer people finished (88 compared to 138). We'll have to consider why engagement dropped when planning for next year – perhaps having it through the end of February was too long.

## Limiting Factors/Concerns

- We only had one teen regularly attending Shakespeare Drama Club, and he and Becky have decided to discontinue the club for now. The teen who led the group last year was unable to do so again because of her school and other extracurricular commitments, and without that kind of teen leadership the group was unable to get enough participants to put together a show for May.

## Community Impact

### Highlights

- Recent emails from Books & Banter members:

*Dear Joanne and Austin,*

*I wanted to thank you so much for all your effort and work in hosting, planning, coordinating, and communicating regarding the Book Club meetings.*

*You do such a good job and I appreciate it. I enjoy the meetings and learn many things that interest me. It's nice to have the interactions with other people who like to read.*

*Thanks again, JoAnne Everhart*

*It is a joy to participate in Books and Banter with such a fine library staff and a wonderful group of citizens. The thoughtful and insightful discussions we have restore my faith in people, education and the human spirit.*

*I very much appreciate all the effort you, Austin and the library staff put into enriching our community via the public library system.*

*Thanks so much 🍷 Peace ...*

*Kathy*

- A patron asked Mandy at desk for help with a puzzle in our grab-and-go section. She shared that completing a puzzle was a bucket list item for her. She asked if we had any puzzles that were bright. Mandy showed her where the grab-and-go puzzles were kept. She took one and came back to share that she found doing the puzzle very relaxing. This has contributed to her getting the best sleep she's had in months.
- We did a passive "love your library" display for February with lots of great comments including:
  - The library has some awesome resources and comforting atmosphere.
  - Jakob.
  - I love the great selection of digital books!
  - The library is a beautiful place to learn and find community.
  - I love the library because the staff is amazing! ❤️
  - The awesome people and community reading creates.
  - I love the great service from the staff.
  - I love that every time I come there are new books.
  - I love that everyone is so kind and welcoming and that there is music and movies, not just books.

- I love reading the kids books, you can even ask them to order books they don't have!
- I love the multi-chargers, friendly staff, and good vibes.
- I love being able to view different magazines, and having a place to donate them.
- I love to imagine the books whispering their stories to each other when nobody is around...

## Metrics

### Circulation

Libby Checkouts	7218
Kanopy Plays	613
Checkouts	19744
Holds Filled	905
Card Registrations	219

The Longview Room had 7 visitors and 34 research questions regarding local history.

### Tech Services

Collection Area	New Items Available
Adult Books	254
Youth Books	76
Young Adult	29
Audio/Visual	38
Large Print	8
Mobile Core Collection	17
Periodicals	47
Other (LOT, Passes)	0
<b>Total</b>	<b>422</b>

### Programs & Events

Intended Audience	Number of Programs	Participation
Baby/Preschool	17	212
Kids	8	668
Teen	6	50
Adult	22	238
All Ages	3	733
<b>TOTAL</b>	<b>56</b>	<b>1901</b>

## Meeting Room Usage

Meeting Room	Total Bookings	Hours of Usage
Testing Office	29	59.5
Board Room	38	85.5
MJO	44	110.5
Auditorium	25	106.5
Other Rooms	5	10
<b>Total</b>	<b>136</b>	<b>372</b>

## Outreach

Mobile Library	Number of Stops	Patrons Served
Preschool	2	49
Facilities	8	159
Circulation	12	57

Homebound Outreach served 127 patrons, made 287 visits, and delivered 731 items.

## Volunteers

Number of Volunteers	Volunteer Hours
31	246.75

## Financial / Materials

Significant Purchases	Expense Total
Art Track Hanging Systems for Rotary Room	\$1520.79

The Foundation Approved \$4,500 in special funding to purchase 31 new chairs for the Rotary Room and \$8,100 in special funding for all new computer tables to replace the historic tables moving into the rotary room.

The Foundation also approved \$5,000 in special funding to go toward the building of a new custom Lower Floor Desk (J-Desk) which completed our funding goal of \$20,000 and we can now move forward with that project. Other sources of grants come from the Friends of the Longview Library, Red Canoe, and WeyerHauser.

In the final week of February, we processed 176 vouchers to close out the final run of payments through Eden, the City's financial processing software.

# Internal Goals and Strategies

## Recent Accomplishments

- The Friends of the Library have reordered the anniversary t-shirts twice, with 200 more shirts coming this week. They have sold really well! <https://givebutter.com/XvV0kB>
- The Foundation has sold 130 of the Fred Baxter books, with the chance of reordering them soon. <https://www.paypal.com/ncp/payment/4JZA4CC4JPMYN>
- The Library invested in a stick vacuum and carpet shampooer so staff can try and keep a clean and welcoming Library in the absence of quality janitorial services.

## Next Steps/Coming Soon

- Lots of plans have been in process for the April Anniversary events, including ordering the cake, decorations, sending formal and informal invitations out, etc. We've received lots of great feedback for the banners on the front of the building, everyone loves them!
- The City's new ERP (Enterprise Resource Planning) software goes live on March 2. This will move all financial processing over to new system We are beginning new processes for submitting vouchers and paying bills. This new system should allow for more efficient tracking and centralized digital recordkeeping. We are responsible for setting up the Library's internal processing of projects and grants. Mandy and James are hard at work to create a functional, intuitive process that can be used by Library and City staff for years to come.
- We are currently doing both an adult and youth survey of our patrons. You can view the surveys here:
  - Adults Survey: <https://www.surveymonkey.com/r/2026LPLWASurvey>
  - Kids Survey: <https://www.surveymonkey.com/r/2026LPLKidsSurvey>

## Limiting Factors/Concerns

- Janitorial service has been really poor. High traffic areas are not getting vacuumed; tables and chairs are left dirty. We are actively at work to correct this issue, but it is taking time to address.

## Library Activities & Event Photos



Sandra, Mobile Library services to the Sommerset Facility.



Front of building with anniversary banners.