

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: April 13, 2024 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: April 13, 2024 04:00 PM Pacific Time (US and Canada)

Topic: Longview Public Library Board of Trustees Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85968210045>

Passcode: 577920

Or One tap mobile:

US: +12532158782,,87029278703#,,,,*577920# or +14086380968,,87029278703#,,,,*577920#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 408 638 0968 or +1 669 900 6833 or +1 346 248 7799
or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 859 6821 0045

Passcode: 577920

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



City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, April 13, 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 Minutes – Action Item**
Action: Approve/Amend March 9, 2023 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 –**
September Meeting Location
12. **Next Meeting,**
May 11, 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, March 9, 2026

4:00pm

Council Chambers, City Hall

1. **CALL TO ORDER**

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 Mike Claxton, 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 FEBRUARY 9, 2026, MINUTES – Action Item**

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

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

Discussion was held about the Claims Report.

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

7. **SURPLUS MATERIALS – Action Item**

Discussion was held about the Surplus Materials Report.

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

8. **CONSTITUENT COMMENTS**

Mike Claxton provided a public comment.

Wayne Nichols provided a public comment.

9. **CHAIR AND BOARD REPORTS**

Chair Tina Smith provided a report.

Vice-Chair Paula Stepankowsky provided a report.

Boardmember Linda King provided a report.

Boardmember Dave Knoyle 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, April 13, 2026, at 4:00 P.M. in the Council Chambers of City Hall.

13. **EXECUTIVE SESSION**

No Executive Session

14. **ADJOURNMENT**

The meeting was adjourned by Chair Tina Smith at 4:39pm

James Newkirk

Library Administrative Assistant

Approved: _____

Chair



City of Longview

Summary of Claims



Longview Public Library

The Summary of Claims Report covers the first reporting cycle generated through the City's new Munis ERP system. Invoices span January 20, through March 19, 2026, presented across two pages of records.

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

Total Amount Paid: \$10,234.18

Date(s) Paid: 03/19/2026

INVOICE TRACKING REPORT

TRACKING FROM: 01/01/2025 TO 03/31/2026
 DEPT: LIB TO LIB
 VENDOR: 000001 TO 999999

RECEIVED VENDOR	CREATED	INV DATE	INVOICE DEPT CLERK	DOC	INV NET	DAYS: AMOUNT	ENTRY INV STATUS	RELEASE	APPROVE WF	POST STATUS	CHECK	COMPLETION CHECK STATUS
02/24/2026 010089-REPROGRAPHICS INC	03/02/2026	02/24/2026	281-26 LIB jamesn	85		344.08	6 PAID	1	0	0 APPROVED	2	PAID 2
03/02/2026 010293-OVER DRIVE INC	03/03/2026	02/16/2026	01452C026054234 LIB jamesn	230		346.98	1 PAID	0	0	0 APPROVED	2	PAID 1
02/16/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	01/26/2026	93984791 LIB jamesn	238		52.76	15 PAID	0	0	0 APPROVED	38	PRINTED 37
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	01/22/2026	93927281 LIB jamesn	241		12.38	1 PAID	0	0	0 APPROVED	2	PAID 1
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	01/23/2026	93957020 LIB jamesn	242		278.05	1 PAID	0	0	0 APPROVED	2	PAID 1
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	01/28/2026	94051369 LIB jamesn	243		12.26	1 PAID	0	0	0 APPROVED	2	PAID 1
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	02/04/2026	94244183 LIB jamesn	244		64.27	1 PAID	0	0	0 APPROVED	2	PAID 1
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	02/16/2026	94628927 LIB jamesn	246		6.48	1 PAID	0	0	0 APPROVED	2	PAID 1
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	02/18/2026	94588188 LIB jamesn	247		399.47	1 PAID	0	0	0 APPROVED	2	PAID 1
03/02/2026 012297-INGRAM LIBRARY SERVICES	03/03/2026	02/11/2026	94420164 LIB jamesn	248		32.45	1 PAID	0	0	0 APPROVED	2	PAID 1
03/16/2026 010579-INNOVATIVE INTERFACES INC	03/16/2026	03/03/2026	INV-INC41322 LIB jamesn	775		3,291.26	0 PAID	1	21	0 APPROVED	24	PAID 24
03/16/2026 011640-SECRETARY OF STATE	03/16/2026	03/02/2026	3084 LIB jamesn	776		3,846.00	0 PAID	1	21	0 APPROVED	24	PRINTED 24
02/16/2026 011267-BERTELSMANN PUBLISH	03/16/2026	01/07/2026	521506 LIB jamesn	783		121.17	28 PAID	1	21	0 APPROVED	24	PRINTED 24
03/03/2026 012297-INGRAM LIBRARY SERVICES	03/16/2026	02/16/2026	94628925 LIB jamesn	785		5.69	13 PAID	1	21	0 APPROVED	24	PRINTED 24
03/03/2026 012297-INGRAM LIBRARY SERVICES	03/16/2026	02/16/2026	94519914 LIB jamesn	786		6.53	13 PAID	1	21	0 APPROVED	24	PRINTED 24
03/03/2026 012297-INGRAM LIBRARY SERVICES	03/16/2026	02/16/2026	94519916 LIB jamesn	788		12.49	13 PAID	1	21	0 APPROVED	24	PRINTED 24
03/03/2026 012297-INGRAM LIBRARY SERVICES	03/16/2026	02/16/2026	94519917 LIB jamesn	789		13.99	13 PAID	1	21	0 APPROVED	24	PRINTED 24

INVOICE TRACKING REPORT

TRACKING FROM: 01/01/2025 TO 03/31/2026
 DEPT: LIB TO LIB
 VENDOR: 000001 TO 999999

RECEIVED VENDOR	CREATED	INV DATE	INVOICE DEPT CLERK	DOC	INV NET	DAYS: AMOUNT	ENTRY INV STATUS	RELEASE	APPROVE WF	POST STATUS	CHECK	COMPLETION CHECK STATUS
03/03/2026 012297-INGRAM LIBRARY SERVICES	03/16/2026	02/16/2026	94519919 LIB jamesn	790		25.09	13 PAID	1	21 APPROVED	0	24	24 PRINTED
02/16/2026 011708-TASTE OF HOME BOOKS	03/16/2026	01/20/2023	01033 LIB jamesn	792		33.52	28 PAID	1	21 APPROVED	0	24	24 PRINTED
03/16/2026 010639-LOOKOUT BOOKS	03/16/2026	02/18/2026	ARL2301701 LIB jamesn	851		80.35	0 PAID	1	21 APPROVED	0	24	24 PRINTED
03/16/2026 012297-INGRAM LIBRARY SERVICES	03/16/2026	02/16/2026	94628926 LIB jamesn	861		1,248.91	0 PAID	1	21 APPROVED	0	24	24 PRINTED

Total: \$10,234.18



City of Longview



Surplus Materials Report

Longview Public Library

March 2026

Physical Materials:

- Physical materials added to the catalog: 802
- Physical materials withdrawn from catalog: 1544

Net physical materials: -742

Digital Materials:

- Digital materials added to the catalog: 1736
- Digital materials withdrawn from the catalog: 2130

Net Digital Materials: -394



Longview Public Library

April 2026

Programs & Services

Highlights

- **Volunteer Fair:** 4 people submitted volunteer applications that they picked up from the event.
- **Women's History Plays:** Key City Theatre from Port Townsend tours Washington in March, Women's History Month, and because of sponsorship from the Longview Public Library, the Ethnic Support Council and the Cowlitz History Museum, they performed two plays in Longview about real women from Washington State! Both performances were a delight with great scripts, incredible actors and simple props. Teens from one performance commented how they couldn't believe they had never heard of these historical figures before and they actors have encouraged them to try out for their school play.
- **Day-to-Day Caregiving Skills:** The Area Agency on Aging & Disabilities of Southwest Washington came and gave a thorough talk on all the different things caregivers have to consider if they are taking care of a loved one in their home. Comments: " This was a real eye opener. Now my husband and I know some things we can expect in the future." " Our birthdays are accumulating and the stairs and becoming harder. We have some resources now to help us."
- **Mobile Library:** In March, we were taking the Mobile Library out up to four days a week for a total of 28 visits, the busiest month we've had. March also marks a full year since the Mobile Library first hit the road! Staff are doing an incredible job making sure stops are covered, filling in for each other during sickness and making sure this service is prioritized. Word is getting out in the community and we are starting to get more requests for special visits.

Next Steps/Coming Soon

- **Library Anniversary Momentum**
 - Continued planning and promotion for the Library's 100th Anniversary in April, including event coordination and expanded community outreach.
 - Drafted proclamation language connecting National Library Week to the Library's centennial milestone.
 - Koth Memorial Gallery Exhibit – April: Month-long display featuring historical library artifacts, photographs, and memorabilia
 - The Celebration of Youth in the Library will take place on Saturday, April 18th at 2:00 pm. The event will feature a children's illustrator talk with Corinna Luyken, the unveiling of the Children's Quilt, and light refreshments, including cupcakes.

- The Ukulele Club is having a Library Anniversary recital on Friday April 24th at 2:00 pm in the library.
- The Library 's Anniversary Celebration will be on Saturday, April 25 at 10:00 am, inviting the community to mark 100 years of service. The event will feature birthday cake, refreshments, and displays highlighting the Library's history and impact. The program will begin with opening remarks at 10:00 am, followed by the presentation of gifts from community members at 10:30 am, and conclude with a romance author talk by Bethany Bennett at 11:00 am.
 - The Friends of the Library have purchased copies of the romance author book for resale and signing at the event and are continuing to sell the Anniversary tshirts: <https://givebutter.com/XvV0kB>
- The Foundation continues to sell "HISTORIC HOMES OF THE OLD WEST SIDE": <https://www.longviewlibraryfoundation.org/get-involved> and Fred Baxter will have a book signing event on April 27th at 5:30 pm

Metrics

Circulation

Libby Checkouts	7968
Kanopy Plays	695
Checkouts	20993
Holds Filled	1040
Drive Thru Visitors	90

Tech Services

Collection Area	New Items Available
Adult Books	201
Youth Books	142
Young Adult	62
Audio/Visual	21
Large Print	10
Total	436

Programs & Events

Intended Audience	Number of Programs	Participation
Baby/Preschool	19	299
Kids	7	690
Teen	6	85
Adult	17	135
All Ages	2	359
TOTAL	51	1568

Meeting Room Usage

Meeting Room	Total Bookings	Hours of Usage
Testing Office	23	39
Board Room	37	77
MJO	53	123
Auditorium	32	120.5
Other Rooms	8	26
Total	145	385.5

Outreach

Mobile Library	Number of Stops	Patrons Served
Facilities	10	132
Preschools	5	91
Circulation	12	46

Special Mobile Library visit to Lexington School served 205 patrons.

Tabled at Junior League's Middle School Girls Night and gave away 47 books!

Homebound Outreach served 126 patrons, made 315 visits, and delivered 654 items

Volunteers

Number of Volunteers	Volunteer Hours
25	178

Financial / Materials

- The internal library structure for the new ERP (Munis) continues to grow as we expand our project reporting and recordkeeping. However, it is taking considerable time and effort.
- James was able to set up new recordkeeping practices for Local, Federal, and State Professional Development Grants to accurately distribute the expenditures for tracking and seeking reimbursements more easily.
- This new project accounting tracking system can be expanded for all current and new grants, including the Friends of the Library and Longview Library Foundation annual budgets granted for Library materials and services.
- Munis provides a different structure for reporting and tracking than our previous system. This has led to the difference in the Claims Report this month. The reporting structure is still being setup and fine-tuned and may see more changes in the coming months.

Internal Goals and Strategies

Recent Accomplishments

- **Marketing & Communications:** Developed multiple social media campaigns, including:
 - A 4-part historical engagement series highlighting the Library's legacy.
 - "Save the Date" promotions for upcoming centennial events.
 - Community appreciation messaging recognizing support for 100 years of service.
 - Promotion of author events, including book sales and post-event signings.
 - Ongoing Youth & Family Programs (early literacy, storytimes, and reading activities)
- **Facilities**
 - We've had a series of conversations with the janitorial staff and have seen improvements in the cleanliness of the building. We will continue an ongoing dialogue to seek more improvement as time goes on and are optimistic about the future.
 - The Rotary Room had its lights installed and is having the floor repaired. It had a delay due to heavy rainfall last month which caused damage to the paint in one corner, but it is still on track for a ribbon cutting on April 25.

Next Steps/Coming Soon

- **Marketing & Communications:**
 - Special anniversary events recognizing the Library's 100th Anniversary
 - National Library Week (April 19 - 25)
 - Summer Reading Promotions (summer reading awareness and engagement kickoff, "Unearth a Story" Theme focus: dinosaurs, archaeology, and paleontology. Overall vibe: discovery, digging into the past, and uncovering stories.)

- We have started the process of switching alarm companies. We will be leaving ADT and moving over to Security Professionals, based out of Vancouver, WA, which services several of the buildings in the City. During this time, we will also be upgrading the communications systems and several of the panels and sensors.

Limiting Factors/Concerns

- Community members continue to leave large quantities of religious materials in the magazine room without using the Library's established donation process. Staff are collecting armfuls of these materials daily, creating ongoing workflow and space challenges. To address this, Heather P. installed updated signage that clearly states donation policies and directs patrons to appropriate channels. Staff will continue to monitor the situation and evaluate additional solutions if needed.
- The sliding glass doors of the Solar Entry seem to be irreparable. The electrical system is malfunctioning in a way that makes the doors open and close constantly. The company that installed the doors and inspected the issue offered a quote for replacement that is well beyond what we can afford to pay out of our operational budget, so we're looking into other funding options, and will seek more bids. For now, we are manually opening and closing the doors at the start and end of each day, leaving them ajar during business hours.

Event Photos

Volunteer Fair



Lexington Mobile Library Stop

