

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: May 11, 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: May 11, 2026 at 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, May 11, 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 April 13, 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 –**
Potential meeting schedule changes
12. **Next Meeting,**
June 8, 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, April 13, 2026

4:00pm

Council Chambers, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:07pm. A quorum is present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

***Present:** Chair Tina Smith, Board Member Linda King, Vice-Chair Paula Stepankowsky, Board Member Dave Knoyle, Library Director Jacob Cole, Library Administrative Assistant James Newkirk.*

***Excused Absence:** Jerame Moore, Mike Claxton*

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF MARCH 9, 2026, MINUTES – Action Item**

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

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

Discussion was held about the Claims Report.

***Action:** 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**

Khamil Han 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.

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

Discussion was held about the Location of the September Board Meeting. On September 14, 2026, the Board Meeting will be held at the Longview Public Library in the Rotary Room.

Action: *Tina Smith motioned to move the meeting of September 14, 2026, to the Rotary Room of the Longview Public Library; Paula Stepankowsky Seconded. Moving the location of the September meeting was unanimously approved.*

12. NEXT REGULAR MEETING

Monday, May 11, 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 4:50pm

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 March, and the first claims period of April consisting of five pages of records for the year 2026.

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

Total Amount Paid: \$14,383.34

Dates Paid: 3/12/2026, 3/26/2026, 4/9/2026

Departmental Expenditure Report
City of Longview

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722049.0000.572243.	Polaris Syndetics Unbound 2026	3,291.26	200292	INV-INC41322	1	10579 - INNOVATIVE INTERFACE
	Library Total	<u>3,291.26</u>				

**Departmental Expenditure Report
City of Longview**

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722031.0000.572216.	copier/printer maint feb2026	406.15	200013	INV3149605	10	10677 - COPIERS NORTHWEST IN
001.570.LIB.ADMN.5722049.0000.572242.	Library E-Books and E-AudioBooks	346.98	200044	01452CO26054234	1	10293 - OVER DRIVE INC
001.570.LIB.ADMN.5722049.0000.572247.	Library 2026 Spring Reading Program Booklet	344.08	200047	281-26	1	10089 - REPROGRAPHICS INC
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	12.38	10023	93927281	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	278.05	10023	93957020	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	12.26	10023	94051369	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	64.27	10023	94244183	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	32.45	10023	94420164	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	399.47	10023	94588188	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	6.48	10023	94628927	1	12297 - INGRAM LIBRARY SERVI
Library Total		1,902.57				

**Departmental Expenditure Report
City of Longview**

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722031.0000.572215.	Library Business Cards	51.89	200319	26-0313COL	1	11442 - COPIES TODAY INC
001.570.LIB.ADMN.5722031.0000.572215.	Office Supplies	52.05	200359	453926075001	1	11699 - OFFICE DEPOT
001.570.LIB.ADMN.5722031.0000.572215.	Copy Paper	268.51	200358	457833869001	1	11699 - OFFICE DEPOT
001.570.LIB.ADMN.5722031.0000.572215.	Office Supplies - Vinyl Envelopes	68.25	200380	49377495	1	10557 - ULINE INC
001.570.LIB.ADMN.5722031.0000.572217.	Youth Services Supplies (Friends)	167.28	10236	62786574	1	12373 - TEK INDUSTRIES
001.570.LIB.ADMN.5722031.0000.572217.	Book Club Books - YS Friends	4.89	10200	94313736	1	12297 - INGRAM LIBRARY SERVI
001.570.LIB.ADMN.5722031.0000.572217.	Book Club Books - AS Friends	228.25	10199	94313738	1	12297 - INGRAM LIBRARY SERVI
001.570.LIB.ADMN.5722031.0000.572217.	Book Club Books - YS Friends	65.95	10199	94519918	1	12297 - INGRAM LIBRARY SERVI
001.570.LIB.ADMN.5722031.0000.572218.	Whazoodle - Library of Things - Foundation	121.17	10173	521506	1	11267 - BERTELSMANN PUBLISH
001.570.LIB.ADMN.5722031.0000.572219.	Tech Services Supplies	77.94	200379	205995676	1	10557 - ULINE INC
001.570.LIB.ADMN.5722031.0000.572219.	Office Supplies	5.39	200360	454107476001	1	11699 - OFFICE DEPOT
001.570.LIB.ADMN.5722041.0000.572223.	Kanopy Monthly Service - February	516.00	200339	495207 - PPU	1	10791 - KANOPY INC
001.570.LIB.ADMN.5722042.0000.572226.	Longview Library Broadband Services	3,846.00	10227	3084	1	11640 - SECRETARY OF STATE
001.570.LIB.ADMN.5722042.0000.572228.	Alarm - Battery Service	484.74	10191	160681610	1	11209 - EVERON LLC
001.570.LIB.ADMN.5722042.0000.572228.	Alarm Monitoring	331.93	10191	160683777	1	11209 - EVERON LLC
001.570.LIB.ADMN.5722048.0000.572240.	5610 LIBRARY ELEVATOR PHONE 557B	50.37	10180	333890994 - FEB 2026	1	11559 - CENTURY LINK
001.570.LIB.ADMN.5722048.0000.572240.	5610 LIBRARY ELEVATOR PHONE 557B	50.37	10180	333890994 MAR 2026	1	11559 - CENTURY LINK
001.594.LIB.ADMN.5947264.0000.594709.	City Books	16.32	10199	94313732	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	33.52	10234	01033	1	11708 - TASTE OF HOME BOOKS
001.594.LIB.ADMN.5947264.0000.594711.	City Books	17.04	10199	92167612	1	12297 - INGRAM LIBRARY SERVI

001.594.LIB.ADMN.5947264.0000.594711.	City Books	38.83	10199 92167619	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	40.24	10199 92167620	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	52.76	10199 93984791	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	19.60	10199 94313730	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	25.38	10199 94313734	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	12.40	10200 94313735	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	9.90	10200 94313737	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	12.43	10199 94313739	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	28.57	10199 94399574	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	12.46	10199 94519913	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	12.49	10199 94519915	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	30.31	10199 94519920	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	28.57	10199 94569068	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books	40.34	10199 94628923	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	1,248.91	10199 94628926	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	City Books - Large Print - Pioneer Lions	31.15	200329 999102407078	1 10266 - GALE GROUP INC
001.594.LIB.ADMN.5947264.0000.594711.	City Books	507.04	10206 ARK2202051	1 12166 - KNOWBUDDY RESOURCES
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	80.35	10210 ARL2301701	1 10639 - LOOKOUT BOOKS
001.594.LIB.ADMN.5947264.0000.594713.	Recordings - City - Music	27.58	200352 508366298	1 11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594713.	Recordings - City - Music	18.38	200352 508402926	1 11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594713.	Recordings - City - Music	12.97	200352 508470253	1 11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - City - DVDs	110.31	200352 508274312	1 11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - City - DVDs	266.89	200352 508470255	1 11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	6.53	10200 94519914	1 12297 - INGRAM LIBRARY SERVI

001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	12.49	10199 94519916	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	13.99	10199 94519917	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	25.09	10199 94519919	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	5.69	10200 94628925	1 12297 - INGRAM LIBRARY SERVI

Library Total

9,189.51



City of Longview



Surplus Materials Report

Longview Public Library

April 2026

Physical Materials:

- Physical materials added to the catalog: 1052
- Physical materials withdrawn from catalog: 781

Net physical materials: 271

Digital Materials:

- Digital materials added to the catalog: 2234
- Digital materials withdrawn from the catalog: 1994

Net Digital Materials: 240



Longview Public Library

May 2026

Programs & Services

Highlights

- Story Times ended strong with our numbers greatly increasing as our connections with families grow stronger.
- Books & Banter read a poetry anthology for National Poetry Month called *You Are Here: Poetry in the Natural World* edited by Ada Limon. We invited members to bring a favorite poem to read out loud. The poems ranged from Shel Silverstein to Emily Dickinson. Many shared stories of how they were introduced to poetry and how poetry brought meaning to their lives.
- The Library Anniversary Celebration was a huge success! We had 343 attendees and an abundance of praise for a great event, the beautiful Rotary Room, and the historic artifacts that are displayed.
- The mobile library continues its regularly scheduled routes with additional stops to a variety of facilities in our region.
- The spring card making workshop was a big hit with lots of easter / spring themed cards being made by all ages of people.
- We are continuing to offer a variety of programming around hearing loss and devices with April's program being "Considerations for your Next Pair of Hearing Aids."
- Rainbow Community had between 10 and 16 teens each week for the month of April. We also onboarded a new volunteer who will be able to help out when Megan, our regular volunteer, is unavailable. Sometimes when the weather is nice, some of the teens will leave a bit early to go for a walk together.
- Our Little Kids Book club continues to be well attended each month. Both parents and kids said they would miss it when we take a short break in the months of June and August.

Next Steps/Coming Soon

- Story Times will resume in June with our Summer Reading Program
- Books & Banter will read *Place of Tides* by James Rebanks in May.

Community Impact

Highlights

- Our Library's 100th Anniversary events with off without a hitch, with over 300 people at our birthday party day on April 26th which included speeches from a variety of library supporters, the Rotary Room dedication, the Bethany Bennett author presentation, birthday cake, LPL coloring books, wooden bookmarks and tours of the library by the Friends of the Library.
 - Photos of the festivities can be viewed here:
<https://photos.app.goo.gl/5w7FefMdhiSRhC2M8>
 - 100th Anniversary Committee Chairperson, Heather Palow. Committee Members: Tina Smith, Margaret Lopic, Angela Stephenson, Retha Porter, Wendy Kosloski, Jane Ditewig, Lisa Sudar, Paula Stepankowsky, Jacob Cole and Belinda Lowery.
- In addition to the large birthday celebration, we had a smaller event on April 18th that focused on the children in the library with cupcakes, balloons, the unveiling of the children's desk quilt and the author/illustrator talk by Corinna Luyken.
- The "Historic Homes of the Old West Side" book talk and signing on April 27th went really well with over 50 attendees in the magazine room. We kept adding chairs as people kept coming! The Foundation sold most of the books, with maybe 10 copies left to sell.
- The Friends of the Library sold over 300 shirts with the Library's anniversary design. They have about 50 shirts left to sell and will continue to offer them at various future events like book sales and squirrel festival. They're very happy with how many have sold!
- We registered 223 new patrons.
- We answered 2,366 questions at the two service desks, up 16% from last April.

Metrics

Circulation

Libby Checkouts	7786
Kanopy Plays	525
Checkouts	21270
Holds Filled	940
Drive Thru Visitors	65

The Longview Room had 6 visitors and 45 research questions regarding local history.

Tech Services

Collection Area	New Items Available
Adult Books	127
Youth Books	183
Young Adult	43
Audio/Visual	61
Large Print	20
Mobile Core Collection	45
Other (LOT, Passes, Periodicals)	62
Total	541

Programs & Events

Intended Audience	Number of Programs	Participation
Baby/Preschool	19	315
Kids	5	644
Teen	4	58
Adult	12	497
All Ages	2	28
TOTAL	42	1542

Meeting Room Usage

Meeting Room	Total Bookings	Hours of Usage
Testing Office	18	46
Board Room	46	82
MJO	41	103
Auditorium	29	110
Rotary Room – NEW!	2	8.5
Other Rooms	11	31
Total	147	380.5

Outreach

Mobile Library	Number of Stops	Patrons Served
Facilities	10	149
Preschool	2	54
Circulation/After School	12	51

Homebound Outreach served 127 patrons, made 347 visits, and delivered 601 items

Volunteers

Number of Volunteers	Volunteer Hours
25	169

Financial / Materials

- We have received two grants through the IMLS to be able to send Jennifer and James to WLA in April. These grants will cover about 90% of expenses, making this professional development opportunity affordable and accessible.
- We're nearly caught up on the new System backlog of invoices. James was able to sit down for several days and process our first batch of periodicals and catch us up on all net30 invoices to April. Soon we'll have processed the entire backlog and be up to date on invoicing.

Internal Goals and Strategies

Recent Accomplishments

- Jacob presented our grant request to the County Commissioners concerning funding for replacing the carpets.
- Purchased and air purifier and installed stools in the restroom, in response to patron feedback from our annual survey about odor and restroom accessibility.
- We invested in a pair of piano dollies which has drastically increased our capability for moving the heavy historic tables.

Next Steps/Coming Soon

- Our next big event is the Columbia River Author Festival on May 16th from 10 – 4 with over 40 local authors. There will be panels, author signings, the new Zine Collection ribbon cutting and more.
- We are shifting our focus to our upcoming Summer Reading Program "Unearth a Story" with dinosaur decor, they'll be lots of prehistoric friends coming to the library soon!

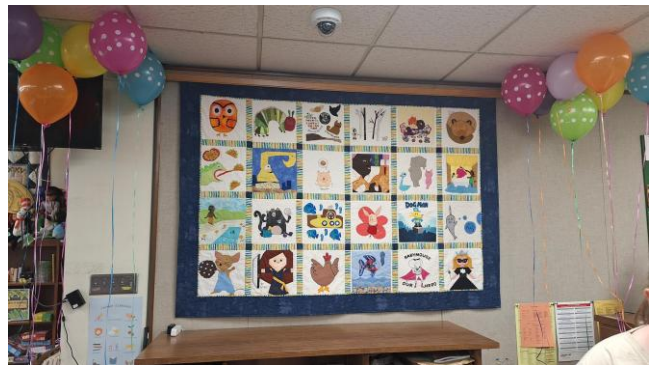
- New chairs for the Rotary Room arrive in May and gallery-style tracking systems will be installed to complete the renovation of the main space.
- New tables arrive at the end of May to update the public internet usage space giving us dedicated computer tables for the first time in library history, instead of re-using furniture from other portions of the building.

Limiting Factors/Concerns

- Our signs to discourage LCC students from parking in our lot were stolen so Heather P replaced them with sturdier A frames and new signage.

Event Photos

Celebrating children in the library event photos:



Koth Gallery Display for 100th Anniversary:



Completed Rotary Room for 100th Anniversary. It is now another public meeting space for up to 30 people.



100th Birthday party – more photos can be found at: <https://photos.app.goo.gl/5w7FefMdhiSRhC2M8>

