

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: August 10, 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: August 10, 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

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

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City of Longview

Agenda



Longview Public Library Board of Trustees

Monday, August 10, 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 July 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 –**
Library Art Committee
12. **Next Meeting,**
September 14, 2026 – In the MJO Room of the Longview Public Library
13. **Executive Session (If necessary)**
14. **Adjournment**



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, July 13, 2026

4:00pm

Council Chambers, City Hall

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 Jerame Moore, City Council Liaison Mike Claxton, Library Director Jacob Cole, Library Administrative Assistant James Newkirk

Absent: n/a

4. **APPROVAL OF AGENDA**

Tina asked for an agenda item to be added in Other Business "Successorship to Board Chair."

Action: Linda King motioned to add the item to the agenda; Paula Stepankowsky seconded. The agenda item was added through unanimous approval.

5. **APPROVAL OF JUNE 8, 2026 MINUTES – Action Item**

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

7. **SURPLUS MATERIALS – Action Item**

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

8. **CONSTITUENT COMMENTS**

No Constituent Comments

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 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**

Successorship to Board Chair

Discussion was held about the successorship of the Board Chair and Vice-Chair.

Action: *Jerame Moore motioned to promote Linda King to Vice-Chair for the remainder of 2026; Paula Stepankowsky seconded. Linda King was unanimously elected as Vice-Chair for remainder of 2026.*

12. **NEXT REGULAR MEETING**

Monday, August 10, 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

Summary of Claims include the first and second claims periods of July consisting of seven 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: \$16,715.29

Dates Paid: 07/14/2026, 08/05/2026

**Departmental Expenditure Report
City of Longview**

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722035.0000.572221.	Christian Science 1-Year Sub / Keep 3-Months	216.40	10801	LPL 1-year Sub	1	12495 - CHRISTIAN SCIENCE MO
001.570.LIB.ADMN.5722048.0000.572240.	UT PHONE 5610 LIBRARY 557B 6/18-7/17	49.59	10798	333890994 JUN 2026	1	11559 - CENTURY LINK
001.594.LIB.ADMN.5947264.0000.594711.	Books - City - CREDIT	-18.15	10824	95792855	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	19.51	10823	96939909	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	22.09	10823	96939910	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	58.53	10822	96939911	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	109.83	10822	96939912	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	43.23	10822	97052580	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	20.29	10823	97052581	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	145.96	10822	97052583	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	20.92	10823	97082809	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	37.93	10823	97082811	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	41.80	10822	97082815	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	41.74	10823	97082816	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	51.57	10822	97082817	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	87.84	10822	97082818	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	42.19	10822	97209704	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	39.46	10823	97209705	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	65.68	10822	97209706	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	65.81	10822	97209707	1	12297 - INGRAM LIBRARY SERVI

001.594.LIB.ADMN.5947264.0000.594711.	Books - City	84.95	10822 97238760	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	13.02	10824 97238761	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	14.47	10824 97238762	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	12.24	10824 97294197	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	11.21	10824 97294198	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	19.09	10823 97294202	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	37.21	10823 97360312	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	21.72	10823 97360314	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	41.99	10822 97360315	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	32.14	10823 97360316	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	30.77	10823 97360317	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	45.84	10822 97360318	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	19.73	10823 97360320	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594712.	Art in America 1-Year Sub / Keep 1-Year	97.33	10782 LPL 1-year Sub	1 12486 - ART IN AMERICA
001.594.LIB.ADMN.5947264.0000.594712.	Coinage Magazine 2-Year Sub / Keep 1-Year	36.79	10804 LPL 2-year Sub	1 12492 - COINAGE
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	84.58	10822 96939907	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	22.76	10823 96939908	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	1,007.44	10822 96939913	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	233.98	10822 96939914	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	60.62	10822 97052579	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - MJO - Foundation	32.89	10823 97082810	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - MJO - Foundation	20.88	10823 97082812	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	62.07	10822 97082813	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	18.28	10824 97082814	1 12297 - INGRAM LIBRARY SERVI

001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	12.43	10824 97082819	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	18.72	10824 97082820	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	13.21	10824 97209708	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	10.70	10824 97209709	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	35.80	10823 97238763	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	8.13	10824 97238764	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	727.32	10822 97238765	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J - Foundation	26.36	10823 97294199	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - J- -Foundation	30.40	10823 97294200	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	168.32	10822 97294201	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	16.49	10824 97360313	1 12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	31.49	10823 97360319	1 12297 - INGRAM LIBRARY SERVI

Library Total

4,423.10

**Departmental Expenditure Report
City of Longview**

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722035.0000.572220.	Library Alarm System Upgrade	5,227.00	10928	151993	1	10211 - SECURITY PROFESSIONA
001.570.LIB.ADMN.5722042.0000.572228.	Library Alarm Monitoring	81.16	10928	151994	1	10211 - SECURITY PROFESSIONA
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	10.63	10907	97052582	1	12297 - INGRAM LIBRARY SERVI
001.594.LIB.ADMN.5947264.0000.594712.	Consumer Reports Magazine 2-Year Sub / Keep 1-Year	47.61	10882	LPL 2-year Sub	1	12496 - CONSUMER REPORTS MAG
Library Total		<u>5,366.40</u>				

Departmental Expenditure Report
City of Longview

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722041.0000.572223.	Kanopy Streaming Services	333.00	201197	512172 - PPU	1	10791 - KANOPY INC
001.570.LIB.ADMN.5722049.0000.572242.	Newsbank Annual Sub 2027	3,485.00	201213	RN72802	1	10668 - NEWSBANK INC
Library Total		3,818.00				

Departmental Expenditure Report
City of Longview

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.594.LIB.ADMN.5947264.0000.594725.	Books - Foundation	168.32	201132	97294201	1	10240 - ADVANCED MESSAGING &
Library Total		168.32				

**Departmental Expenditure Report
City of Longview**

General

Library

Account #	Description	Amount	Check #	Invoice	Line	Vendor
001.570.LIB.ADMN.5722031.0000.572215.	Office Supplies - Copy Paper	338.33	201104	471303615001	1	11699 - OFFICE DEPOT
001.570.LIB.ADMN.5722031.0000.572216.	copier/printer maint - jun26	433.28	201059	INV3212000	10	10677 - COPIERS NORTHWEST IN
001.570.LIB.ADMN.5722049.0000.572242.	E-books & E-Audiobooks - City	1,128.88	201107	01452CO26197056	1	10293 - OVER DRIVE INC
001.594.LIB.ADMN.5947264.0000.594711.	Audiobooks - City	36.51	201053	2235560	1	10463 - BLACKSTONE PUBLISHIN
001.594.LIB.ADMN.5947264.0000.594711.	Books - City	29.43	201074	999102740953	1	10266 - GALE GROUP INC
001.594.LIB.ADMN.5947264.0000.594711.	Books - LP - City	128.11	201074	999102818010	1	10266 - GALE GROUP INC
001.594.LIB.ADMN.5947264.0000.594714.	Media - DVDs - City	24.33	201098	508929288	1	11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - DVDs - City	89.23	201098	508960396	1	11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - DVDs - City	24.33	201098	508960398	1	11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - DVDs - City	319.64	201098	509015694	1	11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - DVDs - City	29.20	201098	509015696	1	11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594714.	Media - DVDs - City	157.38	201098	509015697	1	11695 - MIDWEST TAPE LLC
001.594.LIB.ADMN.5947264.0000.594725.	Books - LP - Foundation	200.82	201074	999102813091	1	10266 - GALE GROUP INC
Library Total		<u>2,939.47</u>				



City of Longview



Surplus Materials Report

Longview Public Library

July 2026

Physical Materials:

- Physical materials added to the catalog: 1044
- Physical materials withdrawn from catalog: 559

Net physical materials: 485

Digital Materials:

- Digital materials added to the catalog: 3161
- Digital materials withdrawn from the catalog: 2467

Net Digital Materials: 694



Longview Public Library

August 2026

Programs & Services

Highlights

- We registered 258 new patrons and answered at least 2,557 questions at services points. The hidden figure was found 626 times in the kid's area!
- Hamilton Sing-Along was a total joy. We had 64 people attend, mostly teens but a nice mix of adults in there, everyone singing so you could hardly hear the movie. Several people dressed in character. One adult, a regular library user and volunteer, approached me at intermission and said that it was the best library event she'd been to and that it gave her hope for the future.
- We held a sensory exploration event (Triceratots and Babysaurs) on July 18 that was designed for early learners from 0-5 and their grownups. We provided multiple sensory exploration materials including a water station, a slime station made from a chia pudding, and a dirt station. These stations had tools such as funnels, squirt bottles, measuring cups and spoons, as well as dinosaurs and edible plants like rose petals, nasturtiums, dill, and asparagus fronds. The children were invited to explore the stations and engage in sensory play with their caregivers.
- Dinosaur Planters: Popular event for teens and adults. We ran out of dinosaurs and had to turn a few people away. A relaxing, and creative opportunity for our community to create decor out of plastic dinosaurs. Many parents and teens thanked me for this event as there aren't many opportunities for parents and teens to do things together.
- Our meditation class saw steady numbers this summer with an average of 10 people attending weekly. We received positive feedback. One member said it was a positive addition to her healing journey. Another person said she suffers from anxiety and before the meditation training, she would spiral. She said she felt herself going into a spiral, but she could hear the teacher's voices telling her to do a breathing technique and it helped her to maintain calm.
- We had about 160 people attend our Summer Picnic. The Longview-Kelso Earlybird Lions helped us set up and cooked hot dogs for everyone. The entertainment was Angel Ocasio, who performed a bilingual English/Spanish comedy show.

Next Steps/Coming Soon

- We will have Cowlitz Meditation return in September.

Community Impact

Highlights

- Synchronized movement, like singing together at the Hamilton Sing-Along, increases pro-social behaviors like cooperation and communication, and it makes people like each other more.
- Research has proven that sensory play, or playing with all of your senses (sight, sound, touch, taste and smell) has multiple cognitive and social/emotional learning benefits. Sensory play stimulates brain growth, creating new neural connections. It also enhances attention span, helping children concentrate better. Sensory play enhances thinking skills. Indeed, at Triceratots and Babysaurs we witnessed cause and effect being learned multiple times as well as counting how many scoops it takes to fill a container. Finally, sensory play has social and emotional benefits. It is a calming activity and helps to regulate emotions. Social learning takes place during sensory play. We witnessed children learning to ask for a turn with funnels and squeeze bottles. They also had to figure out how to share the space around the different learning stations. Many conversations were happening with the children and their grownups and new friends. They were learning new vocabulary which is a precursor to learning to read and write. Sensory play also helps children express themselves, fostering self-confidence and creativity. Engaging in these activities helps kids to explore their emotions and build relationships. An important part of Library Children's Services is to educate parents. We had a slideshow playing of all the learning that was happening while the children played.
- Having a bilingual family entertainer for the Summer Picnic was a real highlight. We saw a diverse group of families come out for the event and we were able to reach a part of the community we don't always see at library events; the teachers at Headstart really helped us get the word out to Hispanic families in Longview. This promotes a sense of belonging in our community and builds trust between community members and the library. Many non-Hispanic attendees were also really engaged in the bilingual aspect of the show, along with the silly comedy routine.

Metrics

Circulation

Libby Checkouts	8169
Kanopy Plays	319
Checkouts	28504
Holds Filled	1216
Drive Thru Visitors	121

Tech Services

Collection Area	New Items Available
Adult Books	271
Youth Books	411
Young Adult	103
Audio/Visual	63
Large Print	52
Other (LOT, Passes, Periodicals)	86
Mobile Library	104
Total	1090

Programs & Events

Intended Audience	Number of Programs	Participation
Baby/Preschool	9	211
Kids	14	1164
Teen	5	51
Adult	11	125
All Ages	9	1984
TOTAL	48	3535

Meeting Room Usage

Meeting Room	Total Bookings	Hours of Usage
Testing Office	26	34.5
Board Room	45	89.5
MJO	28	64.5
Auditorium	21	66.5
Rotary Room	8	24.5
Other Rooms	6	13
Total	134	292.5

Outreach

Mobile Library	Number of Stops	Patrons Served
Facility Stops	8	138
Circulation Stops	4	9
Parks Stops	6	186

Homebound Outreach served 132 patrons, made 317 visits, and delivered 639 items.

Volunteers

Number of Volunteers	Volunteer Hours
14	67

Financial / Materials

- The new computer tables that were installed in May came with a series of manufacturer flaws and were replaced in July (at no cost) with new tabletops.
- The new chairs for the Rotary Room arrived and are a perfect match for the color of the décor and historical aesthetics.

Internal Goals and Strategies

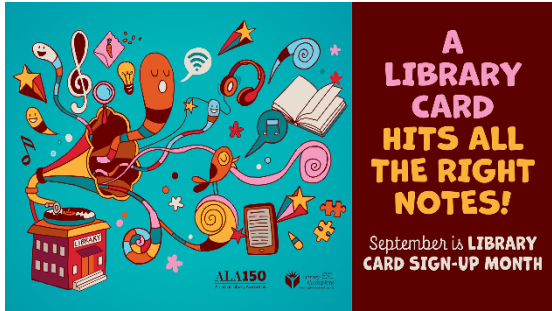
Recent Accomplishments

- Jakob Collins attended Play, Make, Learn, a conference about games and education, in Madison, Wisconsin. He received the National Games and Libraries Project fellowship from the Washington State Library and the Wisconsin State Library Agency to participate.

Next Steps/Coming Soon

- We are getting ready for fall programs, which start in September.
- The Volunteer Appreciation dinner is scheduled for Thursday, September 10.

- Library Card Sign Up Month is in September with a musical theme; we are collecting donations from local music shops for prizes to offer people who come in and sign up for a library card.



- We have started the process with the Broad Strokes Project to have a mural painted on the ½ wall of the parking lot that looks out at the rose garden. Hopefully this project will be done in early fall.
- The Foundation Gala event will be October 3rd from 6-8:30 pm. Tickets are for sale here: <https://www.paypal.com/ncp/payment/URMYP86D6W8Y4>
- The Chihuly Glass Donation from ARTS will have a reception on November 14th from 11 – 12pm.

Event Photos

Make a Dinosaur Planter



Family Story Time



TriceraTots and BabySaurs





Tea Rex





Summer Picnic

