

December 22, 2023

To: Board of Trustees of Longview Library
From: Jacob Cole, Library Director
Subject: January 8, 2023 at 4:00 p.m. in person 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: January 8, 2023 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>**

BOARD of TRUSTEES AGENDA
January 8, 2023

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call – Introduction of Members & Guests**
4. **Approval of Agenda**
5. **Approval of December 11, 2023 Minutes**
Action: Approve/Amend minutes
6. **Approval of Claims – Action Item**
Action: Approve/Disapprove
7. **Surplus Materials – Action Item**
Action: Approve/Disapprove
8. **Constituent Comments – Limited to 3 minutes**
9. **Chair and Board Reports**
10. **Director’s Report –**
Director’s Report
Board Questions
11. **Other Business –**
Collection Development Policy update
12. **Next Meeting, February 12, 2024 at 4:00 p.m.**
13. **Executive Session (IF necessary)**
14. **Adjournment**



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, December 11, 2023

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith Called the Meeting to order at 4:01pm. A Quorum was present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

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

Guest: Erik Halvorson

Absent: n/a

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF NOVEMBER 13, 2023 MINUTES – Action Item**

Corrections of grammar were made.

Action: Dave Knoyle motioned to approve the minutes as corrected, Linda King Seconded.

The minutes were approved unanimously as corrected.

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

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**

No comments were given.

9. CHAIR AND BOARD REPORTS

Tina – Tina attended the choral concert in the gallery, the group from Mark Morris was exceptionally good. Tina also shared that the display of holiday quilts in the gallery is very festive.

Dave – The amount left to raise for the bookmobile is about \$37,000. The Foundation and the Friends are discussing the possibility of a centennial committee. There is a recommendation for an appointment to fill the open seat on the Library Board of Trustees the person is Claire Pang, It's now on the agenda for the City Council meeting on Thursday.

Linda – Linda was grateful to see the lights in the public parking lot were working again. Becky and Linda spoke about the movies shown in the building and was interested to hear about the switch to classic films. Linda brought her grandchildren to the toddler yoga program and enjoyed the event. Upstairs where the free books are, there is a table set up to make greeting cards for seniors in care facilities, Linda thinks this is great idea.

Paula – Paula Attended the holiday concert mentioning that it was so well attended there was standing room only. She suggested it may be worth considering another spot in the building next year. She was excited to see that several attendees applied for library cards as well.

10. DIRECTOR'S REPORT –

Director's Report –

The cookbook club took a meeting break in November and will be back in December to bake cookies.

The romance book club only had four members at its inaugural meeting and we're hoping that attendance will pick up as the program continues. It will now go every other month and alternate with a graphic novel club.

The HVAC update was delayed by 30 days and will now take place in January instead of December. The abatement of asbestos will happen first with portions of the staff parking lot closing during renovation.

Facilities has scheduled an assessment of the Magazine Storage Room to take place after the HVAC replacement has finished.

Jacob started working with the two students who are making the Diversity assessment of the Longview Library and they should be presenting their reports in around April.

Jacob is mentoring two librarians inside the State of Washington as part of a mentoring program.

Our contract with Verizon changed which lowered our cost and allowed us to expand the program. We added 20 additional hotspots, and due to the lowered cost, we could stay in the budget line with the additional hotspots.

We think the Library Website will be ready to go in January. We are looking into making an annual report that will include major accomplishments of the 2023 year.

Winter Reading will kick off January 1st, through the 31st. The challenge is 30 minutes of reading per day. The individual prize is a pair of socks from the brand "out of print"

Board Questions –

- *Under Enrich Lives, the report says that the Library will put up a winter piece of art in the Solar Entry, what does that entail?*
 - *A staff member has experience with painting on glass and they will make a winter scene on the glass there, then change it for spring, summer, etc.*
- *Could you tell us about Heather’s Marketing Trip?*
 - *Heather got to see the marketing strategies for a variety of libraries. Libraries that have one dedicated person like Longview, and libraries that have a team of marketers were present and gave perspective on what we can do with our resources. She returned with a collection of new items and a list of vendors that Longview could consider for our future endeavors. The slideshow for her trip is attached to the board packet for more information.*
- *Question 3 – There is a Winter Reading Readathon. What is that?*
 - *This is going to be similar to an elementary school walk-a-thon. People will seek sponsored pledges and then on January 12th, participants will sit and read as much as they can for four hours. They will then work to collect the money they earn from pledges. This fundraiser will go to promote winter reading and all proceeds will go to the Foundation for the Bookmobile.*
- *Question 4 – When the Magazine Storage assessment is done, will that include a cost estimate?*
 - *Yes, it will have a cost estimate and will follow the specifications needed for a bid process to seek contractors.*
- *Question 5 – Is most of the work in the Magazine Storage for water damage from the leaking roof or is there other work to be done.*
 - *There are three things we currently see needing addressed:*
 1. *The peeling paint due to moisture issues.*
 2. *There is some plaster work that needs to be done.*
 3. *The flooring is made of asbestos tile, so that will need to either be removed, sealed, or have another floor placed on top.*

11. OTHER BUSINESS –

Addressing the Board Policy – *The policy was reviewed by the city attorney and was amended to remove restrictions on what people are allowed to say during their time addressing the board.*

Action: *Paula Stepankowsky motioned to approve the amended Addressing the Board Policy, Linda King Seconded.*

The amended policy was approved and adopted unanimously.

Patron Code of Conduct – *An update to the Patron Code of Conduct was made to include language stating clothing or lack thereof, if disruptive, is not allowed inside the building.*

Action: *Dave Knoyle motioned to approve the amended Patron Code of Conduct, Paula Stepankowsky seconded.*

The amended Patron Code of Conduct was approved and adopted unanimously.

12. NEXT REGULAR MEETING:
MONDAY, January 8th, 2023 – 4:00 P.M.

13. Executive Session
No Executive Session

14. Adjournment
The meeting was adjourned by Chair Tina Smith at 4:48pm

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.091	SAFEWAY - ADULT BOOK CLUB (FRIENDS)	32.56	47275	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS SNACKS (FRIENDS)	5.00	47275	7837 JC	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS PRIZES (FRIENDS)	43.97	47275	7837 JC	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	COSTCO - ADULT BOOK CLUB (FRIENDS)	52.55	47275	2213 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WHOLESALE SUPPLIES - UKULELE (FRIE	60.24	47275	2213 JD	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - YS SNACKS (FRIENDS)	6.46	47275	2213 JD	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	RED LEAF - STAFF PICKS PRIZE (FRIEND	10.00	47275	2213 JD	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS GAL - AS BOOK CLUBS (FF	289.93	47275	2213 JD	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART - AS BOOKCLUBS - WATER (FF	6.47	47275	6341 JN	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LANDS' END - STAFF CLOTHING (FRIEND	796.58	47275	6341 JN	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LANDS' END - STAFF CLOTHING (FRIEND	34.01	47275	6341 JN	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	CHEF'S STORE - POPCORN KIT - YS (FRII	37.89	47275	2520 RS	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - TEEN SNACKS - YS (FRIENDS	37.42	47275	2520 RS	3	700010 US BANK ONE CARD
E 001.24.572.20.31.092	HEAVENLY D - STAFF TRAINING (FOUNDA	29.98	47275	6341 JN	9	700010 US BANK ONE CARD
E 001.24.572.20.31.092	SAFEWAY - STAFF TRAINING (FOUNDATI	8.98	47275	6341 JN	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	STARBUCKS - STAFF TRAINING (FOUNDA	43.28	47275	6341 JN	11	700010 US BANK ONE CARD
E 001.24.572.20.31.099	KEYS PLUS - COPIES OF KEYS	7.57	47275	6341 JN	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	WALMART - DISINFECTANT WIPES	25.92	47275	6341 JN	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES RETURNED (CREDIT	-32.62	47275	6341 JN	13	700010 US BANK ONE CARD
E 001.24.572.20.31.099	AMAZON SUPPLIES - GLUE DOTS	12.96	47275	6341 JN	18	700010 US BANK ONE CARD
E 001.24.572.20.31.099	JACKSON HIRSCH LAMINATOR SHEETS	96.25	47275	2520 RS	1	700010 US BANK ONE CARD
E 001.24.572.20.35.012	DAILY NEWS YEARLY 1 YEAR SUB / 2 PA	588.98	47275	0139 DS	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	6.49	47275	9693 AB	2	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WLA ANNUAL SUBSCRIPTION (FOUNDAT	150.00	47275	1440 JC	1	700010 US BANK ONE CARD
E 001.24.572.20.41.092	LYFT TRAVEL - SPOKANE (FOUNDATION)	23.89	47275	1440 JC	2	700010 US BANK ONE CARD
E 001.24.572.20.41.092	LYFT TRAVEL - SPOKANE (FOUNDATION)	23.99	47275	1440 JC	3	700010 US BANK ONE CARD
E 001.24.572.20.41.092	LYFT TRAVEL - SPOKANE (FOUNDATION)	23.99	47275	1440 JC	4	700010 US BANK ONE CARD
E 001.24.572.20.41.092	LYFT TRAVEL - SPOKANE (FOUNDATION)	37.78	47275	1440 JC	5	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX WEBSITE HOSTING (FOUNDATION)	24.88	47275	6341 JN	16	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - PHONE	43.76	47275	6341 JN	14	700010 US BANK ONE CARD
E 001.24.572.20.42.001	CENTURY LINK - LUMEN - MODEM	43.76	47275	6341 JN	15	700010 US BANK ONE CARD
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADVERTIS	75.00	47275	6272 HP	1	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.44.099	META FACEBOOK INSTAGRAM ADVERTIS	40.13	47275	6272 HP	3	700010 US BANK ONE CARD
E 001.24.572.20.47.001	COWLITZ PUD SMARTHUB - ELECTRICIT'	1,925.90	47275	6341 JN	17	700010 US BANK ONE CARD
E 001.24.572.20.49.002	NET NANNY - ANNUAL SUBSCRIPTION	89.99	47275	9693 AB	3	700010 US BANK ONE CARD
E 001.24.572.20.49.002	ROTARY CLUB OF KELSO - DUES	194.62	47275	6272 HP	2	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	50.60	47275	6341 JN	1	700010 US BANK ONE CARD
E 001.24.572.20.49.005	EMMA EMAIL MARKETING	153.64	47275	6341 JN	5	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS MONTHLY	2,666.31	47275	6341 JN	7	700010 US BANK ONE CARD
Libraries		Total :	7,769.11			
E 001.24.594.72.64.011	AMAZON BOOKS - CITY	36.78	47275	3947 MR	3	700010 US BANK ONE CARD
E 001.24.594.72.64.011	AMAZON MEDIA - CITY	10.78	47275	3947 MR	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	EG MEDIA - COINAGE - 2 YR SUB/KEEP 1	39.95	47275	6341 JN	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	NEWSWEEK MAGAZINE 1 YR SUB / KEEP	99.00	47275	0139 DS	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	FIRSTS MAGAZINE 1 YR SUB / KEEP 1 YF	50.00	47275	0139 DS	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	FARM & RANCH LIVING 1 YR SUB / KEEP	19.98	47275	0139 DS	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	FOOD NETWORK MAG 1 YEAR SUB / KEE	9.99	47275	0139 DS	5	700010 US BANK ONE CARD
E 001.24.594.72.64.012	FARM & RANCH LIVING REFUNDED	-19.98	47275	0139 DS	6	700010 US BANK ONE CARD
E 001.24.594.72.64.014	AMAZON MEDIA - CITY	22.73	47275	3947 MR	10	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	19.47	47275	3947 MR	1	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS - LP (FOUNDATION)	22.71	47275	3947 MR	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON MEDIA (FOUNDATION)	54.00	47275	3947 MR	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	27.82	47275	3947 MR	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	18.38	47275	3947 MR	7	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON MEDIA (FOUNDATION)	12.59	47275	3947 MR	8	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	17.02	47275	3947 MR	9	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	32.74	47275	3947 MR	11	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	21.59	47275	3947 MR	12	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	19.48	47275	3947 MR	13	700010 US BANK ONE CARD
Capital Expenditures/Expenses		Total :	515.03			
LIBRARY		Total :	8,284.14			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	COPY PAPER	356.99	47496	339265595001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES	61.71	47496	334387064001	1	226296 OFFICE DEPOT
E 001.24.572.20.31.001	TECH SERVICES SUPPLIES - TAPE	129.41	47559	170448808	1	005065 ULINE INC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	260.00	47455	373932 - PPU	1	005646 KANOPY INC
E 001.24.572.20.41.092	KANOPY STREAMING SERVICE (FOUNDA	309.00	47455	378191 - PPU	1	005646 KANOPY INC
E 001.24.572.20.41.097	Medical Exam - Library	287.50	47478	2021-13616	7	002858 LOWER COLUMBIA OCCUPATIONAL
E 001.24.572.20.42.001	PHONE K-20 MODEM, JUL 2023- JUN 2024	6,675.00	47529	1057	1	225640 SECRETARY OF STATE
E 001.24.572.20.47.002	GAS	240.25	47377	48134100006	1	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.47.002	GAS	240.24	47377	48134100006	2	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.47.002	GAS	240.24	47377	48134100006	3	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.47.002	GAS	240.24	47377	48134100006	4	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.49.002	2024 MEMBERSHIP	385.30	47518	2024-016	1	004961 PUBLIC LIBRARIES OF WASHINGTON
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 10/31/2023	3,965.80	47484	504577056	1	226280 MIDWEST TAPE LLC
E 001.24.572.20.49.004	HOOPLA - MONTH ENDING 11/30/2023	3,897.42	47484	504720014	1	226280 MIDWEST TAPE LLC
E 001.24.572.20.49.004	Customer # 9752 - NEWSBANK SUBSCRIP	2,801.00	47491	553001	1	005434 NEWSBANK INC
E 001.24.572.20.49.004	OCLC WEB DEWEY	368.66	47495	1000347537	1	224593 OCLC INC
Libraries		Total :	20,458.76			
E 001.24.589.90.00.095	TAXES	-46.04	47365	2127957	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-2.46	47365	2128576	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-7.38	47365	2124460	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-5.54	47365	2129193	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-36.46	47365	2125812	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-1.78	47407	1 YR/KEEP 1	2	227537 CRICKET MEDIA
E 001.24.589.90.00.095	TAXES	-4.10	47445	1 yr. / 1 yr.	2	003025 HISTORY TODAY MAGAZINE LTD
E 001.24.589.90.00.095	TAXES	-3.69	47449	2 yr./ 1 yr.	2	005393 IN THESE TIMES PERIODICAL
E 001.24.589.90.00.095	TAXES	-1.64	47521	1 yr. / 1 yr.	2	002259 READER'S DIGEST MAGAZINE
Other Nonexpenditures		Total :	-109.09			
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037881349	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037878940	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037878942	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47355	2037878944	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037878946	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037878948	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037878950	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47355	2037878954	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47355	2037878958	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	47355	2037878960	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	23.64	47355	2037882963	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47355	2037882965	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037885283	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	43.55	47355	2037885287	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47355	2037885293	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	46.04	47355	2037885659	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037898198	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037898200	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037898202	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	47355	2037900241	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	8.71	47355	2037900243	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037900245	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47355	2037900255	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47355	2037900257	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47355	2037917613	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037917615	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	47355	2037917617	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47355	2037917621	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037917623	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47355	2037917625	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037917635	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47355	2037917637	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	21.15	47355	2037923730	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	4.98	47355	2037923599	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47355	2037923603	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	13.69	47355	2037923605	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47355	2037923607	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	45.89	47355	2037850635	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	11.14	47355	2037850637	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	34.24	47355	2037850639	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	108.70	47355	2037874868	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	7.84	47355	2037858087	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	3.92	47355	2037858089	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	31.40	47355	2037858091	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.52	47355	2037858093	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.55	47355	2037844077	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	1,365.22	47355	2037845210	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.69	47355	2037863977	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.19	47355	2037863979	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	83.60	47355	2037863981	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	45.04	47355	2037863983	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	107.44	47355	2037890958	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	65.87	47355	2037878953	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.84	47355	2037878955	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	19.64	47355	2037878957	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	62.55	47355	2037878959	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	8.52	47355	2037881348	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	120.55	47355	2037907765	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	43.69	47355	2037882964	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	1,726.84	47355	2037885286	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	18.21	47355	2037885290	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	13.09	47355	2037885292	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	57.65	47355	2037917624	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	37.68	47355	2037917626	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	15.56	47355	2037917634	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	20.30	47355	2037917636	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	23.22	47355	2037900246	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	16.60	47355	2037900248	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	39.59	47355	2037900254	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	CITY BOOKS	11.46	47355	2037900256	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	23.56	47355	2037900258	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	40.15	47355	2037923606	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT BOOKS (LIONS GRANT)	40.00	47355	2037863973	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	607.50	47365	2127957	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	AUDIOBOOKS - CITY	32.45	47365	2128576	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	131.52	47430	82810144	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	30.29	47430	82835069	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	27.70	47430	82901504	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	165.28	47430	82950663	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	26.82	47430	82991266	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	33.75	47430	82956576	1	003330 GALE GROUP INC
E 001.24.594.72.64.012	PERIODICAL - LADYBUG -1YR SUB / KEEI	23.73	47407	1 YR/KEEP 1	1	227537 CRICKET MEDIA
E 001.24.594.72.64.012	PERIODICALS - 1 YR SUB / KEEP 1 YR	54.05	47445	1 yr. / 1 yr.	1	003025 HISTORY TODAY MAGAZINE LTD
E 001.24.594.72.64.012	PERIODICALS - 2 YR SUB / KEEP 1 YR	48.64	47449	2 yr./ 1 yr.	1	005393 IN THESE TIMES PERIODICAL
E 001.24.594.72.64.012	PERIODICAL - LP - 1 YR SUB / KEEP 1 YR	21.64	47521	1 yr. / 1 yr.	1	002259 READER'S DIGEST MAGAZINE
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	57.32	47484	504486236	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	121.11	47484	504552063	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	20.54	47484	504580798	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	29.18	47484	504653721	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	92.99	47484	504678033	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	27.03	47484	504678036	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	171.17	47484	5044533469	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	162.24	47484	504486238	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	27.58	47484	504580797	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	77.88	47484	504580850	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	63.29	47484	504619072	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	56.78	47484	504653387	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	19.47	47484	504678035	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	70.99	47355	2037839789	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	18.81	47355	2037857349	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	354.82	47355	2037850627	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	9.43	47355	2037850629	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	16.60	47355	2037850631	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	20.10	47355	2037850633	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	32.77	47355	2037844061	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	20.74	47355	2037844063	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	130.07	47355	2037844065	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	16.60	47355	2037844067	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	47.49	47355	2037844069	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	66.40	47355	2037844071	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	19.67	47355	2037844073	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	245.16	47355	2037844075	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	54.93	47355	2037845204	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	13.98	47355	2037845206	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	20.42	47355	2037845208	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	34.75	47355	2037863963	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	56.13	47355	2037863965	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	16.60	47355	2037863967	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	41.31	47355	2037863969	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	41.31	47355	2037863971	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	18.22	47355	2037863975	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	39.28	47355	2037917628	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	59.90	47355	2037917630	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	36.44	47355	2037900236	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.21	47355	2037900238	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	110.40	47355	2037900240	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	221.22	47355	2037900242	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	42.43	47355	2037900250	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	18.83	47355	2037900252	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 ALTENHOF FOUNDATION)	8.52	47355	2037878939	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	120.07	47355	2037878943	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	27.80	47355	2037878945	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	20.33	47355	2037878947	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	72.06	47355	2037878949	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	69.76	47355	2037878951	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	17.59	47355	2037936665	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	55.30	47355	2037951946	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	91.99	47355	2037923357	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS -- (2023 J FOUNDATION)	29.52	47355	2037898203	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS -- (2023 J FOUNDATION)	4.57	47355	2037898201	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS -- (2023 J FOUNDATION)	9.82	47355	2037898199	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS -- (2023 J FOUNDATION)	4.57	47355	2037898197	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS -- (2023 J FOUNDATION)	10.69	47355	2037898195	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS -- (2023 FOUNDATION)	149.30	47355	2037923598	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	42.94	47355	2037878941	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS--(2023 FOUNDATION)	110.61	47355	2037936663	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	97.36	47365	2124460	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	73.04	47365	2129193	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	481.10	47365	2125812	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	32.02	47430	82810390	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	22.49	47430	82901236	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	147.63	47484	504514317	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	24.33	47484	504678037	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	24.33	47484	504653720	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	249.02	47484	504580796	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	491.58	47484	504552062	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	12.16	47484	504619074	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	TASTE OF HOME RESTAURANT FAV(FOU	33.52	47551	01026	1	226406 TASTE OF HOME BOOKS
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (MEDIA)	60.56	47484	504552064	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (MEDIA)	15.14	47484	504653388	1	226280 MIDWEST TAPE LLC
Capital Expenditures/Expenses		Total :	11,208.25			
LIBRARY		Total :	31,557.92			

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.001	AMAZON - CC MACHINE CHARGER CABL	10.81	47601	6341 JN	1	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - OFFICE SUPPLIES	24.50	47601	6341 JN	7	700010 US BANK ONE CARD
E 001.24.572.20.31.001	AMAZON - YS BOOK PLATE LABELS	21.80	47601	6341 JN	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LOWES - LITTLE KIDS BOOK CLUB (FRIE	26.49	47601	7837 JC	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - LIL BOOK CLUB SNACKS (FRI	21.59	47601	7837 JC	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - ADULT BC SNACKS (FRIENDS	22.63	47601	2213 JD	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	COSTCO - ADULT BOOK CLUB SNACKS (I	19.99	47601	2213 JD	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	PAPERBACKS - ADULT BOOK CLUB (FRIE	233.71	47601	2213 JD	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	TRADER JOES - ADULT SNACKS (FRIEND	12.80	47601	2213 JD	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	FRED MEYER - STAFF PICKS PRIZE (FRIE	10.00	47601	2213 JD	6	700010 US BANK ONE CARD
E 001.24.572.20.31.091	AMAZON - YS CRAFT PACKETS (FRIENDS	37.23	47601	2213 JD	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - HALLOWEEN CANDY (FRIEND	34.98	47601	6341 JN	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LAND'S END RETURN / REFUND (FRIEND	-34.01	47601	6341 JN	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	LAND'S END - NEW LOGO CLOTHING (FR	73.47	47601	6341 JN	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS CRAFT SUPPLIES (FRIEN	55.16	47601	2520 BS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS SNACKS (FRIENDS)	20.05	47601	2520 BS	2	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS SUPPLIES (FRIENDS)	19.48	47601	2520 BS	3	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WILCO - YS SUPPLIES (FRIENDS)	21.63	47601	2520 BS	4	700010 US BANK ONE CARD
E 001.24.572.20.31.091	HEAVENLY DONUTS - YS SNACKS (FRIEN	66.95	47601	2520 BS	5	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SAFEWAY - YS SNACKS (FRIENDS)	11.88	47601	2520 BS	7	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART - YS SNACKS (FRIENDS)	60.69	47601	2520 BS	8	700010 US BANK ONE CARD
E 001.24.572.20.31.091	SWEETWATER - UKULELE (FRIENDS SR)	698.87	47601	2520 BS	9	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS SUPPLIES (FRIENDS)	17.41	47601	2520 BS	11	700010 US BANK ONE CARD
E 001.24.572.20.31.091	WALMART.COM - YS SUPPLIES (FRIENDS	29.20	47601	2520 BS	12	700010 US BANK ONE CARD
E 001.24.572.20.31.091	MICHAEL'S - YS SUPPLIES (FRIENDS)	134.02	47601	2520 BS	14	700010 US BANK ONE CARD
E 001.24.572.20.31.092	MICHAEL'S - JAN HANSON (FOUNDATION	6.87	47601	2520 BS	10	700010 US BANK ONE CARD
E 001.24.572.20.31.092	CONTAINERSTORE.COM - JAN H (FOUNC	203.32	47601	2520 BS	13	700010 US BANK ONE CARD
E 001.24.572.20.31.092	GAYLORD ARCHIVAL - SUPPLIES (FOUN	42.54	47601	3494 AS	1	700010 US BANK ONE CARD
E 001.24.572.20.31.092	GAYLORD ARCHIVAL - SLEEVES (FOUND.	889.43	47601	3494 AS	2	700010 US BANK ONE CARD
E 001.24.572.20.31.099	TARGET.COM SUPPLIES - CANCELLED	42.52	47601	9693 AB	1	700010 US BANK ONE CARD
E 001.24.572.20.31.099	TARGET.COM SUPPLIES - CANCEL REFU	-42.52	47601	9693 AB	3	700010 US BANK ONE CARD
E 001.24.572.20.31.099	SAFEWAY - D&D/BOOK CLUB SNACKS (FI	101.83	47601	7837 JC	3	700010 US BANK ONE CARD

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.31.099	AMAZON - DISPLAY SUPPLIES	112.12	47601	2213 JD	2	700010 US BANK ONE CARD
E 001.24.572.20.41.092	GOOGLE G-SUITE (FOUNDATION)	6.49	47601	9693 AB	2	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WIX.COM WEBSITE HOSTING (FOUNDATI	24.88	47601	6341 JN	10	700010 US BANK ONE CARD
E 001.24.572.20.41.092	WLA MEMBERSHIP RENEWAL (FOUNDATI	120.00	47601	2520 BS	6	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL ALASKA AIR - MARKETING FOUN	470.01	47601	6272 HP	1	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - ALASKA AIR - BAG (FOUNDATIC	30.00	47601	6272 HP	2	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - TAXI - MARKETING (FOUNDATIC	42.03	47601	6272 HP	3	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - BUCA DI BEPPO - PER DIEM	48.33	47601	6272 HP	4	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - TST THE POINT - PER DIEM	23.16	47601	6272 HP	5	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - STARBUCKS - PER DIEM	12.64	47601	6272 HP	6	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - STREET SHOP - PER DIEM	10.97	47601	6272 HP	7	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - HOTEL HYATT - GRANT/FOUND.	442.26	47601	6272 HP	8	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - STARBUCKS - PER DIEM	17.06	47601	6272 HP	9	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - ALASKA AIR - BAG (FOUNDATIC	30.00	47601	6272 HP	10	700010 US BANK ONE CARD
E 001.24.572.20.43.003	TRAVEL - PDX PARKING (FOUNDATION)	105.00	47601	6272 HP	11	700010 US BANK ONE CARD
E 001.24.572.20.43.003	INCLUSIVE CATALOGING (FOUNDATION)	238.29	47601	0139 DS	5	700010 US BANK ONE CARD
E 001.24.572.20.44.099	EMMA EMAIL MARKETING	153.64	47601	6341 JN	3	700010 US BANK ONE CARD
E 001.24.572.20.47.001	ELECTRICITY - PUD SMARTHUB MONTHL	1,889.45	47601	6341 JN	9	700010 US BANK ONE CARD
E 001.24.572.20.49.007	VERIZON - HOTSPOTS MONTHLY	721.08	47601	6341 JN	6	700010 US BANK ONE CARD
Libraries	Total :	7,392.73				
E 001.24.594.72.64.002	AMAZON - CHAIR CIP	1,003.99	47601	6341 JN	5	700010 US BANK ONE CARD
E 001.24.594.72.64.002	AMAZON - CHAIR CIP	294.24	47601	6341 JN	12	700010 US BANK ONE CARD
E 001.24.594.72.64.012	HEARST - MEN'S HEALTH MAGAZINE 1YF	36.89	47601	0139 DS	1	700010 US BANK ONE CARD
E 001.24.594.72.64.012	SPANISH MUY INTERSANTE MAGAZINE 1	99.56	47601	0139 DS	2	700010 US BANK ONE CARD
E 001.24.594.72.64.012	1859 MAGAZINE - 2 YR SUB / 1 YR RETAIL	29.95	47601	0139 DS	3	700010 US BANK ONE CARD
E 001.24.594.72.64.012	PORTLAND MAGAZINE - 3 YR SUB / 1 YR	48.00	47601	0139 DS	4	700010 US BANK ONE CARD
E 001.24.594.72.64.012	BUST MAGAZINE - 1 YR SUB / 1 YR RETAI	39.95	47601	0139 DS	6	700010 US BANK ONE CARD
E 001.24.594.72.64.012	NW TRAVEL & LIFE MAGAZINE - 2YR SUB	44.99	47601	0139 DS	7	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MODERN CAT MAGAZINE - 2 YR SUB / 1 Y	18.00	47601	0139 DS	8	700010 US BANK ONE CARD
E 001.24.594.72.64.012	MODERN DOG MAGAZINE - 3 YR SUB / 1	32.00	47601	0139 DS	9	700010 US BANK ONE CARD
E 001.24.594.72.64.012	COOK'S COUNTRY MAGAZINE - 1 YR / 1 Y	30.95	47601	0139 DS	10	700010 US BANK ONE CARD

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 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	15.58	47601	3947 MR	1	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	13.94	47601	3947 MR	2	700010 US BANK ONE CARD
E 001.24.594.72.64.092	BARNES & NOBLE BOOKS (FOUNDATION)	28.23	47601	3947 MR	3	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	17.13	47601	3947 MR	4	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS - FULLER (FOUNDATION)	49.64	47601	3947 MR	5	700010 US BANK ONE CARD
E 001.24.594.72.64.092	AMAZON BOOKS (FOUNDATION)	25.96	47601	3947 MR	6	700010 US BANK ONE CARD
	Capital Expenditures/Expenses	Total :				1,829.00
	LIBRARY	Total :				9,221.73

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.572.20.20.002	WEX COBRA Admin Fee - Library	7.00	47847	0001860359-IN	17	005788 WEX HEALTH, INC
E 001.24.572.20.31.004	Copier/Printers CNW - lib - nov2023	331.62	47660	INV2745485	10	005460 COPIERS NORTHWEST INC
E 001.24.572.20.31.004	Toshiba copier support - lib - nov2023	37.61	47777	093962	9	222541 OFFICE SYSTEMS
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	1,066.59	47780	01452CO2337174	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	20.99	47780	01452DA2337444	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	1,343.50	47780	01452CO2337978	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	55.00	47780	01452DA2338202	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	208.46	47780	01452CO2338578	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	93.48	47780	01452DA2338944	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	279.78	47780	01452CO2339803	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	65.00	47780	01452DA2341817	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	522.08	47780	01452CO2341188	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	196.74	47780	01452CO2341740	1	003617 OVER DRIVE INC
E 001.24.572.20.41.092	EBOOKS (FOUNDATION)	109.12	47780	01452CO2342488	1	003617 OVER DRIVE INC
E 001.24.572.20.42.005	ALARM MONITORING - MAINTENANCE	830.06	47611	153081045	1	222980 ADT COMMERCIAL
E 001.24.572.20.47.002	GAS	830.05	47645	48134100006	1	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.47.002	GAS	830.05	47645	48134100006	2	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.47.002	GAS	830.05	47645	48134100006	3	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.47.002	GAS	830.04	47645	48134100006	4	212104 CASCADE NATURAL GAS CORP
E 001.24.572.20.49.004	INFO USA DATABASE - DATA AXLE	1,867.00	47724	10004168334	1	225029 INFO USA MARKETING INC
E 001.24.572.20.49.004	EBOOKS CITY	18.99	47780	01452DA2340974	1	003617 OVER DRIVE INC
E 001.24.572.20.49.004	EBOOKS CITY	12.99	47780	01452DA2343077	1	003617 OVER DRIVE INC
Libraries	Total :	10,386.20				
E 001.24.589.90.00.095	TAXES	-317.75	47614	38502	2	005588 ADVANTAGE ARCHIVES LLC
E 001.24.589.90.00.095	TAXES	-25.34	47635	2131537	2	004633 BLACKSTONE PUBLISHING
E 001.24.589.90.00.095	TAXES	-15.49	47749	104644	2	005761 LIBRARY IDEAS, LLC
Other Nonexpenditures	Total :	-358.58				
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47628	2037939397	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47628	2037939399	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47628	2037939403	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47628	2037939405	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	3.73	47628	2037939407	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47628	2037939409	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	2.49	47628	2037939413	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	BOOK PROCESSING	1.24	47628	2037939415	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	12.43	47628	2037939412	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	CITY BOOKS	17.69	47628	2037939414	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	83.53	47698	83012982	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	156.62	47698	83034619	1	003330 GALE GROUP INC
E 001.24.594.72.64.011	LARGE PRINT - PIONEER LIONS	34.61	47698	83039355	1	003330 GALE GROUP INC
E 001.24.594.72.64.012	MICROFILM ANNUAL COST	4,192.75	47614	38502	1	005588 ADVANTAGE ARCHIVES LLC
E 001.24.594.72.64.013	CITY MEDIA - (RECORDINGS)	481.13	47758	504713136	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	50.30	47758	504713139	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	32.45	47758	504713200	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.014	CITY MEDIA	97.34	47758	504713201	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	BOOKS - (2023 YA FOUNDATION)	26.37	47628	2037917632	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	50.64	47628	2037923608	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	418.92	47628	2037923604	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	70.73	47628	2037923602	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.83	47628	2037923600	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.84	47628	2037885280	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	14.42	47628	2037885282	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.83	47628	2037885284	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	16.97	47628	2037885288	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 MJO FOUNDATION)	1,533.82	47628	2037885658	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 YA FOUNDATION)	23.59	47628	2037917612	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	13.11	47628	2037917614	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	567.59	47628	2037917616	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	62.86	47628	2037917618	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	162.87	47628	2037917620	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	22.29	47628	2037917622	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	1,939.17	47628	2037882962	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	728.53	47628	2037923729	1	224529 BAKER & TAYLOR BOOKS

Expenditure Accounts

GENERAL
LIBRARY

Account #	Description	Amount	Check #	Invoice	Line	Vendor
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	18.84	47628	2037964394	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	20.97	47628	2037939396	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	45.02	47628	2037939398	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	85.33	47628	2037939400	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	58.49	47628	2037939402	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 FOUNDATION)	58.02	47628	2037939404	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 LP FOUNDATION)	64.91	47628	2037939406	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 YA FOUNDATION)	25.75	47628	2037939410	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	10.47	47628	2037939408	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	BOOKS - (2023 J FOUNDATION)	21.99	47628	2037900244	1	224529 BAKER & TAYLOR BOOKS
E 001.24.594.72.64.092	AUDIOBOOKS - (FOUNDATION)	334.28	47635	2131537	1	004633 BLACKSTONE PUBLISHING
E 001.24.594.72.64.092	WONDERBOOKS (JAN HANSON FOUNDA	61.66	47695	447642	1	005561 FINDAWAY WORLD LLC
E 001.24.594.72.64.092	WONDERBOOKS (JAN HANSON FOUNDA	612.30	47695	447655	1	005561 FINDAWAY WORLD LLC
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	26.83	47698	83013232	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	99.51	47698	83034366	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	LARGE PRINT - (2023 FOUNDATION)	69.22	47698	83039185	1	003330 GALE GROUP INC
E 001.24.594.72.64.092	VOX BOOKS-- (JAN HANSON FOUNDATI	204.30	47749	104644	1	005761 LIBRARY IDEAS, LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	45.40	47758	504713135	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.092	MEDIA - (2023 FOUNDATION)	16.21	47758	50713202	1	226280 MIDWEST TAPE LLC
E 001.24.594.72.64.610	CITY MEMORIAL FUNDS (RECORDINGS)	296.25	47758	504713138	1	226280 MIDWEST TAPE LLC
	Capital Expenditures/Expenses	Total :				13,060.39
	LIBRARY	Total :				23,088.01



City of Longview



Surplus Materials Report

Longview Public Library

December 2023

Physical Materials:

- Physical materials added to the catalog: 216
- Physical materials withdrawn from catalog: 646

Net physical materials: -430

Digital Materials:

- Digital materials added to the catalog: 6559
- Digital materials withdrawn from the catalog: 3595

Net Digital Materials: 2964



Longview Public Library Director's Report December 2023

Educating Minds

Accomplishments

- Olympic Elementary School first graders came for a field trip on December 13. The children were each able to get their library card while they were here and check out their first book!

Empowering People

Accomplishments

- Sandra and five Outreach volunteers provided Outreach services to 71 patrons.
- Our Notary Service continues to grow, with Lisa notarizing 17 documents within the first three weeks of December.

Next Steps/Coming Soon

- A "Request for Notary Service" form has been created on the website, streamlining the appointment process.

Enrich Lives

Accomplishments

- Ukulele Club has been very successful. One woman stopped to talk to Shelley at the Lower Floor Desk on her way out on Friday, December 22 to tell her what a great time she has been having. She said, "I'm having so much fun. I'm making friends. We already had a concert. I'm seventy-two years old and I can still do things!"
- Six ukuleles are now available to check out with your library card!
- We had a very successful Holiday Concert. Over 100 community members came to listen to both R.A. Long and Mark Morris High School Choirs perform a selection of songs. We were lucky enough to hear Simon Nissen's, the Mark Morris choir director, debut of a winter song he had written. Many cookies and glasses of hot chocolate were consumed, and many left with smiles on their faces.
- First Yoga Storytime went well with 7 participants as well as some parents.
- We held our second Romance Book Club. We had four attend and we voted on our next book. We will be reading a romantacy (a romantic fantasy) titled *Fourth Wing* by Rebecca Yarros.

- We showed “The Bishop’s Wife” for our December Family Movie Night and has twelve very enthusiastic people attend who interested in more classic films.

Next Steps/Coming Soon

- We will be doing a short classic film series for the winter. We’re showing “Desk Set” in January and “It Happened One Night” in February.

Encourage Life-long Learning

Accomplishments

- The first group of 17 Adult Sign Language students finished their introductory course.
- The Library and Friends of the Library tabled at the Friends of Galileo’s 2023 Solstice Walk. We set up at Pluto, the end of the walk, and had information about the dwarf planet, and the library, available.

Next Steps/Coming Soon

- Trying to coordinate another introduction to Adult Sign Language (ASL) class and a ASL level two class for those that completed the first one.

Enhance Connection

Accomplishments

- Had eight attendees for the Cookbook club in which we conducted a cookie swap. January’s theme will be cookbooks and recipes that highlight vegetables.
- The Adult Book Club had 12 members show up for a very fun white elephant book swap. We had an interesting discussion about PNW author Kate Lebo’s the *Book of Difficult Fruits*. The book club will meet again in January to discuss Brian Sanders the *Violin Conspiracy*.
- Becky and Jakob tabled at the Highlands Neighborhood Association’s Gifts from the Heart event. The event has craft and activity tables, visits from Santa and the Grinch, and gifts for children. We made beaded keychains with about 75 kids.

Next Steps/Coming Soon

- The first Community Baby Shower is coming up on January 27. This is for families who have recently welcomed a new baby or are expecting. Community organizations will be tabling with information on their services to babies and their families and we will have cupcakes, door prizes, and a lapsit story time. Everyone who attends will also get a book bag and board book.

Internal Goals and Strategies

Recent Accomplishments

- Senior staff completed Quarterly goals for 2024.
- Met with the Children’s Museum about possible partnership.
- Began the recruitment process for two Mobile Library clerks.
- Library Foundation received a \$3,000 grant from the Noon Rotary Club.
- Started the process for creating a Cowlitz Tribe reading area on the Mezzanine.
- Finalized a reciprocal agreement with the Kelso Public Library.
- Met with Assistant City Manager, Ann Rivers, to discuss facility concerns. There should be a schedule coming for repairs, interior restoration, and maintenance items.

Next Steps/Coming Soon

- HVAC replacement began January 2, 2024, and will go for about 6 weeks



Holiday Choir Event



COLLECTION DEVELOPMENT POLICY

PURPOSE

The purpose of the policy is to serve all the citizens of Longview through the continuing management of the collection maintained in accordance with the Library's mission. Knowledge of our community is essential in making decisions about the Library's collection and reflects the unique characteristics of Longview.

The Library recognizes that, American democracy depends on an informed and engaged citizenry which can only be realized when a full range of ideas is accessible to people as embodied in the First Amendment of the United States Constitution, which protects the free expression of ideas.

The Library's collection is protected by the First Amendment and Article 1 Section 5 of the Constitution of the State of Washington and is a marketplace of ideas that reflects the racial, ethnic, and cultural diversity of the community.

Selection Responsibility

Ultimate authority for materials selection rests with the Library Director. Collection management includes assessment of community needs; establishment of policy and budget to support those needs; the selection, acquisition, and promotion of materials; and evaluation of the collection and its effectiveness.

A team of librarians under the direction of the Library Director assists with collection management. Selectors use professional judgment and expertise based on an understanding of user needs and knowledge of authors and publishers or producers. All Library staff work collaboratively with each other and customers to support collection development and management. Library staff are to actively work to diversify the points of view in the collection in order to make it more inclusive and to educate a variety of lived experiences.

This policy does not replace the judgment of individual librarians and only provides guidelines to assist them in choosing from the vast array of available materials.

Selection Criteria

There is no single standard which can be applied in all acquisition decisions. Some materials are judged in terms of artistic merit, scholarship, or value. Others are selected to satisfy the recreational or informational needs of the community. Materials are judged on overall effect rather than specific illustrations, words, passages, or scenes considered to be offensive by some.

Librarians select materials identified from sources including professional and commercial reviews, listservs and web sites, book lists and bibliographies, local culture and events, and public and staff recommendations.

All acquisitions are evaluated using a standard library review source and against the criteria listed below. An item need not meet all the criteria to be selected.

- A. General Criteria for the Evaluation of Library Materials:
 - Appropriateness and effectiveness of format to content
 - Attention of critics, reviewers, media, and public
 - Authority of author or creator
 - Availability and price
 - Contemporary significance or permanent value
 - Contribution to the diversity of coverage on controversial subjects
 - Popularity and local demand
 - Present and potential relevance to community needs
 - Prizes, awards, or honors received
 - Representation of cultural diversity
 - Reputation and/or significance of the author, illustrator, editor, publisher, or producer
 - Skills, competence, and purpose of author, producer, performer, etc.
 - Suitability of subject and style for intended audience

- B. Specific Criteria for the Evaluation of Works of Information and Opinion:
 - Authority of author
 - Clarity, accuracy, and logic of presentation
 - Comprehensiveness and depth of treatment
 - Contribution to subject balance of the entire collection and relationship to existing collection
 - Integration of challenging works, including extreme and/or minority points of view
 - Objectivity and integrity

- C. Specific Criteria for the Evaluation of Works of Imagination:
 - Artistic expression, presentation, and experimentation
 - Illustration of genre, trend, or national culture
 - Sustained interest
 - Vitality and originality

Classification / Placement of Materials

Several factors determine the placement of material at the Longview Public Library. Dewey Decimal Classification, which divides material by subject, is used to arrange the various collections. Staff members use the Dewey Decimal Classification and the Library of Congress subject headings to determine the location of the items in the Library. Materials are classified under broad headings, such as "Adult Fiction", "Juvenile Nonfiction", "Young Adult Fiction", "Mystery", and "Reference". Items within the nonfiction collections are further divided by subject. Professional peer reviews, author's statements, and publisher's information recommending age appropriateness of material aid Librarians in selecting and placing material.

All of the Library's collections are available to customers of all ages. The location of items in a collection is determined by the classification scheme, professional reviews, and the Librarians' expertise. It is the responsibility of the caregivers, not the Library staff, to monitor Library use by children under their care.

Self-Published Materials

The Library does not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for high-demand materials and/or those of local interest.

Suggest a Purchase

The Library welcomes suggestions from the community for possible purchase of materials. All suggestions are given serious consideration. Suggestions are considered by the same criteria as all other materials purchased for the Library. There is a form to suggest purchases on the Library's website and at each service desk.

Spanish Language Resources

The Library collects recreational and informational materials in Spanish for adults and youth to meet the needs of a diverse population.

Digital Resources

Digital resources, including eBooks, eAudiobooks, streaming media, and databases are subject to the same general selection criteria as other materials. The Library does not control the content of subscription services.

Special Items

Staff creates, collects, and compiles special items such as packets and kits to fit community goals and educational outcomes.

Intellectual Freedom

The Library Advisory Board, Library Director and Library staff recognize the responsibility of the Library to provide materials representing the diverse needs, interests, backgrounds, cultures, and social values of the community. Librarians are inclusive in collection management.

The presence of an item in the Library does not indicate an endorsement of its content by the Library. Library materials are not marked or identified to show approval or disapproval of the contents and access is not restricted beyond what is required to protect materials from theft or damage.

The standards stated in this policy apply equally to the materials for children. The Library believes that individuals may reject for themselves and their own children materials which they find unsuitable. Caregivers who wish to limit or restrict the use of the Library by their children should personally oversee their selections.

The principles expressed in the following documents are basic to this policy and are incorporated herein. (See the Appendix for the full text of these statements):

The American Library Association's
Library Bill of Rights
Intellectual Freedom statement
Access to Digital Resources and Services interpretation

The American Library Association's and the Association of American Publishers'
Freedom to Read statement

The American Film and Video Association's *Freedom to View* statement

Reconsideration of Library Materials

Individuals or groups objecting to specific materials in the collection may initiate a request for reconsideration by filling out a "Request for Reconsideration" form available at all service points within the Library. Persons requesting reconsideration should live in the Library's service area and have an active library card **in good**

standing. The Library Director will review the request and assign one or more librarians to read, view or listen to the item being challenged. The item will be reevaluated using the selection criteria, the Library's mission statement, and the documents included in Appendix A. A written reply indicating the Library's position and any action taken will be sent to the person or organization making the complaint within 90 days, this allows time to read items of greater length, most reconsiderations will be responded to in 30 days.

A written appeal of the staff decision may be presented to the Library Director within 14 days. The Library Director has 14 days to provide a written final decision.; a final appeal may be made in writing within 14 days to the Library Advisory Board, who will review the materials and supporting documentation and make a final decision. A written decision will be sent to the individual or group within two weeks of the discussion at the Board meeting. **A title will only be reconsidered once, a copy of the previous copy of the staff's decision will be sent to the requestor.**

Donations

Financial donations to benefit the collection are encouraged and are made directly to the Library Foundation or the Friends of the Library.

The Library accepts donations of like-new materials. Donations of books or media are accepted with the understanding that they will not necessarily be added to the collection. The material is judged by the same criteria as those applied to the purchase of new materials. Gift books and materials become the sole property of the Library. Donated books and materials are only accepted as unrestricted donations. The Library will make all decisions as to the use, housing, or final disposition of donated books and materials. The Library reserves the right to add to the collection, give away, sell, or otherwise dispose of gifts at any time. Most unneeded donated items are given to the Friends of the Library to be sold. Any appraisals for tax or other purposes are the sole responsibility of the donor.

The Library does not accept the following materials: video cassettes (VHS), audio cassettes, textbooks, law books, encyclopedias, or condensed editions. Print materials without an ISBN (International Standard Book Number) will not be added to the collection. Donations of magazine subscriptions will be accepted by the Library subject to the same selection criteria and retention policies as regular subscriptions. The Library requires gift subscriptions to be for a minimum of a two-year period. Appraisal of value is the responsibility of the donor. A gift receipt providing for a description of the material donated and date of the donation is provided when requested.

Discarding

The Library's collection is regularly reviewed by selector librarians and materials deemed no longer of value are removed from the collection. Factors considered include physical condition, frequency of use, obsolescence, number of copies in the Library, research value, adequacy of coverage in the subject area, and availability of similar material.

Longview Room

The collection encourages the appreciation and enjoyment of Longview's history, culture, development, institutions, and natural resources and is relevant to the study and understanding of the area, including reference and research support. The materials in the collection encompass the City of Longview, the Long Bell company, R.A. Long and Ella Long, and adjacent subjects. The collection includes most commercially published works on Longview and R.A. Long written for adults in the English language, and locally published works that contribute to the mission of the collection. Items collected include artwork, books, blueprints, documents, newspapers, photographs, periodicals, media, maps, microform, and electronic resources. There are some genealogy resources and rare historical materials included in the collection; however, this part of the collection is not actively added to as other nearby institutions cover this subject more comprehensively.

Recommended for approval: Jacob Cole 09/06/2022
Approved by Library Trustee Board: 09/12/2022

APPENDIX

WASHINGTON STATE CONSTITUTION

ARTICLE 1 SECTION 5 FREEDOM OF SPEECH. Every person may freely speak, write and publish on all subjects, being responsible for the abuse of that right.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. inclusion of "age" reaffirmed January 23, 1996.

ACCESS TO DIGITAL RESOURCES AND SERVICES:

AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the Library Bill of Rights,

libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the Library Bill of Rights and the Code of Ethics of the American Library Association. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the Library Bill of Rights. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the Library Bill of Rights to ensure equitable access regardless of content or platform.

1. "Guidelines for Library Policies," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.
2. *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001).

3. "Privacy: An Interpretation of the Library Bill of Rights," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.
4. Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012>
5. "Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.
6. "Internet Filtering: An Interpretation of the Library Bill of Rights," adopted June 30, 2015, by the ALA Council.
7. "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 under previous name "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by

choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people

read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

FREEDOM TO VIEW STATEMENT

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.