

**COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA**

**Wednesday, March 21, 2018  
5:15pm**

Introductions

1. Call to Order
2. Public Comments
3. Minutes and Circulation Reports
4. Treasurer's Reports
5. Correspondence
6. Librarian's Report
7. Friends of the Library Report
8. Foundation Report
9. Old Business  
    Building  
        Report from Randy Dixon
10. New Business
11. Announcements
12. Adjournment

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
February 21, 2018

**Call to Order** – C. Benward called the meeting to order at 5:16 p. m.

**Board Members present:** Curt Benward, Teri Harris Jones, Gina Sutherland, Steve Metz and Bob More.

**Others in Attendance:** Marie Benton, Sami Pierson and Ellen Thompson.

**Public Comment** – None

**Minutes and Circulation** – We reviewed minutes of the January 17<sup>th</sup> board meeting and January circulation figures. B. More made a motion to approve the minutes and T. Harris Jones seconded. Approved unanimously. There was a small increase in circulation last month. B. More asked whether we could include circulation figures for items checked out electronically to provide more accurate circulation data. Sami explained that electronic checkout data is for the county-wide library system and any determination of the number of items checked out by Coos Bay patrons would be an approximation. Sami agreed, however, to include a reasonable approximation (roughly 1,000 items each month) of the items checked out electronically for our library in future monthly circulation reports.

**Treasurer's Report** – We reviewed library revenue and expenditure summaries for the first seven months of the fiscal year and the memorial funds account summary. Sami reported that the library's annual spending was on track. With 59% of the fiscal year gone, we have expended 56% of the materials and services budget and 50.5% of the personnel services budget.

Sami added that the library will soon be replacing most of the public access computers, which are now six years old. Henceforth, we will establish a three-year purchasing cycle for computers, replacing one third of the computers each year. Sami said she would also like to purchase affordable laptops, such as Chromebooks, that could be checked out for in-library use by patrons. Finally, she noted that the budget line item for computer hardware and software was moved into the regular expenses budget as a result of a change in the City's budget policy. There is no change in the budgeted amount. S. Metz made a motion to approve the Treasurer's report and B. More seconded. Unanimously approved.

**Correspondence** – None

**Librarian's Report** – The application deadline for the new library staff positions is coming soon and Sami hopes to have these new staff members hired by mid-March or early April. S. Metz asked about the comparative values of the Hoopla and Alexander Street services that allow patrons to download internet content free of charge but charge the library a fee for each download. Sami said that Hoopla is the more robust service and that she is talking with other libraries using this service to see how (or if) we can limit its use to our service area. Sami told us that, because some books are only published electronically, the library has begun downloading these e-books onto a tablet and then checking out the tablet to patrons.

This has been another busy month of library programs. The chemistry and rocket-launch OMSI programs went especially well, with many engaged and enthusiastic participants. The January Job Fair brought in 116 job seekers and employers. The library plans to hold a job fair each quarter.

**Friends of the Library Report** – M. Benton reported that the February book sale brought in \$1,104.55 and the January book store sales were \$639.28. Proceeds from the January craft sale were \$873.76. The Friends will sponsor of the Foundation’s Adult Spelling Bee with a contribution of \$250. The next book sale will be held March 3<sup>rd</sup> and 4<sup>th</sup>, with set-up for the sale on the morning of Friday March 2<sup>nd</sup>. The Friends would appreciate help with set-up and also with cleaning up after the sale on Sunday March 4<sup>th</sup> at 4 p. m.

**Library Foundation Report**– S. Metz reported that Foundation members are hard at work getting ready for their March 31<sup>st</sup> Adult Spelling Bee fundraiser. To date there are 11 sponsors of the event but more teams are still needed. Sami told us that the Foundation recently received a \$15,000 donation to purchase large print books. Sami also said that she will request \$1,000 from the Foundation to replace some classic book titles.

**Old Business –**

**Building** – We reviewed the 2017 charts listing the interior and exterior monthly measurements of data points around and within the library. We noted that some data points changed little while others varied rather significantly month to month. In general, the library sinks more in wet months and rebounds somewhat in dryer months of the year, but the amounts of these changes is not consistent from point to point. It is this differential movement that causes the visible cracking and shifting of the building’s walls, floors and support beams.

Although we were clear on the general pattern of movement, we agreed that none of us truly understood just what the figures on the data charts meant nor how to interpret these numbers in any meaningful way. B. More suggested we ask Randy Dixon to attend a Board meeting in the near future to help us better understand these data; Sami will convey our request to Randy.

**New Business** – Sami showed the group two examples of the new signage going up in key areas of the library. These feature the new library logo and color palette.

**Announcements** – There are many fun and interesting programs coming up in March. Dr. Seuss Night takes place on March 1<sup>st</sup> and there will be a ceremony honoring Viet Nam veterans on the evening of March 29<sup>th</sup>. Ellen announced that North Bend High School beat Marshfield High School in this year’s Oregon Battle of the Books competition.

**Adjournment** – C. Benward adjourned the meeting at 6:03 p. m.

**Next meeting: March 21<sup>st</sup> at 5:15 p. m.**

Respectfully submitted,

G. Sutherland

# COOS BAY PUBLIC LIBRARY

## FEBRUARY 2018

### INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	226
Adult Audio Books	45
Adult Video	124
Adult Miscellaneous	0
Young Adult Books	5
Young Adult Audio	1
Child Books	129
Child Audio	3
Child Video	6
Child Miscellaneous	1
<b>TOTAL</b>	<b>540</b>

### CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
<b>2018</b>	18,667	21,121	Closed 1 Day
<b>2017</b>	20,862	22,444	Closed 1 Day
<b>2016</b>	21,219	23,076	Closed 1 Day
<b>2015</b>	23,278	25,429	Closed 2 Days
<b>2014</b>	23,271	26,043	Closed 3 Days
<b>2013</b>	25,409	28,103	Closed 1 Day
<b>GATE COUNT:</b>	13,161 ( 2017 -13,876)		
<b>REFERENCE QUESTIONS ANSWERED:</b>			846
<b>YP REFERENCE QUESTIONS ANSWERED:</b>			96
<b>NEW PATRON REGISTRATIONS:</b>			76
<b>#DAYS OPEN:</b>	<b>23</b>	<b>24</b>	<b>24</b>
<b>DAILY AVERAGE CIRCULATION:</b>	918	(17) 935	(16) 948

### RECEIPTS FROM PATRONS

FINES	\$933.71
DISKS/MISC.	\$62.00
DAMAGE/LOSS	\$118.99
RENT	\$375.00
BOOK BAGS	\$63.25
COPIES	<u>\$583.05</u>
<b>TOTAL</b>	<b><u>\$2,136.00</u></b>

City of Coos Bay  
 Balance Sheet  
 February 28, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,119,977.21	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	52,138.67	
	Total Assets		1,172,315.88

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	52,138.67	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	845,364.18	
	Revenue over Expenditures - YTD	274,813.03	
	Balance - Current Date	1,120,177.21	
	Total Fund Equity		1,172,315.88
	Total Liabilities and Equity		1,172,315.88

City of Coos Bay  
 Revenues with Comparison to Budget  
 For the 8 Months Ending February 28, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00 .0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00 .0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>652,252.00</b>	<b>652,252.00 .0</b>
<u>Revenue From Other Agencies</u>					
07-000-340-0300	State Library Grant	.00	2,146.00	17,000.00	14,854.00 12.6
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00 .0
07-000-340-0303	Federal Grants	.00	4,702.86	2,500.00 (	2,202.86) 188.1
07-000-340-0900	Library Tax Base	.00	972,181.97	1,000,000.00	27,818.03 97.2
	<b>Total Revenue From Other Agencies</b>	<b>.00</b>	<b>979,030.83</b>	<b>1,027,000.00</b>	<b>47,969.17 95.3</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100	Interest	1,763.14	8,931.82	4,000.00 (	4,931.82) 223.3
07-000-350-1100	Auditorium Rental	350.00	2,725.00	1,000.00 (	1,725.00) 272.5
	<b>Total Use Of Money &amp; Property</b>	<b>2,113.14</b>	<b>11,656.82</b>	<b>5,000.00 (</b>	<b>6,656.82) 233.1</b>
<u>Current Services</u>					
07-000-360-0100	Copies	583.05	4,937.04	6,000.00	1,062.96 82.3
07-000-360-1800	Library Fees	1,162.12	8,874.41	14,000.00	5,125.59 63.4
	<b>Total Current Services</b>	<b>1,745.17</b>	<b>13,811.45</b>	<b>20,000.00</b>	<b>6,188.55 69.1</b>
<u>Other Revenue</u>					
07-000-380-0200	Cash Over/short	.00 (	.10)	.00	.10 .0
07-000-380-0400	Reimbursements	63.25	292.75	325.00	32.25 90.1
07-000-380-0900	Gifts, Donations & Memorials	955.28	12,250.98	13,000.00	749.02 94.2
	<b>Total Other Revenue</b>	<b>1,018.53</b>	<b>12,543.63</b>	<b>13,325.00</b>	<b>781.37 94.1</b>
	<b>Total Fund Revenue</b>	<b>4,876.84</b>	<b>1,017,042.73</b>	<b>1,717,577.00</b>	<b>700,534.27 59.2</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 8 Months Ending February 28, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	41,485.02	354,819.55	613,484.00	258,664.45 57.8
07-510-510-1003	P.E.R.S.	7,745.46	67,896.11	114,873.00	46,976.89 59.1
07-510-510-1004	Social Security	3,147.30	26,909.63	46,936.00	20,026.37 57.3
07-510-510-1005	Employee Insurance	8,301.22	94,364.25	165,715.00	71,350.75 56.9
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation	122.67	1,025.66	2,513.00	1,487.34 40.8
07-510-510-1008	Volunteer Workers Compensation	.00	19.01	167.00	147.99 11.4
	<b>Total Personnel Services</b>	<b>60,801.67</b>	<b>545,034.21</b>	<b>959,838.00</b>	<b>414,803.79 56.8</b>
Materials & Services					
07-510-520-2005	Training, Meetings, Travel, Dues	94.70	1,938.82	4,200.00	2,261.18 46.2
07-510-520-2101	Utilities	3,689.31	21,884.93	40,500.00	18,615.07 54.0
07-510-520-2102	Telephone	393.39	2,554.17	3,200.00	645.83 79.8
07-510-520-2105	Advertising	810.18	1,030.94	1,500.00	469.06 68.7
07-510-520-2108	Contractual	46.90	18,786.27	46,000.00	27,213.73 40.8
07-510-520-2120	Insurance	.00	21,968.17	21,000.00 (	968.17) 104.6
07-510-520-2122	Duplicating	202.35	3,189.81	5,200.00	2,010.19 61.3
07-510-520-2123	Printing	45.00	262.49	1,500.00	1,237.51 17.5
07-510-520-2205	Office Supplies	369.17	1,001.82	2,000.00	998.18 50.1
07-510-520-2206	Postage	500.00	1,042.97	2,000.00	957.03 52.2
07-510-520-2225	Janitorial Supplies	206.36	2,545.41	3,600.00	1,054.59 70.7
07-510-520-2234	Grants	144.36	2,994.41	16,000.00	13,005.59 18.7
07-510-520-2235	Library Supplies	440.04	6,414.03	12,000.00	5,585.97 53.5
07-510-520-2236	Library Books & Records	3,423.42	41,416.49	70,000.00	28,583.51 59.2
07-510-520-2237	Periodicals	90.00	9,054.19	8,900.00 (	154.19) 101.7
07-510-520-2238	Microfilm	.00	178.84	200.00	21.16 89.4
07-510-520-2239	State Aid to Children - Books	.00	1,174.00	1,200.00	26.00 97.8
07-510-520-2302	Office Equipment Rental	398.47	2,791.45	5,000.00	2,208.55 55.8
07-510-520-2303	Equipment Repairs	505.99	5,338.86	7,000.00	1,661.14 76.3
07-510-520-2304	Equipment Maintenance Contract	37.95	8,240.75	14,000.00	5,759.25 58.9
07-510-520-2309	Building & Grounds Maintenance	3,330.09	18,556.89	29,000.00	10,443.11 64.0
07-510-520-2406	Reimbursable	.00	12.00	300.00	288.00 4.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	660.22	15,367.78	13,000.00 (	2,367.78) 118.2
	<b>Total Materials &amp; Services</b>	<b>15,387.90</b>	<b>187,745.49</b>	<b>307,800.00</b>	<b>120,054.51 61.0</b>
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	9,450.00	33,000.00	23,550.00 28.6
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>9,450.00</b>	<b>33,000.00</b>	<b>23,550.00 28.6</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 8 Months Ending February 28, 2018

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Other Financing Uses</b>						
07-510-560-6001	Contingency	.00	.00	416,939.00	416,939.00	.0
<b>Total Other Financing Uses</b>		<b>.00</b>	<b>.00</b>	<b>416,939.00</b>	<b>416,939.00</b>	<b>.0</b>
<b>Total Library Fund</b>		<b>76,189.57</b>	<b>742,229.70</b>	<b>1,717,577.00</b>	<b>975,347.30</b>	<b>43.2</b>
<b>Total Fund Expenditures</b>		<b>76,189.57</b>	<b>742,229.70</b>	<b>1,717,577.00</b>	<b>975,347.30</b>	<b>43.2</b>
<b>Net Revenue Over Expenditures</b>		<b>( 71,312.73)</b>	<b>274,813.03</b>	<b>.00</b>	<b>( 274,813.03)</b>	<b>.0</b>



**Coos Bay Public Library  
Memorial Funds Checking Account  
February 2018**

BALANCE, January 31, 2017 \$ 19,192.29

**DEPOSITS:**

Coos Bay Educators Assoc./Friends Childrens Fund	\$	175.00	
O'Callaghan Donation/Friends Library Purchases-Adult Programs	\$	500.00	
Egyptian Theatre/Friends Childrens Fund	\$	248.50	
Friends of the Coos Bay Public Library/Rose Memorial	\$	25.00	
Misc. Donations-February 2018	\$	6.78	
<b>TOTAL DEPOSITS</b>			<b>\$955.28</b>

**DISBURSEMENTS:**

Amazon/Friends Childrens Fund	\$	19.99	
Amazon/Friends Childrens Fund	\$	9.00	
Amazon/Friends Childrens Fund	\$	39.99	
Fred Meyer, Safeway/Friends Childrens Fund	\$	19.97	
McKays/Friends Library Purchases-Adult Programs	\$	22.70	
Best Western/Friends Library Purchases-Adult Programs	\$	90.30	
Safeway/Friends Library Purchases-Adult Programs	\$	135.98	
Ingram/Friends Childrens Fund	\$	248.50	
Amazon/Friends Library Purchases-Adult Programs	\$	44.91	
Amazon/Friends Library Purchases-Adult Programs	\$	14.99	
Recorded Books/Friends Library Purchases-Dvds	\$	41.60	
Demco/Friends Childrens Fund	\$	68.21	
United Grocers/Friends Library Purchases-Adult Programs	\$	67.61	
<b>TOTAL DISBURSEMENTS</b>			<b>\$ 823.75</b>
			<b>\$ 19,323.82</b>

General Fund	\$	8,775.90	
Friend's Children's Fund	\$	3,208.68	
Care Connections	\$	0.78	
Mallek Estate Memorial	\$	121.17	
Coos Bay Library Foundation Donation	\$	(1,013.30)	
E-Books	\$	70.00	
Friends Library Purchases	\$	7,796.47	
Rotary Donation	\$	17.52	
Coos Bay Library Foundation-Equipment	\$	35.35	
Coos Bay Library Foundation-Audios	\$	305.00	
Eagles Large Print Fund	\$	6.25	
Coos Bay Lions Club Large Print Fund	\$	-	

**MEMORIAL ACCOUNT FUNDS TOTAL - February 28, 2018** **\$ 19,323.82**

CD Beginning Balance	\$	52,064.84	
Interest for February 2018	\$	73.83	
<b>BALANCE</b>		<b>\$ 52,138.67</b>	

## Librarian's Report

February 2018

### PROGRAMS

#### Families and Children

Lego Club (2) - 59

MGOL (8) - 143

Storytime (4) - 87

Pokemon Club (2) – 22

Tween Book Club – 3

Furry Friends – 2

#### Young Adult

Foodie Friday – 9

#### Adult

Maker Madness - 2

Foreign Film - 26

Spanglish - 13

Forever YA Book Club - 5

Armchair Adventures - 36

Film Noir – 26

Books2 Film - 7

Adult Tabletop Games – 14

Classic Cult Comedies (4) – 49

Missing in America – 6

Proctoring – 1

Pushing the Limits - 10

#### Technology

Drop In Computer Lab (2) – 12

Beginning Mouse - 2

One on One appointments - 3

#### January Room Use

##### Myrtlewood

Library - 12

Non Library - 10

##### Cedar

Library - 5

Non Library – 37

#### Art Displays

Photos by Ron & Carol Miranda

Native American Art by Andy Charles

## Librarian's Report

February 2018

### Miscellaneous

The Egyptian Theatre and the library partnered on a grant from Oregon Pacific Bank. The grant makes it possible to show the movie *Fantastic Mr. Fox* at the theater, provide free tickets, and 25 free copies of the book. The tickets and books are available to pick up at the library. The showing is March 24<sup>th</sup> at 2pm. The library will have an information table in the lobby of the Egyptian before and after the movie. This grant is to test the waters about a longer series of kids literature to movies partnership.

	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-17	17	3	9	25	54	360
Aug-17	10	7	7	42	66	1469
Sep-17	9	3	8	39	59	527
Oct-17	22	5	12	34	73	1313
Nov-17	14	6	13	41	74	1427
Dec-17	9	5	4	38	56	1361
Jan-18	11	7	5	34	57	1373
Feb-18	12	10	5	37	64	1499
Mar-18						
Apr-18						
May-18						
Jun-18						
Totals	104	46	63	290	503	9329

## **Social Media Policy for Coos Bay Public Library Users**

### **Policy**

The Coos Bay Public Library offers blogs, community reviews, patron comments and other social media tools as a way to achieve our mission. Library social media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social media is intended to create an online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments may be moderated by library staff and the library reserves the right to remove comments that are unlawful or do not comply with the library's other policies.

### **The Library's Definition of Social Media**

Social media is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues. Social media includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

### **Rules for commenting**

Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Posts containing the following are against library policies and may be deleted or removed by library staff:

1. Copyright violations
2. Off topic comments when a clear topic is designated
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Libelous comments
8. Illegal items

**By choosing to comment you agree to comply with library policy.**

8/12 – Approved by CBPL Board

## Coos Bay Public Library Social Media - Staff Policy

**Purpose:** Coos Bay Public Library (CBPL) is committed to using current social media. Social media is defined as any web application, site, or account offered by CBPL that facilitates the sharing of opinions and information about library-related subjects and issues. Examples include Facebook, Twitter, Tumblr, YouTube, Flickr, etc. Use of this technology meets a critical business need by providing a venue for shared information resources with our users and partners and by providing a means for meaningful two-way communication between users, other library users, and library staff. This policy governs staff use of these tools for professional purposes.

**Scope:** Social media managed by CBPL provides an online place to create and disseminate information on relevant library content and topics. Social media may be used to educate, discuss, build bodies of knowledge and/or to entertain. Social media requires Internet use. This policy augments any internet access policies.

**Staff support and communication:** Social media is intended to augment and, in some cases, replace existing forms of communication with our users and partners. Staff is encouraged to look for opportunities to use social media as an effective and efficient communication tool. Any staff wishing to contribute to CBPL social media sites may do so with the approval of his/her supervisor. A staff person that does so must be committed to maintaining current content and to promptly reviewing and responding to comments.

**Etiquette and appropriate content:** CBPL Staff are encouraged to use social media for "conversations" with library users and partners. Staff recognizes that everything written or received on a social media site is public and that posts and comments made in online forums present frontline communications of CBPL. The use of staff photos, videos, or comments should be done only with the verbal permission of the featured staff member. Only first names will be used unless the use of a full name is warranted.

Use common sense. Staff should remember that they are representing CBPL and that content created is a reflection of CBPL.

- Be thoughtful in your posts;
- Be respectful of others, even when disagreeing;
- Consider CBPL when following or friending other organizations; and
- Maintain copyright and fair use when posting content as well as following Creative Commons guidelines.
- **Information that may jeopardize the safety or security of the public or public systems.**

Creative Commons is a nonprofit organization working to increase the amount of content in "the commons"- the body of work that is available to the public for free and legal sharing, use, repurposing, and remixing.

Examples of appropriate content include:

- Notices of upcoming meetings and events;
- Content of all press releases;
- Policies and procedures;
- Information and library services, trends or technology;
- Communication between staff and the library community regarding CBPL work and/or projects;
- Frequently asked questions; and
- training and continuing education opportunities

**Inappropriate content:** Staff will not share personally identifiable information and/or patron information that is protected by library confidentiality. Additionally, staff will not share information that was collected with the assumption of confidentiality, proprietary information or information that is restricted by copyright, privacy, third party licenses or other restrictions without proper permission and/or attribution. Inappropriate use may result in disciplinary action.

**User interaction:** CBPL-managed social media tools are intended to facilitate communication and comments, posts, and messages are welcome. CBPL reserves the right to monitor content before it is published on all of its web-based sites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service.

Examples of content that will be removed by site authors or administrators include:

- Obscene or racist content;
- Personal attacks, insults, or threatening language;
- Potentially libelous statements;
- Copyrighted or plagiarized material;
- Private, personal information published without consent;
- Comments totally unrelated to the content of the forum;
- Hyperlinks to material that is not directly related to the discussion; or
- Commercial promotions, private business activities, or spam

Authors will reply to comments in a timely manner when a response is deemed appropriate based on the professional judgment of CBPL staff. Certain comments that warrant official follow-up will be reviewed on a case-by-case basis and will be responded to by the library director or designee.

**The following disclaimer will be linked from all CBPL social media that a CBPL staff may contribute to. "This [wiki/blog/post] does not represent official Coos Bay Public Library communications. Any links to external Internet sites do not constitute the Library's endorsement of the content of the sites or of their policies or products." Staff is expected to use**

**professional judgment to decide whether or not to include this disclaimer in emails and/or in other posts, including posts on social media sites.**

**Photos/Videos Policy:** Photos and videos are important elements of web-based content. Staff is encouraged to share relevant photos and videos provided they are appropriate for an CBPL social media venue. Staff wishing to share photos and videos via social media that include persons' faces, including those of other staff members, must first give the photographed individual the opportunity to opt out if the individual does not want his/her photo shared. CBPL event attendees should be given the option to opt-out after an announcement is made to that effect at the event; opt out signs will also be posted at the event. If an individual attended a CBPL-sponsored event where photographs or video were taken of that individual, a release form should be signed by the individual for the use of the photo or video. By signing that release the individual has consented to the use of a photograph, likeness, voice, or video recording for publicity, promotional, and other library-related purposes including posting on CBPL social media sites.

CBPL staff who wish to create professional CBPL social media accounts including but not limited to Facebook and Twitter are expected to obtain approval from their supervisors. Staff must maintain separate personal and professional accounts. However, staff must be aware that, in the online environment, the lines between public and private are blurred and staff should be conscious of how content shared through social media will be perceived by our patrons, partners, co-workers, and supervisors. Professional judgment must be used to determine whether or not content is appropriate for either setting. City of Coos Bay policies must also be followed.

**Privacy and retention:** Content of both internal and public social media sites are an effective form of communication but should not be misconstrued as private even if limited to a specific audience. Upon request CBPL may turn over the contents of internal blogs and wikis. Like e-mail, posts to social media sites may constitute agency records. CBPL will follow guidance from state records management regarding retention of social media content.

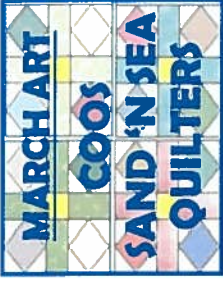
8/12 Approved by CBPL Board





3-1415926  
**π**  
Pi Day!

Coos Bay Public Library Calendar  
**March 2018**  
525 Anderson, Coos Bay, OR 541-269-1101  
<http://bay.cooslibraries.org>



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>Dr. Seuss Night!</b> March 1st 6:00 p.m.</p>	<p><b>SAVE THE DATE!</b> Coos Bay Public Library Foundation's Saturday, March 31st 7:00 pm TIKETS ON SALE NOW!!</p>	<p><b>LEGOLAND</b> Forever YA Book Club 6:00</p>	<p><b>6th annual Adult Spelling</b> Storytime 10:30 a.m. Computer Lab 2 - 4 Readers Group 6:00 OREGON CAROUSELS 7:00 P.M.</p>	<p>1 MGOL 9:30 a.m. <b>Happy Birthday, Dr. Seuss!</b> Job Us for a Celebration!</p>	<p>2 Foreign Film 7:00 p.m.</p>	<p>3 FOL Book Sale 10 a.m.-4 p.m.</p>
<p>4 FOL Book Sale noon-4 p.m.</p>	<p>5 'Books 2 Film' book club 6:00</p>	<p>6 LEGO Club 3:30-4:30 CLASSIC CULT COMEDIES 7:00</p>	<p>7 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 2 - 4 Readers Group 6:00 OREGON CAROUSELS 7:00 P.M.</p>	<p>8 MGOL 9:30 a.m. <b>RAIL HISTORY OF OREGON</b> 7:00</p>	<p>9 Registration Required Intro 9:30 LEGO Club 3:30-4:30 Maker Madness 3:30</p>	<p>10</p>
<p>11</p>	<p>12</p>	<p>13 Armchair Adventures 2:00 p.m.</p>	<p>14 MGOL 9:30 am Storytime 10:30 a.m. Computer Lab 10 - 12 POKEMON 3:30</p>	<p>15 MGOL 9:30 TWEEN CLUB 3:45 TSUNAMI SMART 7:00 pm</p>	<p>16 Registration Required Intro 9:30 LEGO Club 3:30-4:30 Maker Madness 3:30</p>	<p>17</p>
<p>18 Film Noir 4:00 p.m.</p>	<p>19 'Books 2 Film' book club 6:00</p>	<p>20</p>	<p>21 Oregon Learners Permit Prep 9 - 2:30 MGOL 9:30 Storytime 10:30 a.m. Library Board 5:15</p>	<p>22 MGOL 9:30 a.m. Ceremony of Honor for Vietnam Veterans 10:00 am</p>	<p>23</p>	<p>24 Fantastic Mr. Fox 2:00 p.m. (Egyptian Theatre)</p>
<p>25</p>	<p>26</p>	<p>27</p>	<p>28 MGOL 9:30 a.m. Storytime 10:30 a.m. POKEMON 3:30 Pushing the Limits 6:00</p>	<p>29 MGOL 9:30 Ceremony of Honor for Vietnam Veterans 10:00 am</p>	<p>30 Tabletop Game Night 7:00 p.m.</p>	<p>31 SPANGLISH 10:30-noon 6th annual Adult Spelling</p>
<p>WED., MARCH 7TH 7:00 <b>HISTORY OF OREGON CAROUSELS</b></p>	<p><b>RAIL HISTORY OF OREGON</b> THURSDAY, MAR. 8TH 7:00</p>	<p>Oregon Learners Permit Prep Class Wednesday March 21st 9 am-2:30 pm</p>	<p>Exploring Science via Literature Wed., March 28th 6:00 The Glass Universe by Dava Sobel</p>	<p>Ceremony of Honor for Vietnam Veterans Thursday, March 29th 10:00 a.m.</p>	<p>Ceremony of Honor for Vietnam Veterans Thursday, March 29th 10:00 a.m.</p>	<p>Ceremony of Honor for Vietnam Veterans Thursday, March 29th 10:00 a.m.</p>