

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA

WEDNESDAY MAY 15, 2019
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
Media Policy
Volunteer Luncheon
10. New Business

Policies

- Art Exhibit Policy
 - Bulletin Boards and Literature Racks Policy
 - Code of Conduct
 - Unattended Children and Vulnerable Adults Policy
 - Confidentiality of Library Records
- Moving date of next meeting
11. Announcements
 12. Adjournment

COOS BAY PUBLIC LIBRARY

APRIL 2019 REPORT

of items added to collection – 803

New cards issued – 51; Additional 150 through Rotary Program

Total reference questions - 878

Daily average circulation - 863

Total # of programs – 27

Program attendance – 779

Total items checked out at the library – 19,914

Total of Coos Bay items checked out anywhere – 22,439

Total digital downloads - 86

Gate count – 13,997

Total monthly visitors – 15,801

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
April 24, 2019

Call to Order – Curt Benward called the meeting to order at 5:14 p. m.

Board Members present: Curt Benward, Steve Metz, James Moore, Gina Sutherland, Alissa Pruess, Bob More, Kathy Erickson and Drew Farmer.

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

Public Comment – None

Minutes and Circulation –Bob More made a motion to approve the minutes of the March Board meeting and Steve Metz seconded. Approved unanimously. We examined library circulation figures for March 2019. Gina Sutherland suggested recording the number of library programs and program attendance for each month and comparing these data to previous years. The role and use of libraries is changing, and, though gate count and circulation numbers are declining in year over year comparisons, there should be other metrics—such as library programs—that increase.

We eliminated children's fines a few months ago and Sami reported that she has not been able to see any clear impact on library fines. Bob asked how many total library card holders we have in the Coastline and Coos Bay library systems and Sami said that she would get that information for us.

Treasurer's Report – We reviewed library revenue and expenditures figures for March. Seventy-five percent of the fiscal year is gone, and Personnel and Materials and Services expenditures are 61.9% and 73.8% respectively. James Moore asked about the \$74.95 Accounts Payable Liability expense and Sami said that was to purchase a toilet part. There was also a question about the Rotary Donation shown as a negative \$6188.53. Sami told us that an invoice for this amount has been sent to Rotary to reimburse the library for books purchased for Rotary's Gift of Literacy program. The Gift of Literacy program gives a free book and a library card to every first grader.

Correspondence – None

Librarian's Report – Sami provided graphs showing monthly Hoopla usage since last July. In March there were 87 circulations on Hoopla with 22 new patrons. Hoopla usage is growing, but slowly. Ellen suggested making a You Tube video showing how to use Hoopla and posting the video on the library's website.

There were many well-attended programs in March . The "Ghost Towns of Oregon" presentation (131 attendees) and the You Tube Art Camps (five sessions during Spring Break with 142 attendees) were especially popular. The library's meeting rooms were very well used in March.

The date for the Strategic Planning retreat has been changed to June 1st and will likely take place in the City Council Chambers from 9:00 a. m. to 3:00 p. m. Sami distributed copies of a survey about library use, programs and services. Information gathered from survey responses will be used in the Strategic Planning process. Hard copies of the survey are available in the library and online surveys are available on the library website and the library's social media platforms. Sami said she is making every effort to receive as many completed surveys as possible.

Friends of the Library Report – Marie Benton reported that in March the Friends book store took in \$1,124.95; the April book sale realized \$1,175.44. The next book sale will be Saturday and Sunday, May 4th and 5th. The Friends will hold a plant sale on May 18th from 9:00 a. m. to 3:00 p. m. On Sunday June 2nd, books will be free. The Friends are running out of room to store books and hope to relieve the overcrowding by giving away books.

Library Foundation Report– Steve Metz reported that the Foundation's Adult Spelling Bee fundraiser was a big success. The event generated net proceeds of \$4,355 and attracted a record-high number of attendees. The pre-event publicity on Jefferson Public Radio and on social media was very effective and everyone who came seemed to have a great time. The Foundation's fall fundraiser, "After Hours at the Library," will take place on Saturday November 9th.

Old Business –

Steering Committee – Sami told us that she is finalizing a contract with fundraising consultant Rich Foster and that a meeting with Rich and the Steering Committee will take place in May. Rich will answer questions from the group and gather input about how best to implement the Feasibility Study for the new library. Rich provided a cost estimate of \$11,682 for completion of the Feasibility Study. He will subcontract the follow-up telephone survey.

Library Volunteer Event – Sami said that the event to honor library volunteers will be a luncheon at Black Market Gourmet. A date has not yet been determined.

New Business –

Library Standards – Sami guided us through a review of Materials Standards from the Oregon Library Association Public Library Standards document.

- In section 3.1, Collection Management, we meet all Essential standards for collection management except materials preservation policies. We could improve by formalizing collection policies for the Oregon Collection and the digital collection of *The World*. We exceed the Enhanced standard in this section, since we meet with collection vendors yearly.
- Our library meets every standard for providing a curated, up-to-date and diverse collection.
- Our library also meets all Essential, Enhanced and Exemplary standards for using data to inform collection development and management and to assess collection performance.
- In Section 3.2, Community Access to the Collection, we meet all Essential and Enhanced standards for our digital catalog. Our digital catalog meets the Exemplary standard of offering patron recommendations but does not provide predictive results.
- Our library meets all Essential standards for user access to all materials. We meet every Enhanced standard in this category except for adhering to the best practices of the Society of American Archivists for our local history and archival collections. Our facility makes it impossible to maintain consistent and optimal humidity levels for these materials.

Public Relations – A recent front-page story in *The World* about the library's hiring of a security guard caught us by surprise. As a result, Board members suggested that it might be a good idea to adopt a Public Relations (PR) policy. Curt distributed some materials describing the goals and purposes of such library PR policies with examples of policies from three libraries. He asked members to read this material and be prepared to discuss a possible PR policy for our library at our next meeting.

Curt stressed that it is important, if we are to be successful in building a new library, that we have effective marketing and communication with the public. Curt will draft some talking points we can use as advocates for the library as we move toward a possible bond measure. Sami added that she will soon be meeting with Library Market to create materials and generate ideas for promoting the library's services and programs.

Extended Service Office – Sami reported that there is some sentiment for moving the Extended Service Office (ESO) from the Coos Bay Library to the County. Should that take place, the City of Coos Bay would be removed as the fiscal agent and the County would assume this role. Coos Bay does not charge the ESO an administrative fee, discharging its responsibilities at no cost. The County may possibly levy an administrative fee for serving as the fiscal agent for the ESO.

Announcements – Sami will be chaperoning 8th graders on the scheduled date of our June Board meeting. We may want to reschedule our June meeting.

Adjournment – C. Benward adjourned the meeting at 6:38 p. m.

Next meeting: May 15th at 5:15 p. m.

Respectfully submitted,
Gina Sutherland

COOS BAY PUBLIC LIBRARY APRIL 2019

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	295		
Adult Audio Books	44		
Adult Video	191		
Adult Video Games	13		
Young Adult Books	38		
Young Adult Audio	0		
Child Books	207		
Child Audio	1		
Child Video	14		
Child Miscellaneous	0		
TOTAL	803	DISCARDS	831

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
2019	19,914	22,439		
2018	19,210	21,747		
2017	19,932	22,634		
2016	21,086	23,113		
2015	22,291	24,179		
2014	21,488	24,818		
GATE COUNT:	13,997			
	(2018 - 14,200)			
REFERENCE QUESTIONS ANSWERED:		878		
YP REFERENCE QUESTIONS ANSWERED:		102		
NEW PATRON REGISTRATIONS:		51		
#DAYS OPEN:	26	25	26	
DAILY AVERAGE CIRCULATION:	863	(18) 870	(17) 905	

RECEIPTS FROM PATRONS

FINES	\$863.16
DISKS/MISC.	\$83.60
DAMAGE/LOSS	\$49.97
RENT	\$330.00
BOOK BAGS	\$27.00
COPIES	<u>\$844.40</u>
TOTAL	<u>\$2,198.13</u>

City of Coos Bay
 Balance Sheet
 April 30, 2019

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,141,607.95	
07-000-100-1015	Petty Cash	<u>200.00</u>	
	Total Assets		<u><u>1,141,807.95</u></u>

LIABILITIES AND EQUITY

LIABILITIES

07-000-200-2001	Accounts Payable	<u>74.95</u>	
	Total Liabilities		74.95

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	977,484.84	
	Revenue over Expenditures - YTD	<u>164,268.16</u>	
	Balance - Current Date		<u>1,141,733.00</u>
	Total Fund Equity		<u>1,141,733.00</u>
	Total Liabilities and Equity		<u><u>1,141,807.95</u></u>

City of Coos Bay
Revenues with Comparison to Budget
For the 10 Months Ending April 30, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	715,000.00	715,000.00	.0
Total Carryover	.00	.00	715,000.00	715,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	5,127.00	1,200.00	(3,927.00)	427.3
07-000-340-0301 Grants	.00	8,300.00	7,500.00	(800.00)	110.7
07-000-340-0303 Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900 Library Tax Base	49,497.17	1,097,035.89	1,010,000.00	(87,035.89)	108.6
Total Revenue From Other Agencies	49,497.17	1,110,462.89	1,021,200.00	(89,262.89)	108.7
<u>Use Of Money & Property</u>					
07-000-350-0100 Interest	2,629.12	19,552.78	6,000.00	(13,552.78)	325.9
07-000-350-1100 Auditorium Rental	330.00	3,255.00	2,000.00	(1,255.00)	162.8
Total Use Of Money & Property	2,959.12	22,807.78	8,000.00	(14,807.78)	285.1
<u>Current Services</u>					
07-000-360-0100 Copies	844.40	5,888.70	6,500.00	611.30	90.6
07-000-360-1700 Data Base Specialist Fees	.00	98.35	.00	(98.35)	.0
07-000-360-1800 Library Fees	1,017.05	11,850.23	14,200.00	2,349.77	83.5
Total Current Services	1,861.45	17,837.28	20,700.00	2,862.72	86.2
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	31.60	144.18	.00	(144.18)	.0
07-000-380-0400 Reimbursements	27.00	266.00	400.00	134.00	66.5
07-000-380-0900 Gifts, Donations & Memorials	8.31	24,929.06	18,000.00	(6,929.06)	138.5
Total Other Revenue	66.91	25,339.24	18,400.00	(6,939.24)	137.7
Total Fund Revenue	54,384.65	1,176,447.19	1,783,300.00	606,852.81	66.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 10 Months Ending April 30, 2019

		Library Fund				
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Library Fund						
Personnel Services						
07-510-510-1001	Salaries	47,279.21	470,908.41	668,787.00	197,878.59	70.4
07-510-510-1003	P.E.R.S.	9,103.11	89,130.41	115,799.00	26,668.59	77.0
07-510-510-1004	Social Security	3,564.49	35,599.47	51,171.00	15,571.53	69.6
07-510-510-1005	Employee Insurance	9,870.75	130,191.45	205,917.00	75,725.55	63.2
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation Insurance	65.13	644.98	2,620.00	1,975.02	24.6
07-510-510-1008	Volunteer Workers Compensation	.00	3.00	162.00	159.00	1.9
Total Personnel Services		69,882.69	726,477.72	1,060,606.00	334,128.28	68.5
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	1,591.88	5,373.13	8,000.00	2,626.87	67.2
07-510-520-2101	Utilities	479.16	27,389.76	42,000.00	14,610.24	65.2
07-510-520-2102	Telephone	.00	2,854.55	13,200.00	10,345.45	21.6
07-510-520-2105	Advertising	17.20	806.25	8,000.00	7,193.75	10.1
07-510-520-2108	Contractual	6,765.70	44,251.88	12,000.00	(32,251.88)	368.8
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81	98.9
07-510-520-2122	Duplicating	879.17	6,888.09	7,200.00	311.91	95.7
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	205.80	1,571.98	2,200.00	628.02	71.5
07-510-520-2206	Postage	.00	1,488.44	2,500.00	1,011.56	59.5
07-510-520-2225	Janitorial Supplies	590.93	3,140.57	4,400.00	1,259.43	71.4
07-510-520-2231	Small Equipment	.00	3,598.94	33,000.00	29,401.06	10.9
07-510-520-2234	Grants	.00	4,206.69	11,200.00	6,993.31	37.6
07-510-520-2235	Library Supplies	2,041.50	11,242.52	14,000.00	2,757.48	80.3
07-510-520-2236	Library Books & Records	7,762.51	60,518.27	82,000.00	21,481.73	73.8
07-510-520-2237	Periodicals	.00	8,972.80	8,500.00	(472.80)	105.6
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	418.89	1,420.13	2,100.00	679.87	67.6
07-510-520-2302	Office Equipment Rental	415.31	3,618.16	5,200.00	1,581.84	69.6
07-510-520-2303	Equipment Repairs/Replacement	389.91	2,713.98	7,000.00	4,286.02	38.8
07-510-520-2304	Equipment Maintenance Contract	315.95	9,030.30	9,500.00	469.70	95.1
07-510-520-2309	Building & Grounds Maintenance	2,496.84	35,825.28	33,000.00	(2,825.28)	108.6
07-510-520-2406	Reimbursable	.00	103.95	300.00	196.05	34.7
07-510-520-2424	Library Board	.00	.00	600.00	600.00	.0
07-510-520-2450	Gifts, Donations & Memorials	4,332.91	29,917.45	18,000.00	(11,917.45)	166.2
Total Materials & Services		28,703.66	285,701.31	348,100.00	62,398.69	82.1
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	374,594.00	374,594.00	.0
Total Other Financing Uses		.00	.00	374,594.00	374,594.00	.0
Total Library Fund		98,586.35	1,012,179.03	1,783,300.00	771,120.97	56.8

City of Coos Bay
 Expenditures with Comparison to Budget
 For the 10 Months Ending April 30, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	98,586.35	1,012,179.03	1,783,300.00	771,120.97	56.8
Net Revenue Over Expenditures	(44,201.70)	164,268.16	.00	(164,268.16)	.0

**Coos Bay Public Library
Memorial Funds Checking Account
April 2019**

BALANCE, March 31, 2019 \$ 71,360.73

DEPOSITS:

Misc. Donations-April 2019	\$	8.31	
TOTAL DEPOSITS			\$8.31

DISBURSEMENTS:

South Coast Office Supply-Myrtlewood Room Table/Equipment Fund	\$	159.99	
Demco-Display Easles/Equipment Fund	\$	266.63	
Ingram-Books/Rotary	\$	269.36	
Ingram-Books/Rotary	\$	593.60	
Ingram-Books/Rotary	\$	247.80	
Red Lion Hotel-Performer Lodging/Adult Programs-Oregon Ghost Towns	\$	100.35	
Demco-Display Easles/Equipment Fund	\$	533.25	
Baker Taylor-Books/Rotary	\$	112.20	
Ingram-Books/Rotary	\$	33.05	
Baker Taylor-Books/Rotary	\$	11.11	
Tiah Edmunson-Morton-Performer/Adult Programs-Five Years and Counting	\$	100.00	
Amazon-Supplies/Adult Programs-Utube Painting	\$	47.98	
Amazon-Supplies/Adult Programs-Book Boxes	\$	92.73	
Amazon-Refreshments/Adult Programs-Beer Archives, Project 22, Game Night	\$	57.81	
Safeway-Refreshments/Adult Programs-Human Element, Conversations, Foreign Films	\$	15.49	
Big Lots-Refreshments/Adult Programs-Film Noir	\$	7.00	
McKays-Refreshments/Adult Programs-Baby Boomer Trivia	\$	18.65	
The Mill Casino-Additional Room Tax/Adult Programs-Conversations	\$	3.75	
Amazon-Books/Rotary	\$	13.21	
Amazon-Supplies/YP Programs-Book Boxes	\$	10.99	
Fred Meyer-Refreshments/YP Programs-Tween Book Club	\$	4.98	
TOTAL DISBURSEMENTS		\$ 2,699.93	
		\$ 68,669.11	

ACCOUNT SUMMARY:

General Fund	\$	9,521.13	
Friend's Children's Fund	\$	4,870.18	
Kenaston Estate Donation	\$	-	
Mallek Estate Memorial	\$	52,610.89	
Coos Bay Library Foundation Donation	\$	(13.30)	
E-Books	\$	35.00	
Care Connections	\$	0.78	
Friends Library Purchases	\$	6,717.43	
Rotary Donation	\$	(7,468.86)	
Coos Bay Library Foundation-Equipment	\$	35.35	
Coos Bay Library Foundation-Audios	\$	110.32	
Eagles Large Print Fund	\$	6.25	
Dollywood	\$	2,243.94	

MEMORIAL ACCOUNT FUNDS TOTAL - April 30, 2019 **\$ 68,669.11**

Librarian's Report

April 2019

PROGRAMS

Families and Children

Lego Club (2) - 41

MGOL (8) - 141

Storytime (4) - 151

Tween Book Club - 7

Head Start outreach - 18

Pokemon Club - 4

Neuroscience - 48

Marine Life Storytime - 133

Young Adult

Teen Book Club - 5

Adult

Foreign Film - 14

Spanglish (2) - 25

Forever YA Book Club - 6

Armchair Adventures - 37

Table Top Gaming - 7

Boomer Trivia - 14

Film Noir - 15

Books2 Film - 4

Beer Archives - 11

Job Search Strategy - 1

Effective Applications - 1

OR Humanities - 8

Project 22 - 15

Spanglish (2) - 25

Human Element - 26

Proctoring - 1

Technology

Drop In Computer Lab (2) - 20

One on One appts - 1

Room Use

Myrtlewood

Library - 12

Non Library - 6

Cedar

Library - 7

Non Library - 52

Art Displays

Wall - Carolyn Le Grand

Cases - Artist's Loft

Librarian's Report

April 2019

Miscellaneous

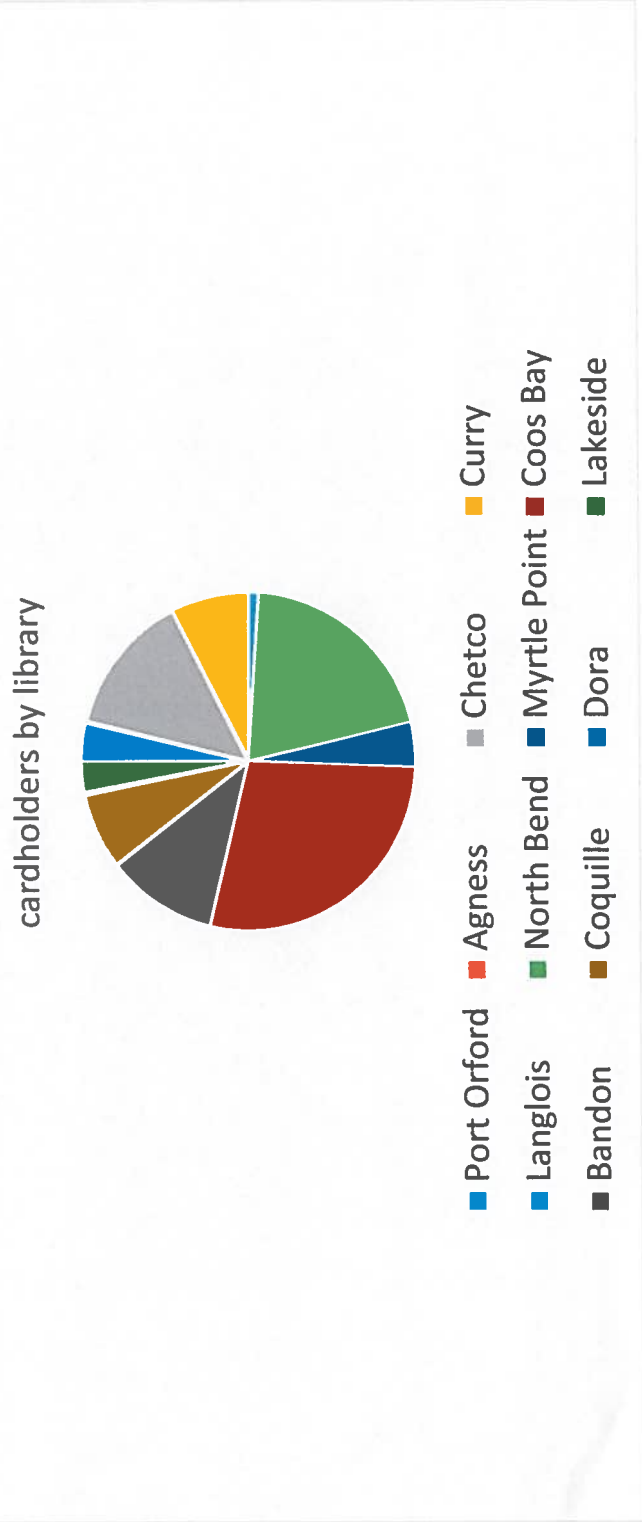
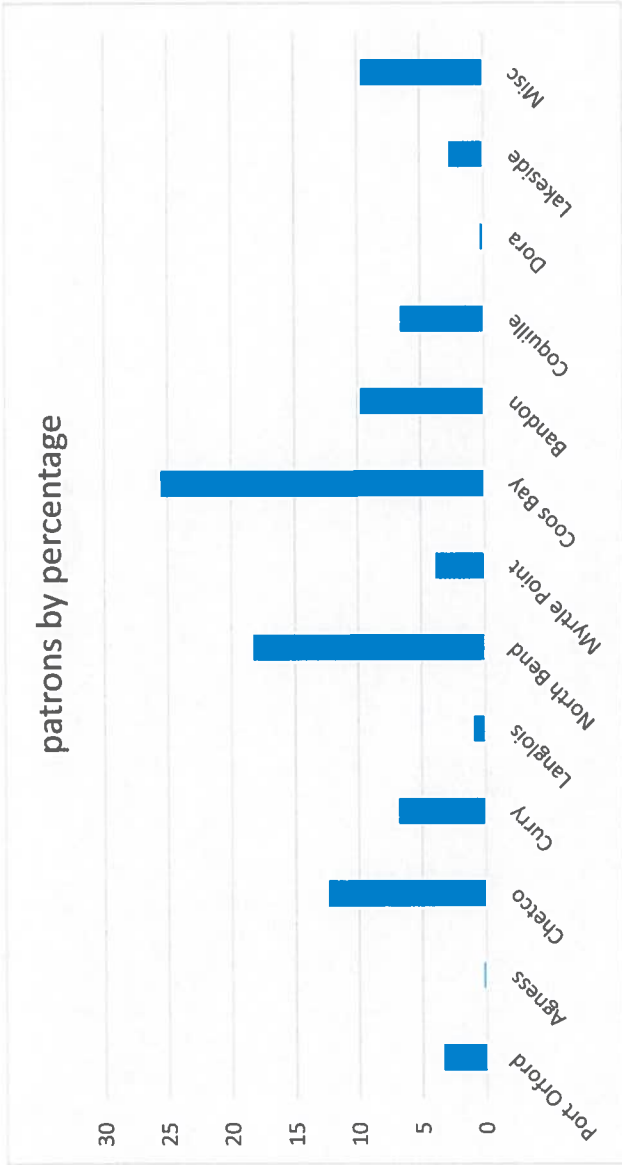
In April there were, county-wide, 4,202 checkouts on OverDrive. 86 circulations on hoopla in April with 7 new borrowers.

Negotiations with AFSME (the union the library employees are a part of) began in April and is expected to last through May.

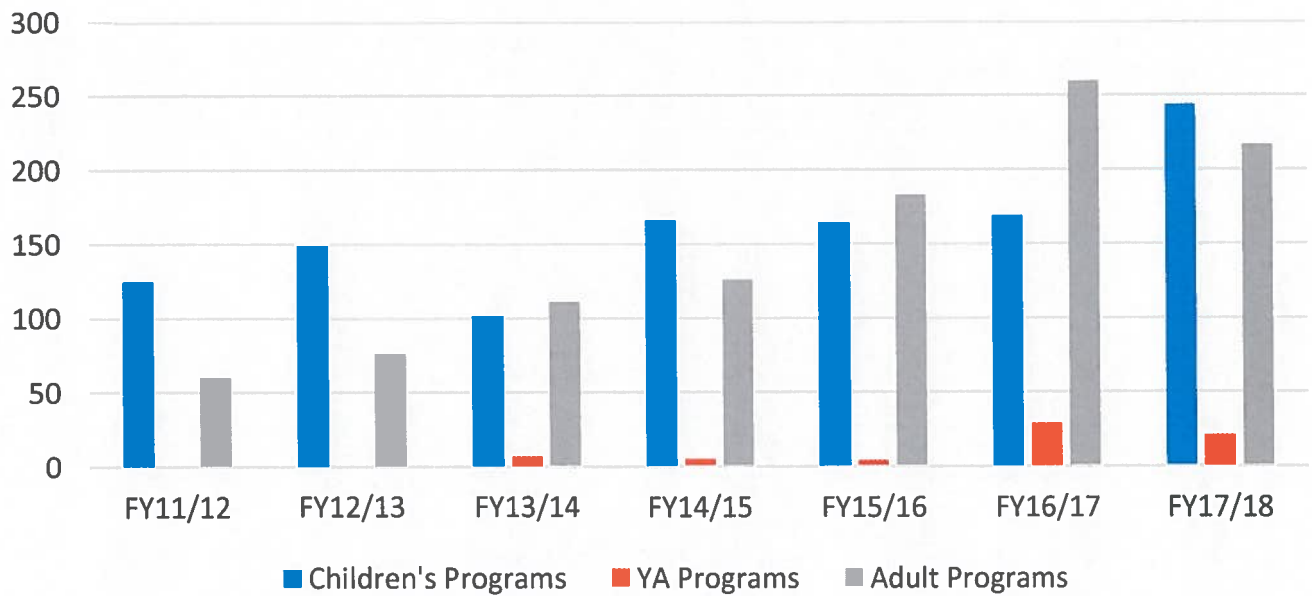
Ellen Thompson and Sami Pierson attended the joint Oregon Library and Washington Library state conference in Vancouver, WA. It was a great exchange of information. Coos Bay is offering many of the same types of programs that are happening in the larger systems such as tech help, Library of Things, and other specialized programming.

2018/19	Myrtlewood	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Library Use	Non-Library Use			(minus library program attendance already reported)
Jul-18	15	2	9	54	80	708		
Aug-18	12	3	7	55	77	1555		
Sep-18	9	6	6	39	60	648		
Oct-18	13	9	10	50	82	1625		
Nov-18	9	6	6	46	67	1490		
Dec-18	8	3	5	31	47	1217		
Jan-19	20	4	9	50	83	2120		
Feb-19	11	5	8	43	67	666		
Mar-19	20	7	8	52	87	1034		
Apr-19	12	6	7	52	77	1379		
May-19								
Jun-19								
Totals	129	51		472	727	12442		

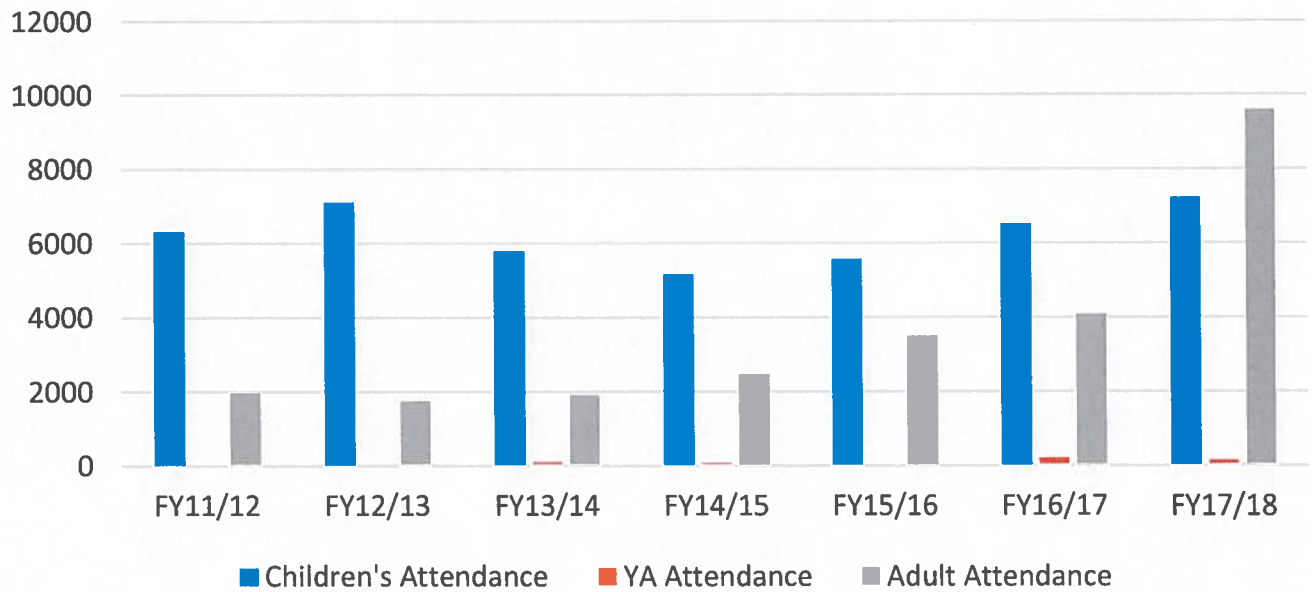
Port Orford	2719	3.32
Agness	115	0.14
Chetco	10144	12.4
Curry	5568	6.81
Langlois	731	0.89
North Benc	14939	18.27
Myrtle Poir	3150	3.85
Coos Bay	20854	25.5
Bandon	7963	9.74
Coquille	5365	6.56
Dora	186	0.23
Lakeside	2183	2.67
Misc	7840	9.62
Total	81757	100



Number of Programs



Number of Attendees



COOS BAY PUBLIC LIBRARY

ART EXHIBIT POLICY

PURPOSE:

A guiding principle of the library is to offer open access to a broad range of information and ideas while serving as a dynamic community hub that welcomes all residents to connect to information and to each other. Art exhibits are provided to enhance and increase community appreciation of the arts, present a variety of exhibitions in the visual arts as well as of an educational and/or historical significance, and to help local and regional artists increase their public exposure.

CONTROL:

Exhibits in the library are visible to anyone who walks into the building, both children and adults who may have various degrees of sophistication. Materials of the exhibit should be chosen and arranged by the artist with this in mind.

CONDITIONS:

1. Exhibits are normally scheduled for a period of one month, beginning approximately on the first day to the last day of the month. It is not the intent of the library to provide permanent or continuous exhibits. Exhibit space is available to individuals or groups. The exhibit area is available on a first-come first served, advance reservation basis. Reservations are to be made through the Library Director or Display Coordinator. The Director may require a review of sample pieces of the art to be shown, or photos of them, before scheduling an exhibit.
2. The library exhibit area is located across from the main circulation desk. All works of art must be suitable for exhibition and must be neatly and accurately labeled by the artist. The artist or artists will be responsible for setting up the exhibit using the art hanging system provided by the library. Pins or tape may not be used to attach materials to painted or wooden surfaces. Consideration should be given to the arrangement of the display to emphasize the art without unnecessary crowding on the walls, without constricting use of the library and without creating a safety hazard.
3. The library will submit public service announcement to local media for exhibits. Artists should provide publicity material to the Library Director two weeks prior to opening of the exhibit. This may include artist's statement or biographical material, and a description of the works to be exhibited. Inclusion of a high-contrast photo of the artist and/or of the artist's work is may be submitted for possible newspaper coverage.

4. Artists must furnish the library with a list of items to be displayed along with the value of each for insurance purposes. Works of art are covered by a library insurance policy, subject to the limits of that policy. There is a \$1,000 deductible requirement for loss or damage for which the artist would be responsible.

5. Prices for art pieces may be posted. Transactions for the purchase of exhibit items shall be directly between the buyer and the artist. The artist must post his or her name and contact information if works are for sale so a buyer may contact the artist directly. The library shall receive no fees, commissions or other remuneration in connection with the sale of exhibit items.

6. The library will provide space for a reception upon request with advance notice. Publicity for the reception is the sole responsibility of the artist.

7. Artists are responsible for removal of exhibit items on an agreed upon date. No exhibit material sold may be removed from the exhibit before the end of the exhibit period unless the library approves such removal and the rearrangement of the display. The library does not provide storage space for artwork.

COOS BAY PUBLIC LIBRARY

ART EXHIBIT AGREEMENT

EXHIBIT PERIOD: _____

ARTIST (S) Name: _____

Address: _____

Phone: _____

I agree to abide by the Art Exhibit Policy as stated above:

Exhibitor

Date

Approved:

Library Director/Display Coordinator

Date

Adopted by Board 7-19-00, reaffirmed by Board 8-22-01,
reviewed 8/17

Bulletin Boards and Literature Racks Policy

Bulletin Boards: Bulletin Boards are located in the entry lobby, in the library, in the Children's Room, and in the Myrtlewood Meeting Room. Corkboards are also attached to dry erase boards in the study room and Cedar Conference Room. Boards in the study room and the two meeting rooms are for temporary use only by individuals or groups using the rooms, at the time of such use.

Bulletin boards in the Children's Room are reserved for displays that enhance children's library services and are approved by the Youth Librarian.

The bulletin boards in the library are reserved for library announcements.

Items of general community interest will be posted on the lobby bulletin board by library staff on a space available basis. Posted items may include, but not be limited to, announcements of local or regional community events, activities of local community organizations, public notices, meeting announcements, or educational announcements.

Any person or group may submit items for posting. Designated staff will approve items for display, initial and post them. Items placed on bulletin boards without staff approval will be removed and discarded.

Bulletin board space is provided on an impartial basis in accordance with the American Library Association's Library Bill of Rights adopted by the Library Board of Trustees.

Acceptance of material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed.

Items will be rejected for posting if they are in violation of any legal statute. Items rejected for posting may be appealed to the Library Board of Trustees.

Because of space limitations, the following restrictions apply:

- Only one copy of an item will be posted.
- Unusually large posters may be refused posting.
- A person or organization may display only one item at a time if the bulletin board is full.
- A person or organization may submit an item for posting each month but is not guaranteed repeated posting if space is limited.
- If items must be rejected because of limited space, priority will be given to items of an educational, cultural, intellectual or charitable nature. Rejected items may be held for later posting.

Literature Racks: Most of the literature racks located inside the library will be used to display library related items only. Designated display space is available on an equitable basis for brochures of general interest, primarily brochures that provide information about local or regional agencies or organizations, and that are in accordance with the library's mission and goals.

Any person or organization may submit copies of brochures for members of the public to take from the racks. Designated staff will select items for inclusion in the racks based on the above criteria. Items placed in the racks without staff approval will be removed and discarded.

Placement of materials in these general literature racks does not imply either approval or disapproval by the library or City of Coos Bay.

Because of space limitations, these restrictions apply:

- A maximum of 15 copies of an item may be submitted.
- An individual or group may only display one item at a time.

- Items will normally be available for a total period of one month within a fiscal year. At the end of the display period, items will be discarded.
- Items that are too large to be effectively displayed in the pockets of the racks will be rejected.
- If space is limited, priority will be given to brochures of a not-for-profit nature and community events.

Reviewed by Board 6/18

Code of Conduct

In order for everyone to enjoy the library, please refrain from the following, unless otherwise authorized by library rule or staff:

- Solicitations
- Smoking and vapor devices
- Eating inside the library
- Engaging in any behavior that interferes with others use of the library, or with the ability of the staff to perform their duties. Examples of behavior or activities are, but not limited to:
Climbing, running, loud noise, throwing things, pushing and shoving, misusing library property, verbal or physical harassment of others including staff, threats, engaging in sexual conduct, intoxication.
- Unauthorized removal of library property
- Using library facilities for the purpose of bathing
- Odors or smells which are disruptive to patrons or staff
- Sleeping
- Destroying or damaging library property
- Possessing a weapon, except as allowed by state law
- Engaging in activities prohibited by law
- Animals of any type, other than service dogs

UNATTENDED CHILDREN AND VULNERABLE ADULTS POLICY

Coos Bay Public Library strives to provide a welcoming and safe environment for all community members. The Library is particularly concerned for the safety of children and vulnerable adults on the Library premises.

While the Library is concerned for the safety of children or vulnerable adults on Library grounds, the Library does not act in loco parentis (in place of parents). A parent, legal guardian, teacher, custodian or caregiver is responsible for monitoring the activities and managing the behavior of children or vulnerable adults during their Library visits.

A vulnerable adult is functionally, mentally or physically unable to care for themselves and should not be left alone in the Library including at programs. This includes adults who need staff help beyond assistance with normal library services.

Children 10 years of age and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver 12 years of age or older. These rules may apply to children over the age of 10 at staff's discretion. Older children, (age 11 and older) are welcome to use the library independently, however, responsibility for minors using the library rests with the parent/guardian. Children are subject to Library rules and policies concerning behavior, conduct, and demeanor.

During Library hours, when the safety of an unattended child or vulnerable adult is in doubt, Library staff will attempt to contact the caregiver before calling authorities. In the case of an immediate safety concern, staff will contact authorities immediately and then attempt to contact the caregiver. Staff will stay with the person until help arrives.

In the event a child under the age of 15 or vulnerable adult is still at the library after the library closes to the public, the Librarian in Charge and one other staff member will wait 15 minutes and then authorities will be called to take charge of the situation. Attempts will be made during that 15 minutes to reach a caregiver or parent, but in no instance will staff take anyone home. If at any time staff are concerned for the safety of the child or vulnerable adult, they may contact authorities immediately.

Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.) 2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. 3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. 1

1Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

Board Reviewed 10/2016

Coos Bay Public Library respects and protects the confidentiality of patrons' registration and circulation records. Furthermore, these records are protected by Oregon State Law. Oregon State law recognizes Coos Bay Public Library as a public body subject to the Public Records Law. However, ORS 192.502.22 provides the following exemption from disclosure of library public records:

"The records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with the address, electronic mail address, or phone number, of the patron."

The purpose of this policy is to affirm that the library recognizes these records as confidential. This policy serves as official notification to the public and library employees that such records shall not be made available to any agency of state, federal, or local government except as required by law.

In addition to the legal protections, Coos Bay Public Library extends confidentiality to information sought or received, materials consulted or borrowed, wired or transmitted, and includes database search records, reference interviews, public computer use, attendance at classes and events, interlibrary loan transactions and other records. In addition, Coos Bay Library works with all contracted vendors to ensure security of records.

Library employees may not access any information about patrons or their circulation records for any purpose except as it relates to the transaction of library business.

Coos Bay Public Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys or other administrative mailings. The Library does not allow use of library records for fundraising or political purposes.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>5 FOL Book Sale noon-4 p.m.</p> 	<p>6 Forever YA Book Club 6:00 p.m.</p> 	<p>7 LEGO Club 3:30-4:30 Oregon Coast Guide to the Unexpected 7:00 p.m.</p>	<p>8 MGOL 9:30 Storytime 10:30 Readers Group 6:00</p>	<p>9 MGOL 9:30 Where Are You From? What Makes Us Oregonians 6 pm</p>	<p>10 Foreign Film 7:00 p.m.</p> 	<p>11 SPANGLISH 10:30-noon</p> 
<p>12</p>	<p>13</p>	<p>14 Armchair Adventures 2:00 p.m.</p> 	<p>15 MGOL 9:30 am Storytime 10:30 a.m. Library Board 5:15</p>	<p>16 MGOL 9:30 a.m.</p> 	<p>17 LEGO Club 3:30-4:30</p> 	<p>18 FOL PLANT SALE 9 a.m.-2 p.m.</p> 
<p>19 Film Noir 4:00 p.m.</p> 	<p>20</p>	<p>21 Young Writers Group 3:30 pm <i>Registration Required</i> Folk Dancing 6:00 p.m.</p>	<p>22 MGOL 9:30 a.m. Storytime 10:30 a.m. JOB FAIR 12:30-3:30 POKEMON 3:45 Title Wave 7 p.m.</p>	<p>23 MGOL 9:30 <i>Registration Required</i> SPEED DATING (50+ years old) 4:00 p.m.</p>	<p>24 Drop-in Computer Lab 12-2 Teen Book Club 3:00 Tabletop Game Night 7:00 p.m.</p>	<p>25 CLOSED</p> 
<p>26</p> 	<p>27 CLOSED</p> 	<p>28</p>	<p>29 MGOL 9:30 am. Storytime 10:30 a.m. Foods for Fitness 3:00</p>	<p>30 MGOL 9:30 a.m.</p> 	<p>31</p>	<p>PLANT SALE! Saturday MAY 18th 9 am - 2 pm</p>

Foods for Fitness
May 29th 3:00 pm
Natural Grocers' Nutritional Health Coach, Cheryl O'Dell, MSN discusses which foods best support your active body and recipes to help you fuel up before, during and after exercise.

FOLK DANCING LESSON!
May 21st 6:00 p.m.
Registration Required
South Coast Folk Society will lead a free dance lesson with live music! No experience or partner are required.

YOUNG WRITERS GROUP (Grades 6-8)
Info Meeting MAY 21st 3:30
Young writers and their guardians (along with community partners) will be brainstorming and laying the groundwork for a Young Writers Group to start this Fall.

Where Are You From?
Exploring What Makes Us Oregonians
May 9th 6:00 p.m.
Oregon Humanities Conversations Project.
Challenging stereotypical visions of what it means to be an "Oregonian," looks different for all of us.