

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

**Wednesday March 20, 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**
Budget discussion
Steering Committee
10. **New Business**
Policies
Interlibrary Loan
Public Use Computers and WiFi
Cedar Room Agreement
Myrtlewood Room Agreement
12. **Announcements**
13. **Adjournment**

COOS BAY PUBLIC LIBRARY

FEBRUARY 2019 REPORT

of items added to collection - 642

New cards issued - 66

Total reference questions - 865

Daily average circulation - 879

Total # of programs - 21

Program attendance - 693

Total items checked out at the library - 17,557

Total of Coos Bay items checked out anywhere - 20,211

Total digital downloads - 69

Gate count - 10,791

Total monthly visitors - 11,899

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
February 20, 2019

Call to Order – Curt Benward called the meeting to order at 5:11 p. m.

Board Members present: Curt Benward, Steve Metz, James Moore, Gina Sutherland and Kathy Erickson.

Others in Attendance: Marie Benton and Ellen Thompson.

Public Comment – None

Minutes and Circulation – James Moore suggested two corrections to the January 16th Board meeting minutes: adding his name to the list of Board members in attendance and changing “parenthesis” to “parentheses. ” James Moore made motion to approve the minutes of the January Board meeting as corrected and Steve Metz seconded. Approved unanimously. We examined library circulation figures for January 2019.

Treasurer's Report – We reviewed library revenue and expenditures figures for January. Fifty-nine percent of the fiscal year is gone, and Personnel and Materials and Services expenditures are 48.8% and 54.5% respectively. Contractual Services expenditures are 209% of the budgeted amount because this line item includes the cost of the security guard. Contingency funds will be used as needed to cover this expense later in the fiscal year.

Correspondence – Ellen reported that the library had received a very nice thank you note from the North Bend High School Oregon Battle of the Books Team.

Librarian's Report – Ellen told us there were many well-attended library programs in January. The Hoopla service continues to attract new users. Library meeting rooms were very well used during the month.

Friends of the Library Report – Marie Benton reported that the January Craft Sale generated proceeds of \$1,341.85, an amount approximately 50% greater than last year's sale. In January the book store took in \$596.21 and the February book sale netted \$1,623.47. The Friends recently made their \$4,000 quarterly donation to the library. On Saturday, March 2nd the Friends will hold a Cook Book Sale in the Cedar Room from 10:00 a. m. to 2:00 p. m. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

Library Foundation Report– Curt Benward reported that preparations are well underway for the Foundation's Adult Spelling Bee fundraiser at Black Market Gourmet on Friday April 12th. One team of spellers has already registered for the event, and at least three other teams have indicated they plan to participate.

Old Business –

Strategic Plan Update – Strategic Plan Consultant Penny Hummel will facilitate a work session with Library Board members on March 13th. The group will generate names of possible participants in the May 25th Strategic Plan Retreat and discuss other logistics for the Strategic Plan.

Budget Discussion – We reviewed a revised draft library budget for the 2019 – 2020 fiscal year.

Curt Benward said he still had concerns about whether the proposed budget amount for Contingency Funds was large enough. Board members were unclear as to whether the Contingency Funds budget line item was the same as the Unappropriated Ending Fund Balance, which is shown as 0 in this draft budget. Curt said that it was essential that the library have enough money set aside to sustain operations from the end of the fiscal year until the first County tax payment in November. Board members were also unsure about the line item for Furniture (restricted). Ellen will refer these concerns and questions to Sami.

Steering Committee – Gina Sutherland suggested that, since her term on the Library Board will conclude this June, the Board might be better represented on the Steering Committee by someone who would be with the Board for a longer time. No decision was reached on this matter.

Curt and Sami will make a presentation to the City Council at their March 5th Council meeting about next steps in moving toward a new library building. The meeting will begin at 7:00 p. m. and Board members are urged to attend.

New Business –

Library Standards – Ellen guided us through a discussion of the Staff Standards section of Oregon’s Public Library Standards. We reviewed the Human Resources, Diversity and Community Engagement, Staff Duties and Responsibilities and Staff Development and Learning standards.

- Our library does not have a written staff development plan but is at or above the Essential level in every other category of the Human Resources standard. Staff members have excellent opportunities for professional development and our library is probably at the Enhanced level for staff salaries.
- The Diversity and Community Engagement standard is an area our library could target for improvement. We do not have any fluent Spanish speakers on staff, although one staff member has some Spanish skills. We meet the Essential level in this standard but could do better in meeting the needs of our Spanish speaking community members. We could also ensure that the Friends, Board and Foundation members and library volunteers are well trained in the library’s mission, goals and strategic plan so they can be more effective advocates for the library.
- Our library meets all the Essential and Enhanced standards in Section 2.3, Staff Duties and Responsibilities.
- We also meet every standard in Section 2.4, Staff Development and Learning at the Essential, Enhanced and Exemplary levels (except for the “professional library organization” participation category, for which Exemplary is not an option.)

Announcements – A program on “The Ghost Towns of Oregon” will take place in the Myrtlewood Room on March 24th at 7:00 pm. The “Speed Dating at the Library” sessions for ages 20 – 40 and ages 30 – 50 were both cancelled due to lack of interest. The Speed Dating session for people 50 and over, however, has generated greater interest.

Adjournment – C. Benward adjourned the meeting at 6:14 p. m.

Next meeting: March 20th at 5:15 p. m.

Respectfully submitted,
Gina Sutherland

COOS BAY PUBLIC LIBRARY FEBRUARY 2019

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	258		
Adult Audio Books	61		
Adult Video	145		
Adult Video Games	25		
Young Adult Books	34		
Young Adult Audio	1		
Child Books	115		
Child Audio	2		
Child Video	0		
Child Miscellaneous	1		
TOTAL	642	DISCARDS	359

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
2019	17,557	20,211		
2018	18,667	21,121		
2017	20,862	22,444		
2016	21,219	23,076		
2015	23,278	25,429		
2014	23,271	26,043		
GATE COUNT:	10,791			
	(2018 - 13,161)			
REFERENCE QUESTIONS ANSWERED:		865		
YP REFERENCE QUESTIONS ANSWERED:		126		
NEW PATRON REGISTRATIONS:		66		
#DAYS OPEN:	23	23	24	
DAILY AVERAGE CIRCULATION:	879	(18) 918	(17) 935	

RECEIPTS FROM PATRONS

FINES	\$696.42
DISKS/MISC.	\$59.02
DAMAGE/LOSS	\$160.97
RENT	\$290.00
BOOK BAGS	\$28.50
COPIES	<u>\$767.85</u>
TOTAL	<u>\$2,002.76</u>

City of Coos Bay
 Balance Sheet
 February 28, 2019

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,272,570.39	
07-000-100-1015	Petty Cash	200.00	
	Total Assets		1,272,770.39

LIABILITIES AND EQUITY

LIABILITIES

07-000-200-2001	Accounts Payable	74.95	
	Total Liabilities		74.95

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	977,464.84	
	Revenue over Expenditures - YTD	295,230.60	
	Balance - Current Date	1,272,695.44	
	Total Fund Equity		1,272,695.44
	Total Liabilities and Equity		1,272,770.39

City of Coos Bay
 Revenues with Comparison to Budget
 For the 8 Months Ending February 28, 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	8,000.00	7,500.00	(500.00)	106.7
07-000-340-0303	Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900	Library Tax Base	.00	1,047,538.72	1,010,000.00	(37,538.72)	103.7
	Total Revenue From Other Agencies	.00	1,060,665.72	1,021,200.00	(39,465.72)	103.9
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	2,840.19	14,027.91	6,000.00	(8,027.91)	233.8
07-000-350-1100	Auditorium Rental	290.00	2,045.00	2,000.00	(45.00)	102.3
	Total Use Of Money & Property	3,130.19	16,072.91	8,000.00	(8,072.91)	200.9
<u>Current Services</u>						
07-000-360-0100	Copies	812.25	4,321.10	6,500.00	2,178.90	66.5
07-000-360-1700	Data Base Specialist Fees	.00	98.35	.00	(98.35)	.0
07-000-360-1800	Library Fees	1,055.45	9,206.21	14,200.00	4,993.79	64.8
	Total Current Services	1,867.70	13,625.66	20,700.00	7,074.34	65.8
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	.00	74.58	.00	(74.58)	.0
07-000-380-0400	Reimbursements	28.50	225.00	400.00	175.00	56.3
07-000-380-0900	Gifts, Donations & Memorials	2,562.82	19,966.66	18,000.00	(1,966.66)	110.9
	Total Other Revenue	2,591.32	20,266.24	18,400.00	(1,866.24)	110.1
	Total Fund Revenue	7,589.21	1,110,630.53	1,783,300.00	672,669.47	62.3

City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 28, 2019

		Library Fund				
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Library Fund						
Personnel Services						
07-510-510-1001	Salaries	47,188.65	376,657.02	668,787.00	292,129.98	56.3
07-510-510-1003	P.E.R.S.	9,058.66	70,945.07	115,799.00	44,853.93	61.3
07-510-510-1004	Social Security	3,557.55	28,493.98	51,171.00	22,677.02	55.7
07-510-510-1005	Employee Insurance	9,870.75	110,449.95	205,917.00	95,467.05	53.6
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation Insurance	64.23	515.35	2,620.00	2,104.65	19.7
07-510-510-1008	Volunteer Workers Compensation	.00	3.00	162.00	159.00	1.9
Total Personnel Services		69,739.84	587,064.37	1,060,606.00	473,541.63	55.4
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	990.41	3,209.77	8,000.00	4,790.23	40.1
07-510-520-2101	Utilities	3,357.40	21,174.66	42,000.00	20,825.34	50.4
07-510-520-2102	Telephone	376.51	2,590.31	13,200.00	10,609.69	19.6
07-510-520-2105	Advertising	93.25	777.25	8,000.00	7,222.75	9.7
07-510-520-2108	Contractual	9,644.09	34,750.46	12,000.00	(22,750.46)	289.6
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81	98.9
07-510-520-2122	Duplicating	1,552.94	5,405.77	7,200.00	1,794.23	75.1
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	256.23	1,143.49	2,200.00	1,056.51	52.0
07-510-520-2206	Postage	291.72	1,488.44	2,500.00	1,011.56	59.5
07-510-520-2225	Janitorial Supplies	573.33	2,389.10	4,400.00	2,010.90	54.3
07-510-520-2231	Small Equipment	.00	2,917.98	33,000.00	30,082.02	8.8
07-510-520-2234	Grants	(.73)	4,206.69	11,200.00	6,993.31	37.6
07-510-520-2235	Library Supplies	1,143.94	7,827.95	14,000.00	6,172.05	55.9
07-510-520-2236	Library Books & Records	9,891.54	47,708.23	82,000.00	34,291.77	58.2
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	11.68	1,001.24	2,100.00	1,098.76	47.7
07-510-520-2302	Office Equipment Rental	517.07	2,917.41	5,200.00	2,282.59	56.1
07-510-520-2303	Equipment Repairs/Replacement	638.93	2,324.07	7,000.00	4,675.93	33.2
07-510-520-2304	Equipment Maintenance Contract	1,127.95	8,676.40	9,500.00	823.60	91.3
07-510-520-2309	Building & Grounds Maintenance	5,017.95	29,389.06	33,000.00	3,610.94	89.1
07-510-520-2406	Reimbursable	21.95	36.95	300.00	263.05	12.3
07-510-520-2424	Library Board	.00	.00	600.00	600.00	.0
07-510-520-2450	Gifts, Donations & Memorials	3,075.37	18,659.34	18,000.00	(659.34)	103.7
Total Materials & Services		38,581.53	228,335.56	348,100.00	119,764.44	65.6
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		108,321.37	815,399.93	1,783,300.00	967,900.07	45.7

City of Coos Bay
 Expenditures with Comparison to Budget
 For the 8 Months Ending February 28, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	108,321.37	815,399.93	1,783,300.00	967,900.07	45.7
Net Revenue Over Expenditures	(100,732.16)	295,230.60	.00	(295,230.60)	.0

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

BALANCE, January 31, 2019

\$ 73,708.57

DEPOSITS:

Coos Bay Library Foundation/Dollywood	\$2,481.37	
Friends of Coos Bay Public Library/Friends Library Purchases-Equipment Fund	\$159.99	
Egyptian Theatre	\$109.25	
Misc. Donations-February 2019	\$ 9.83	
TOTAL DEPOSITS		\$2,760.44

DISBURSEMENTS:

Best Western-Performer Lodging/Adult Programs-Conversations Series	\$ 96.83	
Uline-Supplies/Adult Programs-Book Boxes	\$ 75.99	
Baker Taylor-Books/Coos Bay Library Foundation Audio Books	\$ 189.68	
Steve Arnt-Performer/Adult Programs-Ghost Towns	\$ 200.00	
South Coast Office-Myrtlewood Room Replacement Table/Equipment Fund	\$ 159.99	
Dollywood Foundation-Books	\$ 146.06	
Recorded Books-Dvd/Adult Programs-Foreign Films	\$ 41.60	
Demco-YP Summer Reading Supplies/Friends Childrens Fund	\$ 564.17	
Amazon-Kit Replacements/Friends Childrens Fund	\$ 29.97	
Fred Meyer-Refreshments/Adult Programs-Film Noir, Books2Film	\$ 13.45	
Safeway-Refreshments/Adult Programs-Baby Boomer Trivia	\$ 43.79	
United Grocers-Refreshments/Adult Programs-Oregon Battle of the Books	\$ 29.86	
Safeway-Refreshments/Adult Programs-Oregon Battle of the Books	\$ 16.16	
Safeway-Refreshments/Adult Programs-Owyee River Journals	\$ 8.00	
McKays-Refreshments/Adult Programs-Spangish	\$ 6.99	
First Book-Books/Adult Programs-Summer Reading	\$ 16.00	
First Book-Books/Adult Programs-Summer Reading	\$ 9.60	
Avery Products-Labels/Adult Programs-Book Boxes	\$ 45.00	
Streamlined & Simple-Supplies/Adult Programs-Clear the Clutter	\$ 50.00	
Amazon-Dvd/Adult Programs-Armchair Adventures	\$ 24.95	
Amazon-Dvd/Adult Programs-Armchair Adventures	\$ 26.98	
Amazon-Dvd/Adult Programs-Gasland II	\$ 19.99	
Amazon-Supplies/Adult Programs-Book Boxes	\$ 94.60	
Amazon-Dvds/Adult Programs-Foreign Film	\$ 17.29	
Amazon-Dvds/Adult Programs-Foreign Film	\$ 37.52	
Amazon-Dvd/Adult Programs-Film Noir	\$ 21.97	
Amazon-Dvds/Adult Programs-Foreign Film	\$ 31.92	

TOTAL DISBURSEMENTS

\$ 2,018.36
\$ 74,450.65

General Fund	\$ 9,299.37
Friend's Children's Fund	\$ 2,686.41
Kenaston Estate Donation	\$ (631.39)
Mallek Estate Memorial	\$ 52,610.89
Coos Bay Library Foundation Donation	\$ (13.30)
E-Books	\$ 35.00
Care Connections	\$ 0.78
Friends Library Purchases	\$ 8,067.03
Rotary Donation	\$ -
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 - February 28, 2019

\$ 74,450.65

PROGRAMS

Families and Children

Lego Club (2) - 49

MGOL (8) - 192

Storytime (4) - 161

Tween Book Club - 8

Head Start Field Trip - 23

Pokemon Club - 5

Young Adult

OBOB Crosstown - 40

Adult

Foreign Film - 31

Spanglish - 14

Forever YA Book Club - 6

Armchair Adventures - 13

Table Top Gaming - 13

ABCs of Winning Resume - 3

Interview Prep - 3

Candlemas - 6

Owyhee River Journals - 63

Boomer Trivia - 18

Film Noir - 25

Books2 Film - 5

Technology

Drop In Computer Lab (2) - 14

One on One appts - 1

Room Use

Myrtlewood

Library - 11

Non Library - 5

Cedar

Library - 8

Non Library - 43

Art Displays

Walls - Artists' Loft Gallery

Lobby - Roxane Davison Watercolors

Miscellaneous

In February there were, county-wide, 3,973 checkouts on OverDrive. 69 circulations on hoopla in February with 9 new borrowers.

Many of the library and security participated in Naloxone training. The security staff now has some single dose kits in case it is ever necessary to use.

S. Pierson attended one of Springfield Library's open houses to see what information they were offering regarding their new building efforts. They had a presentation focused heavily on schools and businesses. Concept drawings were available along with informational handouts. They also had a tour of their facilities.

2018/19	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-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							
Apr-19							
May-19							
Jun-19							
Totals	97	38		368	563	10029	



Coos Bay Public Library Calendar

March 2019

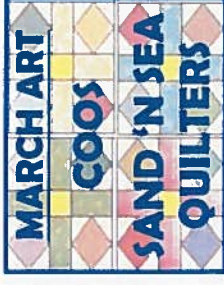
525 Anderson, Coos Bay, OR 541-269-1101
www.coosbaylibrary.org



Dr. Seuss



Pi Day!



Sun	Mon	Tue	Wed	Thu	Fri	Sat
3 Clear Kitchen Clutter Commit to clearing clutter and simplifying your life! Tips from organizational professional & blogger Jessie Ansley will get you on the right path. In this session, Jessie will focus on the kitchen.	4 Forever YA Book Club 6:00	5 LEGO Club 3:30-4:30 Registration Required Clear Kitchen Clutter 6:30	6 MGOL 9:30 a.m. Storytime 10:30 a.m. Readers Group 6:00	7 MGOL 9:30 a.m. OREGON GHOST TOWNS March 14th 7:00 Author/explorer Steve Arndt Arndt has written several books on Oregon ghost towns and will share his experiences & adventures.	8 Foreign Film 7:00 p.m.	9 SPANGLISH 10:30-noon Hablabamos Español
10 Film Noir 4:00 p.m.	11 Drop-In Computer Lab 10-noon	12 Armchair Adventures 2:00 p.m.	13 MGOL 9:30 am Storytime 10:30 a.m. Creating a Healthy Home 3:00	14 MGOL 9:30 OREGON GHOST TOWNS 7:00	15 LEGO Club 3:30 Registration Required SPEED DATING (50+ years old) 4:00-6:00 p.m.	16
17 Film Noir 4:00 p.m.	18 BOOKS2FILM 'Books 2 Film' Club 6:00 pm	19 Investigating the Mysteries of the Sun 6:00 pm	20 MGOL 9:30 a.m. Storytime 10:30 a.m. Library Board 5:15 p.m. GASLAND Part II 6:30 p.m.	21 MGOL 9:30 TWEEN BOOK CLUB 3:45 1/2 Price Day in Bookstore!	22 TEEN CLUB 3:00 Registration Required SPEED DATING (40-65 years old) 4:00-6:00 p.m. Game Night 7:00	23 Baby Boomer Trivia 2:00 p.m.
24	25 DHS Outreach Drop-in 12-3 Registration Required YouTube Art Camp 2-3 pm	26 Registration Required YouTube Art Camp 2-3 pm	27 MGOL 9:30 a.m. Storytime 10:30 a.m. YouTube Art Camp 1-2 Get Spiralized 3:00 Pokemon Club 3:45	28 MGOL 9:30 a.m. Registration Required YouTube Art Camp 2-3 pm	29 Drop-in Computer Lab 2-4 Registration Required YouTube Art Camp 2-3 pm	30
31 Investigating the Mysteries of the Sun March 19th 6:00 p.m. Dr. Aaron Coyner will discuss research & missions ongoing at the sun and what they reveal			GASLAND PART 2 March 20th 6:30 p.m. In this sequel, Josh Fox uses his trademark dark humor to take a deeper, broader look at the dangers of hydraulic fracturing, or fracking, the controversial method of extracting natural gas and oil, now occurring on a global level.			DHS Aging & People with Disabilities Monday, Feb. 25th noon - 3:00 Drop in with your questions about Medicaid, Medicaid Co-pay programs, SNAP/Foodstamps, Long-term Care services.

Natural Grocers' Nutritional Health Coach, Cheryl O'Dell, MSN returns with **CREATING A HEALTHY HOME** on Mar. 13th and **GET SPIRALIZED & SATISFIED** on Mar. 27th Both programs begin at 3:00 pm. No registration.

At **YouTube Art Camp** (ages 7-12), we will use YouTube tutorials to discover and develop your student's creative skills! Each day we will focus on a different medium or technique. **Register** for the whole week, or just one day-- whatever fits your schedule.

Interlibrary Loan Policy

The purpose of interlibrary loan is to obtain materials not owned by Coastline Libraries for patrons in good standing.

Eligibility and Limits on Interlibrary Loan Borrowing

Because Interlibrary Loan involves items owned by institutions other than Coos Bay Public Library, and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing. Currently patrons may only have five requests active in the system at any one time. Active requests include both items currently on loan and items currently being searched for.

Materials Offered

Most materials are available through Interlibrary Loan. This includes items with no record in the Coastline catalog, or for which records show no holdings, missing, claimed returned, or withdrawn.

Materials Not Offered

Some items cannot be offered due to limited staffing and/or limited availability. These include:

Any item currently owned by Coastline Libraries, including items checked out, reference items, items held in the local history collection, items on order for the system, materials marked "New", special collections, and audiovisual materials.

Cost

While staff will attempt to obtain items without charge, fees, which are determined by institutions that have a requested item and are willing to lend it out, cannot be predicted. Most items can be obtained without charge. Some items, including photocopies, genealogical materials, and information obtained from medical libraries, routinely incur charges. Patrons must indicate a maximum amount they will be willing to pay for an item. If no amount is named, a zero amount will be assumed.

Once charges have been incurred on a patron's behalf, the patron is responsible for charges up to the amount he or she has agreed to even if the item is not picked up.

Overdue Fines and Replacement Costs

Fines for overdue Interlibrary Loan items are \$.25 per day, per item. Replacement costs for damaged or lost items are determined by the lending institution, and may amount to many times the actual value of the item.

Loan Periods, Renewal of Items, and Restrictions on Use

Loan periods and renewal options are determined by the lending institution. Moreover, a lender may recall an item at any time. Some libraries do not allow renewals, or require that items be used on within the library. The due date is listed on the white band attached to the item. This band must be returned with the item.

Renewals, which are solely at the discretion of the lending institution, cannot be guaranteed. Requests for renewal must be made prior to five days before an item's due date.

Notification of Patrons

Information regarding the arrival of items, approval or disapproval of renewal requests, overdues and recalls, unfilled requests, and any other pertinent matters will be communicated to the patron by phone, email, or surface mail. Because they are more timely, phone and email are preferred.

B. Interlibrary Loan Policy for Other Institutions

Materials Offered

Circulating books, apart from those published in the current year, are available for interlibrary loan to other institutions. Copies of any material in the collection will be provided without charge, as long as the request is within reason.

Materials Not Offered

Audiovisual, local history, titles marked as "New", and other special collections are not available for loan to other institutions.

Loan Periods, Renewal of Items

Items are loaned to other institutions for a period of 21 days. Items will generally be renewed once, with the exception of items currently wanted by Coastline patrons.

Charges

No late or shipping charges will be imposed. Charges will be imposed for lost or damaged items.

Public Use Computers and WiFi

HARDWARE AND SOFTWARE

Users may not install software on Library equipment. Users are not permitted to store data on the hard drives of Library computers. The Library is not responsible for equipment malfunction, loss or damage to user disks or devices.

WIRELESS ACCESS

The Library provides free wireless unfiltered access points to enable the public to connect to the Internet via their own personal computing devices.

Wireless users must abide by the Library's policies and regulations covering technology use while using the Library's wireless network.

Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection.

The Library is not responsible for any personal information (e.g., credit card) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless-access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices.

USE OF TECHNOLOGY

The Library provides access to technological resources that create increased information access opportunities for all citizens. The Library attempts to maintain patron confidentiality at all times, but cannot guarantee the confidentiality of information sent, received, or printed by a patron.

The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computing resources. This includes any loss or harm incurred by a patron from giving personal or financial information across the Library's network and the Internet.

PROHIBITED USES

Use of the Library's technological resources is for lawful purposes only. Examples of prohibited and potentially illegal uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the Library.
- 2) Attempting to bypass the security of any other computer or network including the Internet.
- 3) Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 4) Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.
- 5) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 6) The transmission of speech that is not protected by the First Amendment.
- 7) Violations of another user's privacy.
- 8) Violations of copyright or other laws.

Loss of Library privileges and criminal and/or civil prosecution are possible for illegal uses of computing resources. Any staff member observing a violation of this regulation shall report such to Library Security or the senior staff member on duty. Security or supervisory personnel shall confirm the violation when feasible and may, in their discretion, either ask the patron to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will involve law enforcement as appropriate.

Cedar Room Agreement

The Cedar Room is available free of charge for public use as a shared community benefit. **It is not available to groups conducting sales or charging fees to the general public.** The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

Scheduling:

The Cedar Room is in high demand so reservations will not be accepted on a continuous basis unless specifically approved by the Library Director. Reserving a room and not showing up to use it without cancelling the reservation may result in restriction on future reservations.

Equipment Available:

- Large screen television that can be used with laptops and dvd players
- White board

Cleanup and Damages:

No cleaning fees or deposits are charged, but the responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library. Food and beverages can be consumed but the kitchen is not available. Please dispose of all debris in the waste containers. The user must remove overflow trash from the premises. The library is not responsible for lost or stolen items. Applicants using the room are responsible for any loss or damage to the library premises, equipment, or furnishings occurring during the applicant's use. The responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library.

Keys:

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance.

General Policies:

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special board approval. Service must meet the requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.
- Use the Bennett Street parking lot for meeting parking.

Important Reminders:

- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.

Myrtlewood Room Agreement

The Myrtlewood Meeting Room is available for public use as a shared community benefit. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

Room Fees:

Rental fees are to defray a portion of the operation and maintenance of the meeting room and presentation equipment. The fees are payable in advance unless billing is prearranged. The room is free of charge for City of Coos Bay use.

3 hours - \$90.00 (base rate)	6 hours - \$180.00
4 hours - \$120.00	7 hours - \$210.00
5 hours - \$150.00	8 hours - \$240.00 (max. daily charge)

Scheduling:

Scheduled hours need to include set-up and clean-up time. Reservations cannot be on a continuous basis unless specifically approved by the Library Director. Rental fees may be refunded if cancellation is made at least 48 hours prior to scheduled use.

Cleanup and Damages:

Basic cleaning is include in the room rental fee without additional charge. Please dispose of all food and debris in the waste containers provided. Wipe counters and tables and leave the room in good condition. The user must remove overflow trash from the premises. Please remove any outside equipment or displays at the end of the meeting. The library is not responsible for lost or stolen items. Applicants using the room are responsible for any loss or damage to the library premises, equipment, or furnishings occurring during the applicant's use. The responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library.

Keys:

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but

there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance. There is a separate key for kitchen use.

General Policies:

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special board approval. Service must meet the requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.
- Use the Bennett Street parking lot for meeting parking.

Important Reminders:

- If the kitchen was used make sure stove and oven are off and coffee pot is unplugged.
- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.