

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

**Wednesday, May16, 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
 Security
10. New Business
 Bulletin Board and Literature Rack Policies
11. Announcements
12. Adjournment

Volunteer reception at 7:30pm

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
April 18, 2018

Call to Order – C. Benward called the meeting to order at 5:13 p. m.

Board Members present: Curt Benward, Teri Harris Jones, Gina Sutherland, Steve Metz, James Moore, Bob More and Kathy Erickson.

Others in Attendance: Marie Benton and Sami Pierson.

Public Comment – None

Minutes and Circulation – We reviewed minutes of the March 21st board meeting and March circulation figures. S. Metz made a motion to approve the minutes and T. Harris Jones seconded. Approved unanimously. Circulation was down a bit last month, but the gate count was essentially unchanged. Sami reported that 3,560 items were checked out electronically District-wide in March.

Overdrive has changed their reporting method for electronic check-outs; Sami continues to work toward being able to quantify Coos Bay's share of these check-outs, but this may prove impossible. B. More said that being able to quantify Coos Bay's electronic check-outs could be important evidence of the value of our library to the community as we approach launching a capital campaign for a new library. Other Board members said that data such as gate count, meeting room-use and program attendance were possibly just as important in demonstrating the vital role of the library to our community since libraries are more than just a place to check out materials.

Treasurer's Report – We reviewed library revenue and expenditures for the first 75% of the fiscal year and the memorial funds account summary. We have expended 63% of the materials and services budget and 69% of the personnel services budget. Janitorial supplies and building grounds and maintenance are the only line items for which spending seems higher than anticipated.

C. Benward stressed that we want to ensure the library is a clean, attractive and welcoming place for patrons. He has observed litter and trash around the library grounds and homeless persons taking shelter in the building alcoves and the CCAT bus shelter. Sami told us that Rex Miller comes once a month at a very affordable rate to maintain the plantings and clean trash from the grounds. Additionally, she polices the grounds daily to pick up trash with a "grabber." B. More wondered if it might be possible to hire some homeless at minimum wage to keep the library grounds clean. Sami responded that she has encountered significant bureaucratic hurdles in even hiring substitutes for library staff and doubted this would prove feasible. C. Benward said City Parks staff provide some maintenance for City Hall grounds and it might be possible to extend this to the library. B. More made a motion to approve the Treasurer's Report and G. Sutherland seconded. Approved unanimously.

Correspondence – None

Librarian's Report – Sami told us that Brittany Buxton, currently Millicoma' librarian, has been hired to fill the library's open full-time position and will start work May 7th. The two new part-time staff members were previously staff substitutes and are adapting seamlessly to their new roles. Dr. Seuss Night drew 331 attendees and 110 people came to see "The Fabulous Mr. Fox" at the Egyptian Theatre. The demand for and use of library meeting rooms continues to be strong.

Friends of the Library Report – M. Benton reported that the April book sale brought in \$601.56 and March book store sales were \$587. The next book sale will be held May 5th and 6th and the Friends will hold a plant sale from 9:00 a. m. to 2:00 p. m. on Saturday, May 19th. Anyone with plants or garden-

related items to donate for the sale may drop them off at the library on the morning of Friday, May 18th. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

Library Foundation Report– S. Metz reported the March 31st Adult Spelling Bee fundraiser had gross proceeds of \$4,776, a record high for this event. Sami told us that she has already received a commitment from a new team of spellers to compete at next year’s Bee. A speaker has been booked for the Foundation’s October 20th “After Hours at the Library” fundraiser. The next Foundation meeting will be May 17th at 5:15 p. m.

Old Business –

Security Guard – Sami has examined the budget and believes it will be possible to cover the \$44,000 cost of contracting with a security firm for a security guard during the 48 hours a week the library is open. She requested bids from a number of local firms and narrowed the field to the firm providing the best bid. The next step is a meeting with Sami, Police Chief Gary McCullough and the security firm to clarify duties and expectations for this position. S. Metz asked if the library has a panic button for staff to use. Sami said a staff panic button was in place some years ago but was removed because it did not elicit a prompt response. Sami said the library is on the list to receive ALICE training soon.

New Business –

Fines on Children’s Materials – The District Library directors want to discontinue imposing fines on overdue children’s books and kits. This change in policy needs to be approved by each library’s Board of Directors and would not apply to children’s DVD’s. After nine weeks, an invoice would be sent for the cost of the overdue children’s book or kit, but this cost would be forgiven if the item is returned. T. Harris Jones made a motion to approve adoption of this policy at the Coos Bay Library and J. Moore seconded. Unanimously approved.

Property for New Library – The City purchased a two-acre site for the new library building on Ocean Blvd. adjacent to the Verger car dealership. After a considerable search by City staff and a subcommittee of the Library Steering Committee, this property emerged as the only available and affordable site within City limits and outside of the tsunami zone.

Volunteer Appreciation Event – The annual event to recognize library volunteers will take place on either May 16th or May 17th at 7:00 p. m. Sami will let us know the date selected.

Rental Rate for the Myrtlewood Room – Sami proposed increasing the rental rate for the Myrtlewood Room from \$25 to \$30 per hour. The \$25 an hour rate has been in place for many years and we agreed that this modest rate increase seemed warranted. S. Metz made a motion to approve an hourly room rental rate of \$30 and hour for the Myrtlewood Room to begin on July 1, 2018 and J. Moore seconded. Unanimously approved.

Announcements – The traveling exhibit “Architecture of Internment” will be here from May 1 – 12.

Adjournment – C. Benward adjourned the meeting at 6:28 p. m.

Next meeting: May 16th at 5:15 p. m.

Respectfully submitted,

G. Sutherland

COOS BAY PUBLIC LIBRARY APRIL 2018

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	285
Adult Audio Books	34
Adult Video	91
Adult Miscellaneous	0
Young Adult Books	39
Young Adult Audio	1
Child Books	180
Child Audio	2
Child Video	14
Child Miscellaneous	0

TOTAL	646

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
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		
2013	23,791	26,277		
GATE COUNT:	14,200			
	(2017 -14,201)			
REFERENCE QUESTIONS ANSWERED:			976	
YP REFERENCE QUESTIONS ANSWERED:			107	
NEW PATRON REGISTRATIONS:			81	
#DAYS OPEN:	25	25	26	
DAILY AVERAGE CIRCULATION:	870	(17) 905	(16) 889	

RECEIPTS FROM PATRONS

FINES	\$1,019.17
DISKS/MISC.	\$40.00
DAMAGE/LOSS	\$96.67
RENT	\$350.00
BOOK BAGS	\$69.00
COPIES	<u>\$821.40</u>
TOTAL	<u>\$2,396.24</u>

City of Coos Bay
 Balance Sheet
 April 30, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	952,445.44	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1101	Prepaid Expense	4,808.11	
07-000-100-1150	Investments - Nonspendable	52,307.15	
	Total Assets		1,009,760.70

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	52,307.15	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	845,195.70	
	Revenue over Expenditures - YTD	112,257.85	
	Balance - Current Date	957,453.55	
	Total Fund Equity		1,009,760.70
	Total Liabilities and Equity		1,009,760.70

City of Coos Bay
Revenues with Comparison to Budget
For the 10 Months Ending April 30, 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
Total Carryover	.00	.00	652,252.00	652,252.00	.0
<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	3,000.00	3,000.00	7,500.00	4,500.00	40.0
07-000-340-0303 Federal Grants	1,843.14	6,546.00	2,500.00	(4,046.00)	261.8
07-000-340-0900 Library Tax Base	.00	972,181.97	1,000,000.00	27,818.03	97.2
Total Revenue From Other Agencies	4,843.14	983,873.97	1,027,000.00	43,126.03	95.8
<u>Use Of Money & Property</u>					
07-000-350-0100 Interest	1,809.35	12,590.13	4,000.00	(8,590.13)	314.8
07-000-350-1100 Auditorium Rental	350.00	3,175.00	1,000.00	(2,175.00)	317.5
Total Use Of Money & Property	2,159.35	15,765.13	5,000.00	(10,765.13)	315.3
<u>Current Services</u>					
07-000-360-0100 Copies	821.40	6,485.69	6,000.00	(485.69)	108.1
07-000-360-1800 Library Fees	1,155.84	11,415.70	14,000.00	2,584.30	81.5
Total Current Services	1,977.24	17,901.39	20,000.00	2,098.61	89.5
<u>Other Revenue</u>					
07-000-380-0200 Cash Over/short	.00	(.10)	.00	.10	.0
07-000-380-0400 Reimbursements	69.00	404.25	325.00	(79.25)	124.4
07-000-380-0900 Gifts, Donations & Memorials	37.83	17,220.24	13,000.00	(4,220.24)	132.5
Total Other Revenue	106.83	17,624.39	13,325.00	(4,299.39)	132.3
Total Fund Revenue	9,086.56	1,035,164.88	1,717,577.00	682,412.12	60.3

City of Coos Bay
Expenditures with Comparison to Budget
For the 10 Months Ending April 30, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	42,996.61	439,166.57	613,484.00	174,317.43 71.6
07-510-510-1003	P.E.R.S.	7,744.94	83,385.68	114,873.00	31,487.32 72.6
07-510-510-1004	Social Security	3,262.54	33,309.18	46,936.00	13,626.82 71.0
07-510-510-1005	Employee Insurance	8,366.82	111,036.61	165,715.00	54,678.39 67.0
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation	127.69	1,283.80	2,513.00	1,229.20 51.1
07-510-510-1008	Volunteer Workers Compensation	8.90	27.91	167.00	139.09 16.7
	Total Personnel Services	62,507.50	668,209.75	959,838.00	291,628.25 69.6
Materials & Services					
07-510-520-2005	Training, Meetings, Travel, Dues	662.20	2,954.97	4,200.00	1,245.03 70.4
07-510-520-2101	Utilities	3,445.27	28,589.51	40,500.00	11,910.49 70.6
07-510-520-2102	Telephone	712.46	3,659.53	3,200.00 (459.53) 114.4
07-510-520-2105	Advertising	42.30	1,073.24	1,500.00	426.76 71.6
07-510-520-2108	Contractual	27.13	20,680.72	46,000.00	25,319.28 45.0
07-510-520-2120	Insurance	.00	21,968.17	21,000.00 (968.17) 104.6
07-510-520-2122	Duplicating	673.58	4,468.57	5,200.00	731.43 85.9
07-510-520-2123	Printing	.00	262.49	1,500.00	1,237.51 17.5
07-510-520-2205	Office Supplies	338.41	1,424.25	2,000.00	575.75 71.2
07-510-520-2206	Postage	.00	1,042.97	2,000.00	957.03 52.2
07-510-520-2225	Janitorial Supplies	113.58	3,504.17	3,600.00	95.83 97.3
07-510-520-2234	Grants	431.18	3,464.14	16,000.00	12,535.86 21.7
07-510-520-2235	Library Supplies	615.58	9,298.07	12,000.00	2,701.93 77.5
07-510-520-2236	Library Books & Records	4,587.48	53,255.33	70,000.00	16,744.67 76.1
07-510-520-2237	Periodicals	.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	3,588.39	5,000.00	1,411.61 71.8
07-510-520-2303	Equipment Repairs/Replacement	12,580.37	18,105.21	30,550.00	12,444.79 59.3
07-510-520-2304	Equipment Maintenance Contract	475.05	8,753.75	14,000.00	5,246.25 62.5
07-510-520-2309	Building & Grounds Maintenance	3,069.19	27,399.92	29,000.00	1,600.08 94.5
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	4,572.57	21,334.85	13,000.00 (8,334.85) 164.1
	Total Materials & Services	32,744.82	245,247.28	331,350.00	86,102.72 74.0
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	9,450.00	9,450.00	.00 100.0
	Total Capital Outlay	.00	9,450.00	9,450.00	.00 100.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 10 Months Ending April 30, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses					
07-510-560-6001 Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses	.00	.00	416,939.00	416,939.00	.0
Total Library Fund	95,252.32	922,907.03	1,717,577.00	794,669.97	53.7
Total Fund Expenditures	95,252.32	922,907.03	1,717,577.00	794,669.97	53.7
Net Revenue Over Expenditures	(86,165.76)	112,257.85	.00	(112,257.85)	.0

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

BALANCE, March 31, 2018 \$ 23,217.85

DEPOSITS:

Jacobson Donation	\$ 25.00
Misc. Donations-April 2018	\$ 12.83
TOTAL DEPOSITS	\$37.83

DISBURSEMENTS:

Dollar Tree, Safeway/Friends Childrens Fund	\$ 194.21
Safeway, McKays/Friends Library Purchases-Adult Programs	\$ 72.62
Safeway/Friends Library Purchases-Adult Programs	\$ 101.23
Big Lots/Friends Library Purchases-Adult Programs	\$ 7.88
Amazon/Friends Childrens Fund	\$ 4.18
Amazon/Friends Childrens Fund	\$ 16.95
Darrell Jabin/Friends Library Purchases-Adult Programs	\$ 250.00
Amazon/Friends Library Purchases-Adult Programs	\$ 21.49
Recorded Books/Friends Library Purchases-Dvds	\$ 41.60
Oriental Trading/Friends Childrens Fund	\$ 81.35
Gale/Kenaston Donation	\$ 50.03
Gale/Kenaston Donation	\$ 222.21
Center Point/Kenaston Donation	\$ 136.02
Gale/Kenaston Donation	\$ 74.07
Amazon/Stoneburg Memorial	\$ 29.10
Amazon/Rotary	\$ 527.76
Amazon/Rotary	\$ 340.47
Baker Taylor/Rotary	\$ 385.75
Ingram/Rotary	\$ 262.84
Ingram/Rotary	\$ 147.28
Ingram/Rotary	\$ 1,433.94
Amazon/Rotary	\$ 172.38
Amazon/Rotary	\$ 100.88
Walmart.com/Rotary	\$ 661.08
Walmart.com/Rotary	\$ 46.35
Richard Etulain/Friends Library Purchases-Adult Programs	\$ 250.00
United Grocers/Friends Childrens Fund	\$ 9.99
Amazon/Friends Library Purchases-Library of Things	\$ 75.00
Walmart, McKays/Friends Library Purchases-Adult Programs	\$ 20.38
Grocery Outlet, Dollar Tree, McKays/Friends Childrens Fund	\$ 47.62
International Reptile World/Friends Childrens Fund	\$ 27.96
Traveling Lantern/Friends Childrens Fund	\$ 375.00
Amazon/Friends Library Purchases-Library of Things	\$ 445.50
Ingram/Rotary	\$ 36.49
Ingram/Rotary	\$ 52.60
Amazon/Rotary	\$ 220.92
Amazon/Rotary	\$ 39.78
Amazon/Rotary	\$ 50.44
Amazon/Rotary	\$ 535.50

Amazon/Rotary	\$	666.40	
Amazon/Rotary	\$	393.91	
	\$	196.85	
	\$	162.88	
TOTAL DISBURSEMENTS			\$ 8,988.89
			<u>\$ 14,266.79</u>
General Fund	\$	8,800.67	
Friend's Children's Fund	\$	4,101.66	
Care Connections	\$	0.78	
Kenaston Estate Donation	\$	(618.35)	
Mallek Estate Memorial	\$	121.17	
Coos Bay Library Foundation Donation	\$	(13.30)	
E-Books	\$	70.00	
Friends Library Purchases	\$	7,838.05	
Rotary Donation	\$	(6,380.49)	
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 - April 30, 2018			\$ 14,266.79
CD Beginning Balance	\$	52,220.92	
Interest for April 2018	\$	86.23	
BALANCE			<u><u>\$ 52,307.15</u></u>

Librarian's Report

April 2018

PROGRAMS

Families and Children

Lego Club (2) - 50

MGOL (7) -

Storytime (4) -

Pokemon Club (2) –

Tween Book Club – 1

Head Start Outreach – 27

Pirate Party – 145

Young Author's Tea –

Marine Life Storytime – 93

Coos Health and Wellness Storytime - 17

Young Adult

Adult

Maker Madness - 2

Foreign Film - 28

Spanglish - 15

Forever YA Book Club - 3

Armchair Adventures - 16

Film Noir – 23

Books2 Film - 5

Adult Tabletop Games – 6

Good Morning Vietnam – 6

Plastics and Recycling – 6

Title Wave - 36

Proctoring –

Technology

Drop In Computer Lab (2) – 17

Searching with Google - 3

One on One appointments -

April Room Use

Myrtlewood

Library - 10

Non Library - 9

Cedar

Library - 5

Non Library – 39

Art Displays

Librarian's Report

April 2018

Miscellaneous

There were 3691 downloads from Overdrive in April. This is the total for Coos County since it can't be broken down into individual library counts.

S. Pierson attended Dress Your Best sponsored by Zonta. The program is designed to assist women in treatment, temporary housing and other challenging situations to find educational and job related resources.

	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	15	9	7	40	71	1514
Apr-18	10	9	5	39	63	1493
May-18						
Jun-18						
Totals	129	64	75	369	637	12336



Coos Bay Public Library Calendar
MAY 2018
 525 Anderson, Coos Bay, OR 541-269-1101
www.coosbaylibrary.org

MAY ART
 Walls: Andy Charles, paintings
 Lobby: Kim King, carver

Sun	Mon	Tue	Wed	Thu	Fri	Sat
The Library partners & Goodwill Job Connections to offer 2 free workshops: WINNING RESUMES - May 9th 10 a.m. JOB SEARCH STRATEGIES - May 30th 10 a.m. <i>Seating is Limited Registration Required Call or go online to register</i>						
6 FOL Book Sale <i>noon-4 p.m.</i>	7 Forever YA Book Club 6:00 The Cats of Mirikitani <i>6:00 pm</i>	1 LEGO Club <i>3:30-4:30</i>	2 MGOL 9:30 <i>Storytime 10:30 a.m.</i> Teen Advisory Group 3:45	3 MGOL 9:30 a.m.	4 Drop-in Computer Lab 2 - 4 Foreign Film <i>7:00 p.m.</i>	5 FOL Book Sale <i>10 a.m.-4 p.m.</i>
13	14	8 Armchair Adventures <i>2:00 p.m.</i>	9 MGOL 9:30 am <i>Storytime 10:30 a.m.</i> <i>Registration Required</i> Winning Resumes <i>10:00 am</i> POKEMON 3:30	10 MGOL 9:30 The Internment Era <i>7:00 pm</i>	18 LEGO Club <i>3:30-4:30</i> Maker Madness <i>3:30</i>	12 SPANGLISH FOL <i>10:30</i> PLANT SALE <i>9-2</i>
20 Film Noir 4:00 p.m.	21 'Books 2 Film' book club 6:00	15	16 MGOL 9:30 a.m. <i>Storytime 10:30 a.m.</i> JOB FAIR 1:00-4:00 Library Board 5:15 p.m.	17 MGOL 9:30 TWEEN BOOK CLUB 3:45	25 Teens: Cooking & Film <i>1:30-4:30</i> Tabletop Game Night 7:00 p.m.	CLOSED
27	28 CLOSED	22	23 MGOL 9:30 <i>Storytime 10:30</i> Computer Lab 10-12 POKEMON 3:30	24 MGOL 9:30 CALAMITY JANE 7:00 pm	Calamity Jane: Life & Legends May 24th 7:00 p.m. Prize-winning historian Richard Etulain shares from his extensive research	31 MGOL 9:30 a.m.

Traveling Exhibit: Architecture of Internment May 1st—12th

Highlights the role of Oregonians in the decision to incarcerate Japanese Americans and Japanese immigrants. 120,000 people of Japanese ancestry, two-thirds of them U.S. citizens, were incarcerated during World War II. Includes personal letters to Governor Sprague advocating for the exclusion and incarceration of Oregonian Japanese Americans; the Oregon Governor's response revealing his changing position under political and social pressure; blueprints of potential "Assembly Center" and "Relocation Camp" locations such as race tracks and fairgrounds; and letters from Japanese Americans expressing outrage about the injustice.

The Cats of Mirikitani May 7th 6 p.m.
 80-year-old Jimmy Mirikitani survived the trauma of WWII internment camps, Hiroshima, and homelessness by creating art. But when 9/11 threatens his life on the New York City streets and a local filmmaker brings him to her home, the two embark on a journey to confront Jimmy's painful past. dvd

The Internment Era May 10th 7 p.m.
 Historians Steve Greif and Dustin Hood will present an overview of the political and social atmosphere of the nation during WWII, the lead up to and eventual internment of Japanese Americans.

Bulletin Boards: Bulletin Boards are located in the entry lobby, ~~near the public photocopy machine 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 ~~library staff~~ displays that enhance children's library services and are approved by the Youth Librarian. ~~The Youth Librarian, with assistance from other library staff or volunteers, will select and prepare these displays.~~

The bulletin boards near the photocopy machine in the library are ~~will be~~ reserved for library announcements, ~~regarding use of the photocopier or other library notices.~~

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 ~~Any staff member may~~ approve items for display, initial and post them. Items placed on bulletin boards without staff approval will be removed and discarded. ~~Postings in violation of any local, state, or federal law will not be accepted for posting.~~

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.
- An item will be posted for a maximum of 30 days and will be discarded upon removal.
- 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 ~~on or next to the circulation or reference desks and near catalog terminals~~ will be used to display library related items only. Designated display space ~~Space in the rack on a post near the copier and on the credenza located on the wall under the Cedar Room windows~~ 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 ~~The Library Director, or other staff in his/her absence,~~ 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.

CBPL BOARD

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