

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
Wednesday September 15, 2021
5:15pm

Introductions

- 1. Public Comments**

- 2. Minutes and Circulation Reports**

- 3. Treasurer's Reports**

- 4. Correspondence**

- 5. Librarian's Report**

- 6. Friends of the Library Report**

- 7. Foundation Report**

- 8. Old Business**

Roof Update

- 9. New Business**

Policy Review

ByLaws

Public Complaints

Circulation

Library Cards

Fines and Fees

Inter Library Loan

Public Computers and WiFi

Social Media

Room Use

Cedar

Myrtlewood

10. Announcements

11. Adjourn

Coos Bay Public Library

August 2021 Report

of items added to collection – **613**

New cards issued - **42**

Total reference questions – **241**

Daily average circulation – **622**

Total # of programs – **17**

Program attendance – **490**

Total items checked out at the library – **14,421**

Total of Coos Bay items checked out anywhere – **16,161**

Total digital downloads – **375**

Gate count – **4,411**

Total monthly visitors – **4492**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
August 18, 2021

Call to Order – Curt Benward called the meeting to order at 5:15 p.m.

Board Members Present: Robert More, Peggy Christensen, James Moore, Curt Benward, Gina Sutherland, Rob Miles, Alissa Pruess

Others In Attendance: Sami Pierson, Christina Coffman, Crystal Barr, Marie Benton

Public Comment –None

It was noted that the elections were held at the last meeting.

Minutes and Circulation – Minutes from the July 2021 meeting were reviewed. Gina made a motion to approve the minutes. James seconded the motion. Approved unanimously. The circulation report was reviewed.

Treasurer’s Report – The draft report for budget year 2020/21 was reviewed. Financial reports for July 2021 were not out yet. The memorial account report was reviewed and Curt asked about a large donation noted. Sami explained that a gentleman left a portion of his estate to the library.

Correspondence – None

Librarians Report – Reviewed. Sami noted that it was time to go through the policies again. The strategic plan will also expire soon. The quote for the roof repair was approximately \$800,000. The City will be asking for another bid for comparison. The emergency door will be pulled out of the bid and dealt with separately. Curt suggested that a couple of dehumidifiers could be purchased for the study and Myrtlewood Rooms.

Sami is working with North Bend Library to get a social worker in place by October.

Friends of the Library Report – An “In Lobby” book sale was held on August 14th. There will be an “In Lobby/Cedar Room” book sale on Saturday, September 11th from 10-2pm.

Library Foundation Report – Tickets are available for sale for the fall fundraiser. The Mill Casino has donated a room for a guest speaker or if the event goes virtual it can be an item for the silent auction. In person is the plan but could change to the same virtual set up as last year.

Old Business –

None

New Business –

The library fees sheet was reviewed for updates. Sami suggested that we go to a \$1.00 charge per page for faxes to streamline the fee. Bob moved to approve the adjusted fees. James seconded the motion. Approved unanimously.

Alissa talked about a recently passed bill in the Oregon Legislature that allows state and local government agencies to adopt a community benefits bidding protocol for public projects. A public agency could prioritize bids from contractors and businesses that meet certain criteria's such as offering year-round family health benefits and apprenticeship programs for historically excluded populations. The thought being, this might be a way to gain support for the bond measure.

Adjournment – C. Benward adjourned the meeting at 6:13p.m.

Next Meeting: September 15, 2021 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

COOS BAY PUBLIC LIBRARY AUGUST 2021

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	359	85
Adult Audio Books	72	0
Adult Video	109	6
Adult Music	0	0
Adult Video Games	0	0
Library of Things	1	0
Young Adult Books	7	0
Young Adult Audio	0	0
Child Books	58	58
Child Audio	0	0
Child Video	7	0
Child Music Cds	0	0
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TOTAL	613	149

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2021	14,421	16,161	
2020	9,325	9,759	
2019	20,800	23,252	
2018	20,745	23,227	
2017	25,082	25,333	
2016	23,917	26,035	
GATE COUNT:	4,411		
	(2020 - 446)		
REFERENCE QUESTIONS ANSWERED:			241
YP REFERENCE QUESTIONS ANSWERED:			14
NEW PATRON REGISTRATIONS:			42
#DAYS OPEN:	26	25	26
DAILY AVERAGE CIRCULATION:	622	(20) 390	(19) 894

RECEIPTS FROM PATRONS

DISKS/MISC.	\$1.00
DAMAGE/LOSS	\$349.59
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$347.20</u>
TOTAL	<u>\$697.79</u>

**Coos Bay Public Library
Memorial Funds Checking Account
August 2021**

<u>BALANCE, July 31, 2021</u>	\$ 73,227.55
Progress Club/Adams Memorial	\$ 100.00
Coos Head Garden Club/Kittrell Memorial	\$ 25.00
Misc. Donations-August 2021	<u>\$ 109.68</u>
TOTAL DEPOSITS	\$ 234.68
 <u>DISBURSEMENTS:</u>	
Peterson Cat/Equipment Fund-Storywalk Work	\$ 212.40
Amazon/Books-Adams Memorial	<u>\$ 210.15</u>
TOTAL DISBURSEMENTS	\$ 422.55
 Balance July 31, 2021	
	\$ 73,039.68
General Fund	\$ 11,224.75
Friend's Children's Fund	\$ 606.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Coos Bay Library Foundation YP Book Donation	\$ -
E-Books	\$ -
Friends Library Purchases	\$ 3,884.38
Rotary Donation	\$ (5,129.05)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	<u>\$ 2,569.46</u>
 MEMORIAL ACCOUNT FUNDS TOTAL	 \$ 73,039.68

Librarian's Report

September 2021

PROGRAMS

Spanglish Conversation had two meetings with 8 people in attendance.

Forever Young Adult Book Group met with 4 in attendance.

Community Cooking with the Co-Op had 33 attendees.

Craft Take Out – 47 kits distributed and 205 views on Facebook Live Session

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 3 participants.

ASL Practice Place – 9 participants

Story time in the Park – 22 participants

Book Box Program – 84 adults and 65 children participating

Buidling Healthy meals on a Budget – 3

Swords and Starships Podcast – 2 podcasts released in August with 80 downloads

The Empire and Eastside pickup/drop off sites continue.

Affordable Food and Nutritional Education – 2 attendees

Lawn Games in the Park – 14 attendees

Introduction to Spreadsheets part 2 – 12 participants

Lawn Games at Sunset School – 4 attendees

Community Yoga – 13 participants

One on One Appts – 7

Miscellaneous

In August there were 4,711, county-wide, checkouts on OverDrive. 375 circulations on hoopla in August with 1 new borrower. Tumblebooks had one checkout.

The library wrapped up the Farmers Market booth at the end of August. It was beneficial and will happen again next year.

Because of COVID and lack of space in the library, staff have been moving in person programming outside, mostly into Mingus Park. This has been working well so far. This will continue until the weather makes it difficult.

2021/22	Myrtlewood		Cedar		Total Use	Estimated Attendance (minus library program attendance already reported)
	Library Use	Non-Library Use	Library Use	Non-Library Use		
Jul-21	0	0	0	4	4	8
Aug-21	0	0	3	18	21	81
Sep-21			0	0		
Oct-21			0	0		
Nov-21			0	0		
Dec-21			0	0		
Jan-22			0	0		
Feb-22			0	0		
Mar-22			0	0		
Apr-22			0	0		
May-22						
Jun-22						
Totals						89

COOS BAY PUBLIC LIBRARY POLICY MANUAL

BOARD OF TRUSTEES

CITY OF COOS BAY ORDINANCE

BYLAWS

PUBLIC COMPLAINTS

USE OF LIBRARY

CIRCULATION

LIBRARY CARDS

FINES AND FEES

INTER LIBRARY LOAN

PUBLIC COMPUTERS AND WIFI

SOCIAL MEDIA

ROOM USE

CEDAR ROOM

MYRTLEWOOD ROOM

ART EXHIBITS

BULLETIN BOARDS AND LITERATURE RACKS

CODE OF CONDUCT

UNATTENDED CHILDREN AND VULNERABLE ADULTS

PRIVACY OF LIBRARY RECORDS

COLLECTION DEVELOPMENT AND MAINTENANCE

COLLECTION DEVELOPMENT POLICY

RECONSIDERATION FORM

FREEDOM TO READ

FREEDOM TO VIEW

FREE ACCESS TO LIBRARIES FOR MINORS

GIFTS AND DONATIONS

City of Coos Bay

Chapter 2.25

LIBRARY AND LIBRARY BOARD

Sections:

2.25.010 Continuation of library.

2.25.020 The library board.

2.25.030 Functions – Powers – Duties.

2.25.040 Library staff.

2.25.010 Continuation of library.

The public library of Coos Bay is continued under the provisions of ORS 357.400 to 357.621. [Ord. 57 § 1, 1986].

2.25.020 The library board.

(1) The public library shall be governed by a library board.

(2) The library board shall have seven members.

(3) Except as provided by subsection (5) of this section, members shall hold office for terms of four years, with the member's term of office commencing on July 1st in the year of their appointment.

(a) Terms of office shall be staggered, with terms of no more than two members expiring in any year. Members shall be limited to serving no more than two full consecutive terms; however, any person may be reappointed after an interval of one year.

(b) Up to three appointees to the library board may, at any one time, reside in Coos County within the boundaries of School District No. 9, but outside the city limits of Coos Bay.

(4) At the expiration of the term of any member of the library board, the council shall appoint a new member or reappoint the incumbent member.

(5) If a vacancy occurs, the council shall appoint a new member for the unexpired term.

(6) The library board may recommend persons to the mayor or council for appointment to any open position on the library board, based upon criteria determined by the library board to be necessary and proper for effective library board membership.

(7) After each regular appointment, the library board shall meet and shall elect officers from among its members. The library director shall serve as secretary to the library board and shall keep a record of its actions.

(8) Library board members may not be removed during their period of appointment, except for good cause shown. [Ord. 218, 1995; Ord. 57 § 2, 1986].

2.25.030 Functions – Powers – Duties.

(1) The library board shall have such powers and duties which are assigned or delegated to it by the Charter, ordinances, or resolutions of the city of Coos Bay.

(2) The library board shall:

(a) Advise the city manager regarding the selection of the library director and the prescription of duties of the library director.

(b) Formulate bylaws, rules and policies for the governance of the library.

(c) Prepare and submit an annual budget request.

(d) Approve all expenditures from the library budget.

(e) Advise the city council regarding the selection of sites and locations for library buildings or other library facilities.

(f) Subject to the rules of the local contract review board, authorize the library director to enter into contracts for library purposes.

(g) Perform such other activities as are necessary for the maintenance of the library.

(3) The library board shall have the following powers and duties regarding donations of property to the library:

(a) The library board may accept donations of real or personal property, may use any real or personal property offered to the library, and may expend any funds donated to the library for library purposes.

(b) Any donation to the library shall be administered according to the terms of the donation, but shall be held in the name of the city of Coos Bay.

(c) The library board may use funds donated to the library for the purchase or control of personal property necessary for library purposes.

(d) The library board may dispose of any item of personal property donated to the library with a market value less than \$2,000. Any item of personal property donated to the library with a market value greater than \$2,000 may be disposed of by the library board upon approval by the city council.

(e) The library board may request to have real property donated to the library declared surplus property as provided by Chapter 3.45 CBMC; upon declaration that such real property is surplus property, the property may be disposed of, and the proceeds disbursed to the library. [Ord. 218, 1995; Ord. 57 § 3, 1986].

2.25.040 Library staff.

The city manager, with advice of the library director and as budgeted by the council, shall hire staff, prescribe their duties, and shall determine compensation and working conditions for all employees of the library, including library director. [Ord. 57 § 4, 1986].

**COOS BAY PUBLIC LIBRARY
BYLAWS OF THE BOARD OF
TRUSTEES**

ARTICLE I

Name of the Library

The name of the Library shall be the Coos Bay Public Library.

ARTICLE II

Name of the Board

The name of the Board shall be the Board of Trustees of the Coos Bay Public Library.

ARTICLE III

Members

Section 1. The membership of the Board shall consist of seven members, plus a member of the City Council, recommended by the Mayor, with the approval of the Coos Bay City Council. Appointments to begin on July 1 in the year of their appointment and expire on June 30.

Section 2. Term of office shall be for four years.

Section 3. Unexpired terms shall be filled by the recommendation of the Mayor and approval of the City Council.

Section 4. Not more than one elected official of the city shall serve at one time as a member of the Board.

Section 5. No member of the Board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall receive a salary or any payment for material or for services rendered by the Board, provided that Board members shall be entitled to reimbursement for travel and other necessary expenses.

Section 6. No person shall hold appointment as a member of the Board for more than two full consecutive terms. Any person may be appointed again to the Board after an interval of one year.

Section 7. Regular attendance at Board meetings, special Board or committee meetings, or occasional meetings of the City Council or budget committee pertaining to library issues is important. A Board Member who misses three or more consecutive meetings may be requested to resign and/or may be dismissed from the board by the appointing body.

ARTICLE IV

Officers.

Section 1. the officers of the Board shall be Chair, Vice-Chair, Secretary and Treasurer.

Section 2. The officers shall be elected at the July meeting of the board and shall take office immediately.

Section 3. The Chair shall preside at all meetings and shall perform those functions usually associated with the office and shall be able to make, second and vote on all motions.

Section 4. The Vice-Chair shall preside in the absence of the chair. In the event of a vacancy in the office of Chair, the Vice-Chair automatically becomes Chair. An election may be held for the office of Vice-Chair.

Section 5. The Treasurer shall act as custodian of any special funds which are to be in separate library accounts, and shall periodically review the library accounts.

Section 6. The Secretary shall keep a true and accurate record of the Board's actions and shall perform such other duties as are regularly associated with that office.

Section 7. The Secretary shall act as recorder and shall be responsible for the recording of the minutes of each meeting, which shall be the only official record. The Library Director is responsible for distributing copies of the minutes to members of the Board and to the office of the City Manager for inclusion in the city Record, and performing such other duties as directed by the Board.

ARTICLE V

Meetings

Section 1. The Board shall meet monthly, unless otherwise ordered by the Chair.

Section 2. Special meetings of the board may be called by the Chair at any time, provided that reasonable notice be given members.

Section 3. A quorum for the transaction of business shall consist of four members of the Board.

Section 4. The annual meeting of the Board shall be held at the regular September meeting, for the review of the past year.

ARTICLE VI

Committees

Section 1. Special committees may be appointed by the Chair from time to time to study specific issues. Such committees shall serve until completion of the work for which they were appointed. The Library Director or the director's designee shall be an ex-officio member of each committee.

ARTICLE VII

Duties of the Trustees

The Board shall have such powers and duties which are assigned or delegated to it by the Charter, Ordinances or Resolutions of the City of Coos Bay. The Library Board shall:

Section 1. Advise the City Manager regarding the selection of the Library Director and the prescription of duties of the Library Director.

Section 2. Formulate bylaws, rules and policies for the governance of the Library.

Section 3. Prepare and submit an annual budget request.

Section 4. Approve all expenditures from the Library Fund.

Section 5. Advise the City Council regarding the selection of sites and locations for library buildings or other library facilities.

Section 6. Subject to the Rules of the Local Contract Review Board, authorize the Library Director to enter into contracts for library purposes.

Section 8. Perform such other activities as are necessary for maintenance of the Library.

Section 9. The Library Board of Trustees shall have the following powers and duties regarding donations of property to the Library:

- (a) The Library Board may accept donations of real or personal property, may use any real or personal property offered to the Library, and may expend any funds donated to the Library for library purposes.
- (b) Any donation to the Library shall be administered according to the terms of the donation, but shall be held in the name of the City of Coos Bay.
- (c) The Library Board may use funds donated to the Library for the purchase or control of personal property necessary for library purposes.
- (d) The Library Board may dispose of any item of personal property donated to the Library with a market value less than \$2,000.00. Any item of personal property donated to the Library with a market value greater than \$2,000.00 may be disposed of by the Library Board upon approval by the City Council.
- (e) The Library Board may request to have real property donated to the Library declared surplus property as provided by Ordinance 139; upon declaration that such real property is surplus property, the property may be disposed of, and the proceeds disbursed to the library.

ARTICLE VIII

Duties of the Library Director

Section 1. The Library Director shall be responsible for the administration of the Library under the general policies approved by the Board of Trustees, shall be directly responsible to the Board and, through the Board, to the community, where not in conflict with the City Charter. The Board delegates the following duties and responsibilities to the Library Director:

Section 2. Shall attend all meetings of the Board except when matters affecting the Library Director personally are discussed and shall have the right to speak on all subjects under discussion but shall not have the right to vote.

Section 3. Shall report on the condition and progress of the Library.

Section 4. Shall prepare and execute plans for the extension of library services in the area served, upon approval of the Board.

Section 5. Shall prepare the annual budget for presentation to the Board.

Section 6. Shall select and order all books and library materials.

Section 7. Shall be responsible for the selection and direction of staff, assignment of duties and similar matters of administration.

Section 8. Shall maintain an active community public relations program.

Section 9. Shall cooperate actively with educational organizations in the community and state.

Section 10. May attend and participate in professional library meetings.

Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board of Trustees by the vote of five members of the Board present.

Rev. 4-15-98, Rev. 2-20-13, Rev 4-17-13

PUBLIC COMPLAINTS

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Management
3. Director
4. Board

Any complaint about the Library, including policies, regulations, facilities, or services, will be referred through proper administrative channels before being presented to the Board for consideration and action. The Library Director or staff will summarize a public complaint in writing before that complaint comes before the Board.

Checking Out Materials

A library patron should present his/her library card in order to check out materials. If the library card is not in his/her possession, materials may be checked out with photo identification.

Patrons with outstanding fees over \$5.00 will not be allowed to check out additional materials.

All circulating materials may be borrowed by cardholders for three (3) weeks (21 days), except for DVDs and magazines which check out for seven (7) days. In some instances, a limit has been placed on the number of non-print items that may be checked out by patrons. Patrons may not exceed these limitations:

- Digital downloads - Varies by platform
- Total items checked out may not exceed 50 per card

The receipt received at checkout serves as the official notice of the due date for an item or items, and the patron is responsible for knowing the actual return date.

Check In Policy

Items may be returned to any Coos or Curry County library in any designated book return. All items are checked for damage and for missing pieces before they are checked in and removed from a patron's account. A patron whose items are checked in after the due date will be assessed late fees by the library's automation system.

Items Returned Incomplete

If a patron returns an item that is lacking one or more of its components, the patron is responsible for returning the missing component(s). The library will contact the patron. The item will not be removed from the patron's account (i.e. will not be checked-in) until the missing component(s) is/are returned. In the event the patron does not return the missing component(s) the item will be considered "lost" and the patron will be assessed the appropriate fees.

Extended Use Fees

Extended Use Fees are assessed if an item is not returned by the close of business on the due date. The fee is \$0.15 per day for most items, \$1.00 a day for video items and some specialty items.

Renewal Policy

Library materials may be renewed through the Online Public Access Catalog or by staff. Items may be renewed up to two (2) times, but items with holds will not be renewed. Digital materials may differ.

Lost Materials

If a patron loses an item, the patron is responsible for the replacement cost for that item. In the event that no amount is indicated in the item record, then the replacement cost will be the amount the item is listed for sale as a new item and a processing fee. The patron can replace or substitute the lost item with another item with approval of library staff. In the event a lost item that has been paid for is found and is returned to the library, the patron will receive a refund according to library procedures of within 90 days and minus the processing fee.

Overdue Materials

Materials checked out and not returned sixty-three (63) days after the due date are considered "lost." The patron is billed for the replacement costs of the materials and processing fees.

Damaged Materials

Damage to items beyond normal wear and tear, including purposefully defacing or destroying library material, is the responsibility of the Patron. Fees for damaged materials may be the replacement cost for the material.

If the patron has lost or permanently damaged a DVD or Music CD but still has the case, the patron is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.

Claims Returned or Claims Never Had

When a library patron claims that an item still charged out to him/her has been returned to the library, or that he/she never borrowed that item in the first place, the patron may

request that the library mark the item as "Claim Returned". Patrons are limited to five (5) claimed returns in total for the duration of their valid library card.

Holds

Patrons may place up to twenty-five (25) hold requests on circulating items. Items are held for nine (9) days. If the item is not picked up within the time allotted, the hold is cancelled and the item is returned to circulation or fills the next hold in the queue.

In order to check out the hold item, the patron must present the library card on which the hold request was made or be a designated cardholder associated with the patron who originally placed the hold. No pickups will be allowed without the originating card or a designated patron association. If a patron presents the card that originated the hold or the Patron has an associated library account, check-out will be allowed even if the cardholder is not present at the time of pick-up. No other account information will be shared without proper identification or presenting the library card.

Library Card Policy

I. PURPOSE

To ensure Coastline Libraries provide the highest level of access to library resources while responsibly managing public assets.

II. SCOPE

This policy defines the requirements necessary to obtain a Coastline library card enabling patrons access to print and electronic resources provided by the Coastline libraries through license or contract.

III. DEFINITION OF TYPES OF LIBRARY CARD USERS

- a. Standard patron is a permanent resident or property owner of a taxing district in Coos or Curry Counties.
- b. Out-of-County patron is one who does not reside or own property in a taxing district in Coos or Curry county. Out-of-County cards may be purchased for 12 months/365 days at the rate of \$100 per household per year.
- c. Provisional patrons are short-term residents, wanting a library card on a short-term basis such as camp hosts.
- d. Temporary patrons are residents of temporary housing such as shelters, or residents who have a PO Box but cannot show proof of a physical address. Status will be changed to standard patron with proof of physical address.
- e. Passport patrons are members of participating Passport libraries.
- f. One book patron status is for standard coastline patrons who have fines and/or fees that are over \$5 and occurred when the patron was under 18 years of age. One book status does not apply to electronic media. The purpose of the one book status is to allow minor patrons the ability to borrow one book at a time while paying down their account. Once an account is below \$5, it will resume as standard type.
- g. One book patron status is also for children under the age of 13 who do not have parental consent at the time a coastline library card is issued. Once the child has parental consent, status will be changed to standard type.
- h. Additional fees may be assessed at individual libraries for non-standard library cards.

IV. TO BECOME A COASTLINE LIBRARY CARD HOLDER

- a. Provide proof of identity with photo ID.
- b. Provide proof of mailing and physical address or property ownership.
- c. Passport patrons provide proof of identity with photo ID and home library card.

V. BENEFITS OF LIBRARY CARD USERS

Library material and services are available to all Coastline library card holders. Coastline libraries do not censor patrons of any age.

- A. Standard Patron
 - a. Full access to library services in Coos and Curry Counties.
- B. Out-of-County Patron
 - a. Full access to library services in Coos and Curry Counties.
- C. Provisional Patron
 - a. Full access to electronic resources.
 - b. Limit of 10 items can be checked out at any onetime.
 - c. Limit of 3 DVD's or CD's can be checked out at any one time.
 - d. Limit of 3 holds
- D. Temporary Patron
 - a. Full access to electronic resources.
 - b. Maximum of 3 items can be checked out at any onetime.
 - c. Limit of 1 hold.
- E. Passport Patron
 - a. Full access to electronic resources.
 - b. Limit of 10 items can be checked out at any onetime.
 - c. Limit of 3 DVD's or CD's can be checked out at any one time.
 - d. Limit of 3 holds.
- F. One Book Patron
 - a. Full access to electronic resources.
 - b. Limit of one book can be checked out at any one time.
 - c. Limit of 1 hold.

VI. RESPONSIBILITIES OF ALL LIBRARY CARDUSERS

- a. Abide by library rules regarding behavior, public computer uses and borrowing materials.
- b. Accept full responsibility for items checked out on a Coastline card and all charges associated with its use.
- c. Return items on time and in good condition to any Coastline library in Coos or Curry county.
- d. Pay all overdue fines and lost or damaged fees in a timely manner. Overdue library books, magazines and audiobooks generate 15¢ per day/per item fine whereas DVD and Blu-Ray discs generate \$1 per day/per item fine. Library cards are blocked from usage with fines over \$5; unpaid fines/fees are turned over to collections if payment arrangements are not made and honored.
- e. Notify Coastline library if name or contact information has changed.
- f. Keep library card secure and notify Coastline library if card is lost or stolen.
- g. Coastline library cards are nontransferable.
- h. Coastline libraries do not offer family cards.
- i. Coastline library card holders will not allow another person or organization the use of library card to access licensed databases or services.
- j. Library card holders assume full responsibility for any damages that may occur to personal equipment when using multimedia material.

VII. RESPONSIBILITY OF PARENT/GUARDIAN OF A MINOR LIBRARY PATRON

- a. Responsible to monitor child's use of library and library resources accessible with Coastline library card. Library material and services are available to library users of any age. Coastline libraries do not censor patron usage, regardless of age.
- b. Provide child's library card for access to child's library account. Coastline libraries respect the privacy of all library users, regardless of age.

VIII. REGISTRATION REQUIREMENTS FOR ALL LIBRARY CARD APPLICANTS – (The following policies may vary from library to library).

- a. Provide Photo ID.
- b. Provide proof of physical address.
- c. Everyone applying for a Coastline library card should be able fill out the application form, sign their name on the library card and be able to understand the statement of responsibility and policies on the card.
- d. Minor children may have a parent or legal guardian present to help answer questions on the form.
- e. Minor children under age 13 may be required to have a parent or legal guardian present with proof of their ID and physical address
- f. Minor children under the age of 13 may be required to have a parent or legal guardian sign the Coastline library card application form.
- g. Minor children ages 13-17 with proof of identification and physical address do not need a parent or legal guardian present. Coastline libraries will send a letter of notification to the address on the application informing the parent or legal guardian that the child has been issued a Coastline library card.
- h. Coastline library cards that are issued to children are the same Coastline library cards that are issued to adults. The responsibility for the card and materials checked out on the card lies with the cardholder.
- i. Information pertaining to the library card is strictly confidential protecting patron privacy regardless of the age of cardholder unless referred to a collection agency for delinquent account or when legally required by law enforcement agencies.
- j. Parents and/or legal guardians are not held responsible for a minor child's library fines and fees unless the account goes to collections.
- k. If a minor's account is referred to a collection agency, the parents or legal guardian become financially responsible under Oregon law.
- l. Exceptions may be made for:
 - o Disabled persons who are unable to fill out the application form.
 - o Cardholders who wish to give written permission for use of their card on their behalf on a temporary basis. For example, a relative may be authorized to checkout materials for the cardholder, during an illness. The original cardholder is still responsible for fines or fees involved with overdue items, damaged items or items that are not returned.

Potential patrons without sufficient identification to immediately get a library card are welcome to use the library, its computers, and borrow honor books or magazines from the free magazine rack.

Fines & Fees

LIBRARY

Replacement Library Card	\$1.00
Late Fees Per Day	
DVDs and special collections	\$1.00
Other Materials	.15 cents
Lost Items	price of item plus \$5.00 processing fee
Copies	
Black and White	.20 cents
Color	.25 cents
Fax	
	\$2.00 first page
	\$1.00 additional pages
Room Rental	
Cedar Room	No Charge
Myrtlewood Room	\$30 per (3 hour minimum)

Contained in City of Coos Bay Resolution 17-03

Board Approved 3/16, 1/19

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, 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.

3/2019

Public Use Computers and WiFi

*Eliminate
this one*

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.

New
Version

Computer Use Policy

Coos Bay Public Library makes computers and Internet access available in support of the library's role as a provider of current resources for lifelong learning, social exchange, and entertainment.

CBPL cannot control the nature or content of information accessed on the Internet, nor can the library protect users from information they might find offensive. Not all information on the Internet is accurate, current, or complete. Library users are encouraged to be critical consumers and to evaluate the validity of information carefully. If a user has concerns about the quality or content of a site, he should contact the original producer/developer of that site. Users are responsible for the access points they reach. Parents of minor children are responsible for their children's use of the Internet.

Any use of CBPL computers and/or Internet service that interferes with activities of the library, its users or its network is strictly prohibited. Prohibited behaviors include, but are not limited to:

- accessing material harmful to minors
- harassing, bullying, libeling, or slandering
- using the Internet for any other illegal or unethical purpose
- damaging equipment
- altering computer hardware or software, including screen settings
- disrupting electronic communications
- violating copyright or software licensing
- violating another user's privacy

The standards of intellectual freedom and confidentiality endorsed by the American Library Association and incorporated into CBPL policies for traditional media shall apply also to the use of electronic media, including the Internet.

Coos Bay Public Library cannot guarantee viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet.

Library staff are responsible for ensuring this policy is enforced. The use of computers will be monitored by Library staff. Violations of this policy can result in loss of Internet privileges and may be subject to prosecution by local, state, or federal authorities.

Printing and Downloading

Users may print electronic files or copy them to a personal portable storage device.

- The charge for printouts is displayed during the printing process and is subject to change.
- The library may offer portable storage devices for sale and the cost is subject to change.

Users should be aware that downloaded files may contain viruses. CBPL is not responsible for damage which may result from files downloaded from the Internet. Users must adhere to copyright and software licensing when downloading.

Staff Assistance

CBPL staff will assist patrons with Internet use as time permits but cannot offer personal instruction. Formal instruction or information on the Internet may be offered by the library at designated times.

Users are responsible for configuring their own equipment. 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.

Social Media Policy for Coos Bay Public Library Users

Policy

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

The Library's Definition of Social Media

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

Rules for commenting

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

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

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

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

8/12 – Approved by CBPL Board

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. Reservations can be made through the library's website, calling the library during business hours, or in person at the Reference Desk. 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.

3/2019

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 included 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 approval by the board. 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.

3/2019