



Board of Trustees

Meeting Agenda

Thursday, February 12th, 2026 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/93325770929?pwd=YqxZl3iPw7xgl1iDFPfbswgGqdM2Aq.1>

Meeting ID: 933 2577 0929

Passcode: 300834

RECORDING NOTICE: This meeting will be recorded via Zoom

- 1. Call to Order (5:15pm)**
 - i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - ii) Conflicts/potential conflicts of interest
 - iii) Announcements
- 2. Public Comment (5:15-5:25pm)**
- 3. Consent agenda (ACTION) (5:25pm)**
 - a. Minutes of November 13th, 2025, regular meeting.
- 4. Reports (6:00-6:15pm)**
 - a. Director
 - b. Friends
- 5. Financials/Statistics Review (6:15-6:20pm)**
- 6. Continuing business (6:20-6:40)**
- 7. New Business (6:40-7:00)**
 - a. Board vacancy
 - b. Meeting room policy update
 - c. Exhibit/Display policy update
- 8. Agenda items for next meeting:** March 12th, 2026 Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.
- 9. Adjournment**

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

The Board of Trustees meets on the 2nd Thursday each month at 5:15p in a meeting room at the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.



Board of Trustees

Meeting Minutes

Thursday, November 13, 2025, 5:15pm
Crook County Library Juniper Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/93325770929?pwd=YqxZl3iPw7xgl1iDFPfbswgGqdM2Aq.1>

Meeting ID: 933 2577 0929

Passcode: 300834

Attendees:

- **Staff:** [y] Kim Bales, [y] Amber Dozhier, [y] Stephanie Glisson
- **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
- **Guests:** Ron Ward, Nina Hogue

- **Call to Order:** Michael Stremme called the meeting to order at 5:15pm.
- **Public Comment:** None.
- **Consent agenda:** Michael Stremme made a motion to add the county commissioners meeting and the interview process to the agenda. Keya Rohovit-Wrolson approved the motion. Mark Maboll seconded. Motion approved.
- **Conflicts/potential conflicts of interest:** Michael brought to the board that after a conversation with county manager Will Van Vactor all county boards including the Library Board of Trustees must follow all county bylaws on conflict of interest.
- **Financials:** Kim Bales included the financial reports for the end of fiscal year 2025 and for September.
- **Reports:**
 - i. Director's report:
 - i. The building has been pressure-washed and looks in great condition.
 - ii. Phase 1 of the sidewalk construction is completed. Phase 2 will begin in spring 2026.
 - iii. The library as of late has been very busy and has seen an increase in new library card holders.
 - iv. Interviews to find a new director have begun as of 11/12/25.
 - v. The road department has been contacted and asked if we can park the bookmobile in their parking lot until further decisions are made.
 - vi. Deschutes County Library has announced that the closing of the book vendor Baker and Taylor has put them in a difficult position as they cannot currently purchase any new books. They are looking for a new place to purchase but, in the meantime, it puts a big strain on our library as we are one of the two libraries purchasing new books. Staff are currently looking for ways to continue providing for our patrons to the best of our ability. After some discussion before making any decisions, we will wait to hear from

Deschutes regarding their plan and next steps and if necessary, Michael Stremme will send an email, a letter or possibly call Deschutes Public Library.

- **New Business:**

- i. Michael Stremme summarized the interviews for the new directors. Both applicants will be moving forward with their perspective interviews being December 4th and 8th.
- ii. Michael Stremme summarized the recent county commissioners meeting.
- iii. Reviewed the proposal for a statue for the front of the library. After some discussion it was decided that should we place a statue out front in the future the artist in question will be the first contacted but at this time the board feels it's not a necessity.
- iv. Meeting room fees were discussed. The commissioners have asked the library and its board to consider charging for meeting room usage to help offset the cost of upkeep of the rooms.

- **Next meeting:** Natalie Good made a motion to skip December's meeting. Keya Rohovit-Wrolson seconded. Motion approved to skip December's meeting.
 - i. Approval of September meeting minutes. Sandy Kerbow made a motion to amend the minutes of the last meeting. Asking for a correction made to the guests attended. Ron Jackson should be Ron Ward, and it was put in twice by mistake. Keya Rohovit-Wrolson approved the motion. The motion was seconded by Natalie Good
- Next meeting will be January 8th, 2026, at Crook County Library at 5:15pm.
- **Adjournment:** Meeting adjourned at 6:30pm.

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

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Director's Report

February 2026

Prepared by Kim Bales, Interim Director of Library Services

Facility

- We had all our carpets shampooed on January 17th; they are nice & clean again.

Staff & Services

- Staff survived the holidays and planning for the summer reading program is under way.
- The road department came and got the bookmobile running for us and are storing it in their lot for the winter.

Strategic Planning Update

- Nothing new to discuss.

Other

- Budget planning has begun for fy27.

Friends of the Crook County Library
Board Meeting Minutes
Wednesday, December 17, 2025

Board Members Attending

Linda Dunn, Carrie Gordon, Janet Hermann, Jeannette Holman, Ginger Nedry, Beth Peer, Janice Staats

Ginger called the Board Meeting to order at 2:00 p.m.

Secretary Report

Linda made a motion to approve the November minutes as reviewed and written. Janet seconded the motion and it passed without discussion.

Treasurer Report (see treasurer activity report for details)

- Carrie reviewed highlights of the Treasurer's report including budget report (spreadsheet, summary of expenses/income, and balances to be attached to final Board Meeting Minutes).
- **Carrie called for a vote of approval to increase the FOL 2026 budget to \$16,600.** Janet made a motion to approve and Jeanette seconded the motion. All in favor without discussion.

Committee Reports

Chapters Kids Bookstore – Janet indicated that a lot of children's books have been donated.

Membership – no report

Book Sorting / Volunteers: Janice said that a lot of puzzles have been donated while book donations have slowed down. Janet stated that we should be on the lookout for older/vintage books where we would ask for more money. Janice had one response from Central Oregon Connect regarding volunteering. It was suggested that those who wanted to volunteer only once a month could be asked to help with the monthly book sales.

Publicity/Public Relations: no report.

Old / Recurring Business

- **December Gift Book/Puzzle Sale: \$200 was collected in the first 24 hours of the sale.**
- February Third Sat. sale lead will be Janice and Ginger will assist.
- **January Retreat will be held Jan. 22nd 11 a.m.-3p.m with a potluck.** A major topic for discussion will be on the acquisition of a new storage shed. Membership drive is another item. Carrie suggested in seeking out non-profit board training which she will research.
- **Action:** Linda will review the FOL's minutes for the year to seek out other topics.

New Business

Need for a bigger storage shed in Library's parking area. Janice says we have the county's approval for a bigger shed. Current shed is 10' X 14'. A 10' X 20' would suffice and we have the money for it. Shelves are not recommended. Carrie indicated that our current lease will expire by the end of March 2026

Action Item: Linda will develop a flow chart for acquiring a new shed and share with the Board. See attachment.

Accomplishments

Saunders's Memorial Lecture Fall Series on November 20th (Dr. Dennis Jenkins on Paisley Caves) had over 80 attendees.

Carrie indicated that the Belknap Museum will have a quilt show in Feb or March 2026. Fundraiser for Bowman Museum.

- **Volunteer hours** since last board meeting:
 - Non-board =
 - Chapters – 51.5
 - Board of Directors = 41.5 hours total
 - Linda - 4
 - Beth – 3.5
 - Ginger- 6
 - Faye –
 - Jeannette - 3
 - Carrie – 15
 - Janice –11
 - Janet- 3

Library Report: none

Meeting adjourned at 3:00 p.m.

Minutes by Linda M. Dunn, Secretary
Friends of the Crook County Library

FOR FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	947,933.37-	921,000-	921,000-	26,933	1.03
330-0000-300.01-05	INTEREST EARNED	5,792.45-	19,070.68-	27,000-	27,000-	7,929-	.71
330-0000-300.01-08	REALIZED GAIN/LOSS	347.50-	1,621.23-	0	0	1,621	.00
330-0000-390.90-03	CURRENT YEAR TAXES	34,300.00-	1,634,439.00-	1,689,000-	1,689,000-	54,561-	.97
330-0000-390.90-04	PRIOR YEAR TAXES	10,032.00-	31,024.30-	37,000-	37,000-	5,976-	.84
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* REVENUE		50,471.95-	2,634,088.58-	2,674,000-	2,674,000-	39,911-	.99
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	881,000	881,000	881,000	.00
		-----	-----	-----	-----	-----	-----
* EXPENDITURE		.00	.00	881,000	881,000	881,000	.00
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*** LIBRARY		50,471.95-	2,634,088.58-	1,793,000-	1,793,000-	841,089	1.47
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	.00	39,000-	39,000-	39,000-	.00
330-3000-329.42-18	COPIES AND PRINTS FEES	412.40-	2,591.56-	6,000-	6,000-	3,408-	.43
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	190.00-	885.00-	1,000-	1,000-	115-	.89
330-3000-329.50-19	FINES	131.69-	1,133.87-	4,000-	4,000-	2,866-	.28
330-3000-329.50-24	FINES-STATE COURTS	.00	28,445.88-	26,000-	26,000-	2,446	1.09
330-3000-343.43-24	MERCHANDISE	48.48-	81.48-	0	0	81	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	1,290.30-	1,992.85-	3,000-	3,000-	1,007-	.66
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	209.20-	1,347.94-	0	0	1,348	.00
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	.55-	0	0	1	.00
		-----	-----	-----	-----	-----	-----
* REVENUE		2,282.07-	36,479.13-	79,000-	79,000-	42,521-	.46
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	34,921.57	213,410.77	553,000	540,000	326,589	.40
330-3000-510.01-02	OVERTIME	827.71	2,417.22	7,000	7,000	4,583	.35
330-3000-510.02-01	FICA	2,686.88	16,241.49	43,000	42,000	25,759	.39
330-3000-510.02-02	WORKERS COMPENSATION	539.41	3,534.29	13,000	13,000	9,466	.27
330-3000-510.02-03	HEALTH INSURANCE	16,496.11	88,711.36	210,000	210,000	121,289	.42
330-3000-510.02-04	LIFE INSURANCE/LTD	98.36	642.38	2,000	2,000	1,358	.32
330-3000-510.02-05	UNEMPLOYMENT	35.74	215.79	1,000	1,000	784	.22
330-3000-510.02-06	401K RETIREMENT	4,289.90	25,819.72	64,000	64,000	38,180	.40
330-3000-510.02-08	OREGON PAID LEAVE TAX	203.76	1,230.16	3,000	3,000	1,770	.41
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* EXPENDITURE		60,099.44	352,223.18	896,000	882,000	529,777	.40

FOR FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	720.99	1,504.95	0	2,000	495	.75
330-3000-520.05-71	MINOR EQUIPMENT	.00	10,497.66	10,000	17,000	6,502	.62
330-3000-520.05-74	PROGRAMS AND OUTREACH	1,599.32	6,080.95	20,000	20,000	13,919	.30
330-3000-520.05-89	CREDIT CARD CHARGES	31.51	124.36	0	0	124-	.00
330-3000-520.05-96	DUES & MEMBERSHIPS	150.00-	220.17	2,000	2,000	1,780	.11
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	.00	.00	1,000	0	0	.00
330-3000-520.10-07	COPY MACHINES	258.87	1,470.34	10,000	5,000	3,530	.29
330-3000-520.10-25	OFFICE SUPPLIES	535.21	4,774.50	7,000	7,000	2,226	.68
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	15.00	10,000	8,000	7,985	.00
330-3000-520.20-43	RESOURCE SHARING	.00	.00	8,000	8,000	8,000	.00
330-3000-520.25-05	MILEAGE	.00	.00	5,000	5,000	5,000	.00
330-3000-520.25-11	FUEL	26.42	238.20	5,000	3,000	2,762	.08
330-3000-520.30-05	COLLECTION DEVELOPMENT	10,279.87	53,784.69	160,000	169,000	115,215	.32
330-3000-520.30-12	READY TO READ GRANT	.00	400.00	10,000	10,000	9,600	.04
330-3000-520.35-13	CONTRACT SERVICES	1,454.40	8,321.90	16,000	21,000	12,678	.40
330-3000-520.35-41	SECURITY SERVICES	189.81	379.62	0	2,000	1,620	.19
330-3000-520.35-42	SOFTWARE SERVICES	643.55	9,421.73	43,000	43,000	33,578	.22
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	24,343.60	10,000	10,000	14,344-	2.43
330-3000-520.40-17	CELL PHONE COSTS	201.51	1,007.48	2,000	2,000	993	.50
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	1,045.84	4,000	4,000	2,954	.26
330-3000-520.50-05	INSURANCE	.00	3,931.66	3,000	3,000	932-	1.31
330-3000-520.60-16	PROMOTION & PUBLICITY	643.45	965.95	7,000	6,000	5,034	.16
330-3000-520.65-00	LICENSES/FEES	.00	.00	1,000	1,000	1,000	.00
330-3000-520.66-04	FINANCE	3,667.00	22,002.00	44,000	44,000	21,998	.50
330-3000-520.66-09	FACILITIES	24,000.00	144,000.00	288,000	288,000	144,000	.50
330-3000-520.66-27	LEGAL	1,417.00	8,502.00	17,000	17,000	8,498	.50
330-3000-520.66-28	ADMINISTRATION	2,917.00	17,502.00	35,000	35,000	17,498	.50
330-3000-520.66-29	HUMAN RESOURCES	1,867.00	11,202.00	22,000	22,000	10,798	.51
330-3000-520.66-94	GIS	250.00	1,500.00	3,000	3,000	1,500	.50
330-3000-520.66-95	IT	16,092.00	96,552.00	193,000	193,000	96,448	.50
* EXPENDITURE		66,644.91	429,788.60	937,000	951,000	521,211	.45
CAPITAL OUTLAY							
EXPENDITURE							
330-3000-580.80-05	CAPITAL OUTLAY	.00	.00	39,000	39,000	39,000	.00
* EXPENDITURE		.00	.00	39,000	39,000	39,000	.00
*** LIBRARY		124,462.28	745,532.65	1,793,000	1,793,000	1,047,467	.42
**** LIBRARY		73,990.33	1,888,555.93-	0	0	1,888,556	.00

DRAFT Crook County Library Meeting and Study Rooms Policy

Last revised February 6, 2026

We have ~~four~~ three meeting rooms ~~for public use. that the public can use.~~ The Broughton Room is a large multi-purpose room which seats up to ~~100~~ 420 and has a kitchenette, patio, and audiovisual equipment. The Juniper Room ~~has~~ holds a conference table, ~~chairs,~~ audiovisual equipment, and seating for up to 15. ~~The Study Room may be used more informally by individuals or groups up to 12.~~ **The Sage Study room has a small conference table with seating for up to 12. The Study room has two small tables with seating for up to 8.**

Purpose and Scope

The meeting rooms are primarily for library, Friends of the Library, and County activities. However, if you are a nonprofit, civic, or community organization, government entity, or private party, you may use the meeting rooms without charge for non-commercial purposes such as meetings, lectures, parties, classes, etc.

You may use our meeting rooms for commercial activities - which include selling products/services or hosting events where a fee is charged - for ~~\$40~~ \$20 per hour, billable in 30-minute increments with a one hour minimum. ~~At their discretion, the Library Director or designee may allow registered not-for-profit entities to host fundraisers or charge for events. Such organizations may be asked to submit proof of their tax-exempt status. If you are a business or commercial organization, you may use the meeting rooms without charge for educational and informational purposes or for staff meetings and trainings, providing no goods or services are being sold or advertised.~~ **We do not allow non-profit entities to host fundraisers, charge for events, or accept donations while using Library meeting rooms.**

Meeting room use does not constitute an endorsement of your beliefs by us or Crook County. Publicity should not give the impression that we or the County sponsor or support your event. You may not use our or the County's contact information or logos for events unless we or the County are co-sponsors.

Broughton and Juniper Room Use

- You must be at least 18 years old to book a room. ~~or check out a key.~~ A responsible adult must be present during the event at all times.
- **Users shall inspect their room(s) and accept them in their present condition and shall not alter or change the room or facilities without approval from the Director or designee. Users will not put any holes into or use any substance that would leave residue on doors, walls, windows, furniture or fixtures in or around the room or facility.**
- For commercial room use, you must pay in full before the start of your meeting. **No refunds will be given. a-** ~~key will be issued.~~
- Reservations may be made up to three months in advance and are confirmed on a first-come, first-served basis, with preference given to Library, Friends of the Library, or County events. To confirm a booking, complete a reservation form and return it to us within six library business days.
- Room occupancy limits are ~~100~~ 420 for the Broughton Room and 15 for the Juniper Room. **Attendees cannot exceed stated room capacity. Please do not exceed these limits.**
- Events are to be confined within the rooms in which they're scheduled.
- You may schedule events **only during library business hours. Rooms must be cleaned and vacated no later than 30 minutes before the library closes.** ~~between 6:00 am and 10:00 pm.~~

- To ensure equitable access by the community, we generally will not allow the same individual or group to ~~regularly~~ use each room more than once a week.
- ~~If your event occurs when the library is closed, you must pick up a key beforehand during library open hours. We are unable to provide staff to open the building should you forget to pick up a key.~~
- **You may reserve a room for up to 6 hours. This includes setup and takedown. Users who exceed this time frame may have their meeting room privileges suspended or revoked.**
- Please use only official library contact channels to coordinate your event. Staff are unable to respond to requests made using their personal contact information or social media accounts.
- We do not provide storage for meeting room users.
- You may put up directional signs slightly before and during your event on the day it's scheduled. However, library staff may remove the signs if they present an obstruction or safety hazard. Please remove the signs promptly after your event is finished.
- To ensure access for other library users, please ask your event attendees if they're able, to use the parking lot across the street from the library.
- ~~We ask for~~ **Please try to give us** at least 24 hours' notice for cancellations.
- ~~We will refund paying meeting room users in full if the event is cancelled with at least 24 hours' notice. Otherwise, we will retain a non-refundable deposit of \$20. Refunds will not be issued if you fail to pick up a key.~~
- ~~For safety, please~~ Do not cook **or barbecue** on the Broughton Room patio. ~~A range is available inside.~~
- **Fireworks, explosives, candles and aerosol sprays are prohibited on Library Property.**
- You or your organization will be charged for any damage caused by you or your attendees to the furnishings, artwork, equipment, building, landscaping, or other Library or County property.
- Upon the termination of use, the facility shall be returned to the same condition as received by the user. ~~You are expected to leave the facilities in clean, safe condition. A charge of at least \$25.00 will be assessed if cleaning the room requires an abnormally large amount of staff time. If the meeting room is dirty or something is otherwise amiss upon arrival, please contact us immediately.~~
- **Users who misrepresent an event or affiliation to avoid compliance with these policies or the general policies of the Library may have meeting room privileges suspended and may incur fees or charges.**
- **User may not assign or in any way transfer their rights under their meeting room contract or this policy.**

Study Room Use

You may use our Study Rooms with or without prior reservation during library open hours. Most provisions noted above apply to the Study Rooms with the following exceptions:

- Individuals of any age may book the Study Rooms.
- Reservations may be made up to three weeks in advance and are confirmed on a first-come, first-served basis, with preference given to library, Friends of the Library, or County events. To confirm a booking, check with staff at the service desk.
- **The Study room occupancy limit is 8 people. The Sage room occupancy limit is 12 people. Please do not exceed these limits.**
- We generally will not allow the same individual or group to ~~regularly~~ use the rooms more than twice a week or three hours per day.
- No commercial activities - which include selling products/services or hosting events where a fee is charged - are allowed in the Study Rooms.

Legal Restrictions

The use of any Library meeting room is subject to the terms and conditions of this Meeting Room Policy, all governmental laws, ordinances, regulations as well as all Library policies.

- You and your attendees must abide by this policy, the Code of Conduct, other Library and County policies, any accompanying rules of use, and all local, state, and federal laws. Users also must follow library staff requests. Failure to comply with policies, laws, or staff requests may result in immediate termination of events, fees, and possible denial of future room use, per our Use Restrictions Policy.
- People attending events must make their own provisions for childcare. Children under the age of ten may not be left unattended in the library. Children are welcome at all meeting room events, but you are expected to ensure proper supervision as determined by Oregon childcare regulations.
- Smoking, vaping, and using alcohol, tobacco, or marijuana products **are strictly prohibited** ~~are not allowed~~ on library grounds. **No solicitation or gambling on Library property.**
- The Library and County do not assume liability for personal injuries or for damage or theft of personal property which occur as a result of the actions of meeting room users.
- Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Exceptions to this policy are at the discretion of the Library Director or designee.

Crook County Library

Exhibits Policy

When not in use to promote library related programs or offerings, the library allows use of our display cases and hanging display area. This space is intended to show artistic, cultural, and informative exhibits to the public. Priority for these areas is given to the library, Crook County, the Friends of the Library, and our partners. Exhibit areas are available at no charge on a space-available, advanced reservation basis. There are two primary exhibit areas that are open to the public: the glass display case in the lobby and various wall spaces inside the main library. Wall space is a gallery-style hanging arrangement.

Exhibit selection

You must submit an application to be able to use our exhibit space. We require photographs, visual inspection, or a detailed description of the materials to be exhibited. Like our collection materials, we select exhibits based on local community needs and interests or artistic, historic, or scientific merit.

In selecting exhibits, we are mindful that exhibits may be viewed by people of all ages with a variety of backgrounds, beliefs, and interests. We do not accept applications for exhibits that advertise commercial products and services, campaign for political candidates or issues, or cannot fit within the designated exhibit areas. Once your application is submitted and your display is approved, a library representative will contact you with available display times.

Exhibit guidelines

- You must read and sign an Exhibits Agreement before we can secure display space for you, you will have 7 days to return your application to keep your booking. Your application will be reviewed by the display coordinator for approval. All displays are first come, first serve.
- All people wishing to use the display case must fill out an application even if you have in the past.
- A designated staff person schedules exhibits and coordinates with you. It is your responsibility to set up and remove your exhibit on the agreed dates. The library cannot provide storage space for display items. Any items not removed within 10 days of the scheduled removal date will become property of the library and may be disposed of as the library sees fit, including but not limited to displayed items being deemed as donated to the Library.
- All exhibits must be placed and removed between the hours of 9am and 4:30pm Monday through Friday.
- Exhibits last for one month, beginning on the first business day of the month and ending on last business day of the month.
- Exhibits can only be booked within the current calendar year.

- To allow fair and equal access to the use of the display case and hanging display the library limits all persons or organizations to one month per calendar year. Exceptions made per the director in special circumstances.
- Preference will be given to display Crook County artisans, local organizations engaged in educational, cultural or charitable activities, and displays about Central Oregon.
- When using the display case in the foyer, we ask that you **do not** move the shelves inside. Should you need to move them please ask for assistance from a staff member. Failure to follow this rule will result in a permanent exclusion from using the case in the future.
- All display items must be entirely contained within the display space unless special arrangements are authorized by the Library Director.
- The display spaces are intended for non-commercial display of local talent, information and inspiration. Displays may include contact information for viewers who wish to purchase items but not prices. Potential buyers will be directed to the contact information in the display and all transactions shall be conducted between the buyer and the Exhibitor. If items are sold while displayed, they must be left in place for the duration of the display.
- The library's track and cable hanging system inside the library proper is to be used to display an artists artwork. Cables and hooks are provided. To prevent damage to gallery walls and the display hardware, artists may not modify the system or use any other means to hang art to the walls. Artists must hang artwork during regular library hours and remove their artwork on the agreed upon date. Installation should not interfere with the daily operations of the library or monopolize library staff time.
- All artwork must be matted or framed for the hanging display.
- The Library reserves the right to remove or refuse any material judged unsuitable and to rescind an exhibition for violating these guidelines.
- If a display is declined by the Library Director, the Exhibitor may submit a written request to the Library Director to appeal the decision to the Library Board. The Director will inform the Board Chair of this request, and the Board Chair will determine whether to add this appeal to a future board meeting agenda. In such cases, the decision of the Library Board shall be final.

Disclaimers

- Providing space for exhibits does not imply that the library or Crook County endorses the content of the displays.
- We do not act as a business agent; you may leave contact information for the public to use in the case of a desired purchase, but sales are strictly private transactions between you and the buyer. You may not remove sold works until the end of the exhibit period.
- Items are exhibited at your own risk; neither the library nor Crook County insure the items nor do we assume responsibility of loss or damage to the items. You are welcome to secure your own insurance, but that is an arrangement strictly between you and your insurer.
- We do not allow exhibits that are obscene, libelous, threatening, defamatory, harassing, or discriminatory, or materials that violate intellectual property laws or advocate illegal activity, as defined by relevant laws. Exhibits that incorporate intellectual property in a manner consistent

with legal fair use exceptions are welcomed. For more information on fair use, visit the Stanford Copyright and Fair Use website at <https://fairuse.stanford.edu>.

Exceptions to this policy are made at the discretion of the Library Director or designee. Written complaints about exhibits will be reviewed by the Library Director and exhibits coordinator, with referral to the Library Board of Trustees as necessary.