

# III.

## COMMUNITY RELATIONS

DATE OF ORIGINAL APPROVAL - UNKNOWN

REVIEWED - 5/94, 10/98, 6/99, 2/02, 2/04, 6/05, 3/06, 3/08, 8/08, 5/09, 4/11, 9/11, 11/11/13, 3/10/14, 2/27/23

REVISED - 5/94, 10/98, 6/99, 2/02, 2/04, 6/05, 3/06, 3/08, 8/08, 5/09, 4/11, 9/11, 11/11/13, 3/10/14, 7/9/18, 3/12/19, 3/6/23, 5/9/23, 8/15/23

- A. The Library is part of municipal government. The Board of Trustees and the Library staff shall work in harmony with the City Council and Mayor to further the objectives of the Library.
- B. The Board of Trustees and Library personnel shall make consistent effort to foster public awareness of library services and programs.
- C. All regular meetings are open to the public. All visitors shall be recognized and welcomed. Any group or individual wishing to place an item on the agenda shall notify the Library Director one week in advance, if possible, stating the topic or question to be presented to the Board.
- D. Due to the limited space, small group meetings are permitted as long as they do not interfere with library operations.
- E. Materials and Services:**
1. The Library director shall use various community resources to publicize the library on not less than a quarterly basis.
  2. The availability of interlibrary loan, reciprocal borrowing, reference and internet services shall be publicized at such intervals as deemed appropriate by the Library Director.
- F. Public Bulletin Board Guidelines:**
1. Bulletin board materials may be posted by nonprofit organizations for civic, educational, or cultural purposes.
  2. Nonprofit organizations may submit literature publicizing a specific event.
  3. Limited space allows only short-term notices.
  4. The director must approve all postings.
  5. Library staff will place and remove postings promptly.
  6. Items must be picked up the day following the date of the publicized event if the owner wants them returned.