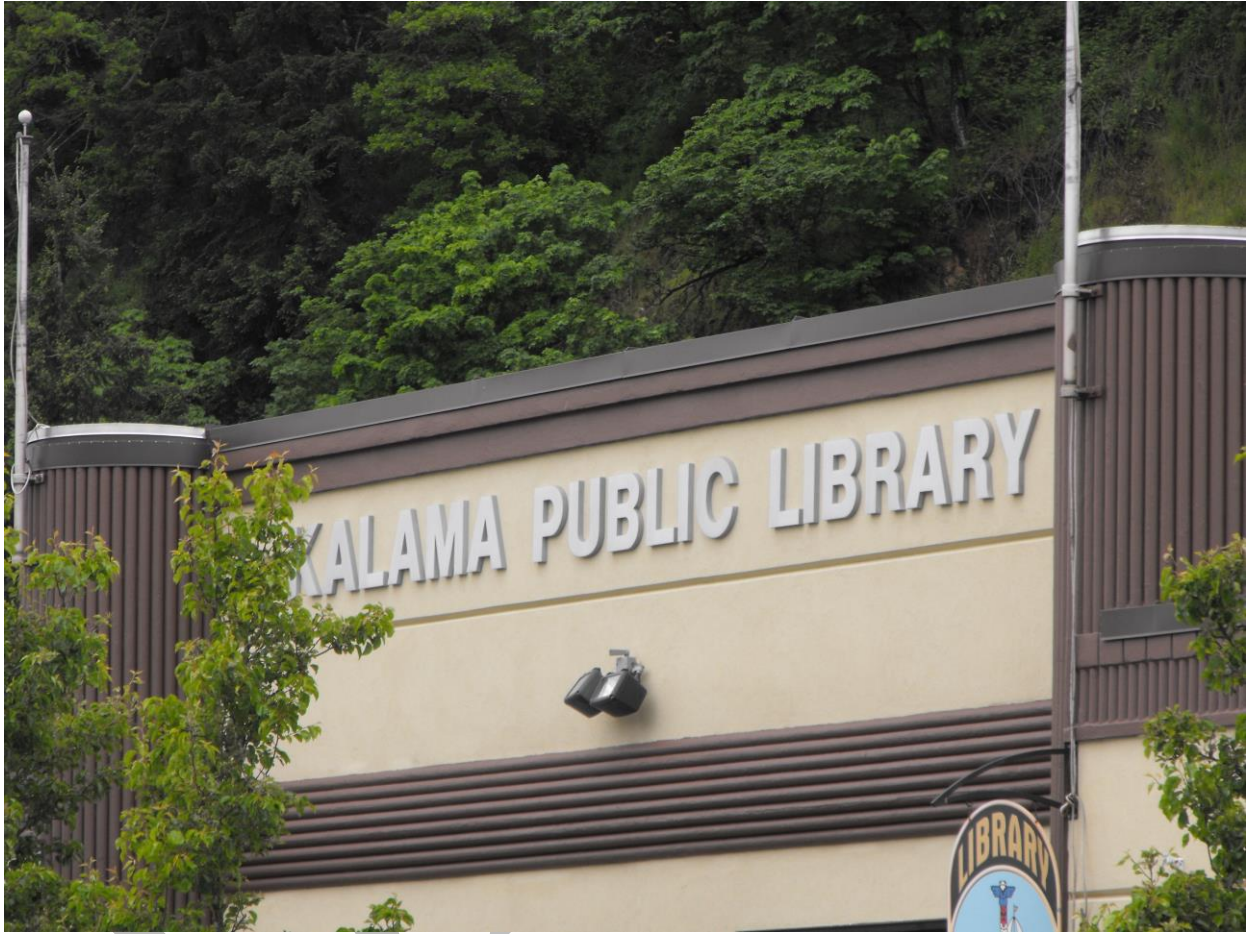


KALAMA PUBLIC LIBRARY



POLICY MANUAL JANUARY 2019

ADOPTED BY THE KALAMA LIBRARY BOARD

DRAFT

Kalama Public Library Policy Manual

1. Mission, Goals and Philosophy

1.1 Mission Statement - We serve the Kalama Community by providing avenues through reading **and other media** to educate, enrich, and entertain.

1.2 Goals – The Kalama Public Library will work towards the following goals;

- A. Promote literacy in all ages throughout the Community
- B. Expand, enhance and develop existing and new services, programs, and projects to benefit the Community.
- C. Develop a professional staff to serve the Community in all areas.
- D. Stabilize and ~~increase~~ **promote** Library funding to meet the needs of the growing Community.

1.3 Strategic Plan- The Kalama Public Library will maintain and follow a strategic plan, developed by the Board of Trustees and Library Director, which outlines in detail its goals for future growth and development. The strategic plan will be reviewed ~~annually~~- **at least once every five years or as needed**.

2. Governance - According to this policy manual, and the City’s Municipal Code Chapter 2.52 (see Appendix A).

2.1 - Structure - Washington law declares that it is the policy of the state, as part of its provision for public education, “to promote the establishment and development of public library service” (RCW27.12.020). Further, the law provides that, “Any governmental unit has power to establish and maintain a library, either by itself or in cooperation with other governmental units (RCW 27.12.190).

2.11 - The Kalama Public Library was established by its own initiative to be a part of city government (see Appendix G “The Library - A Gift to the City of Kalama”).

2.12 - A five-member Board of Trustees oversees the setting of policy. Trustees are appointed by the mayor and confirmed by the City Council. Trustees will serve a term of five years. No person shall be appointed to any Board of Trustees for more than two consecutive terms. When a trustee is appointed to fill an unexpired term, that trustee may fill two additional terms. (RCW 27.12.190)

2.13 - The Library Director oversees the operation of the library.

2.14 - Basic funding for the Kalama Public Library is by annual appropriation by the City Council from the Municipal General Fund. The amount of appropriation is at the discretion of the City Council.

2.15 - A library trustee shall not receive a salary or other compensation for services as Trustee, but necessary expenses incurred shall be paid from the library funds.

2.2 - Code of Ethics

2.21 - Trustees must promote a high level of library service while observing ethical standards.

2.22 - Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

2.23 - It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

2.24 - Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

2.25 - A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws of freedom of information.

2.26 - Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

2.3 - Bylaws

2.31 - Purpose - The Board of Trustees of the Kalama Public Library exists by virtue of the provisions of RCW 27.12 and exercises the authority and assumes the responsibilities as provided by **Ordinance No. 1183** codified as Kalama Municipal Code Chapter 2.52 and as outlined in these bylaws.

2.32 - Officers - The officers shall be the Chairman, Vice-Chairman, **and Secretary and Treasurer**, elected from among the appointed trustees at the regular January meeting of the board. **Treasurer shall be filled by the Clerk/Treasurer or their designee from the Finance Staff.**

2.321 - Term of Office - Officers shall serve terms of one year from the meeting at which they are elected and until their successors are duly elected.

2.322 - Chairman - The Chairman shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, call for executive sessions, workshops and special meetings and perform all other duties associated with the office.

2.323 - Vice-Chairman - In the event of the absence of the Chairman, the Vice-Chairman shall assume and perform the duties and functions of the Chairman.

2.324 - Secretary - The Secretary shall keep a true and accurate record of all proceedings of the Board meetings.

2.325 - Treasurer - The Treasurer shall present a financial report of the budget to the Board at each meeting.

2.326 - Vacancies - Vacancies occurring in any office shall be filled at the next regular meeting of the Board.

2.33 - Definition of quorum - A quorum for the transaction of business shall consist of a majority of members of the board.

2.34 - Removal from board - A trustee may be removed from the Board only by a majority vote of the legislative body.

2.35 - Regular meeting schedule - Regular meetings shall be held **bi**monthly.

2.36 - Order of business - The order of business for regular meetings shall include, but not be limited to, the following items: Call to order, disposition of minutes, financial report,

action on financial obligations, reports of committees, reports of Library Director, correspondence, unfinished (old) business, new business, public discussion with the Board, adjournment.

2.37 - Provisions for calling additional meetings. Special meetings shall be held at any time when called by the Chairman or by any three members of the board, provided at least 48 hours advance notice is given. **Notice of any special meetings, or changes to the regularly scheduled meetings including cancellations shall be provided to the Longview Daily News Paper by fax or email, posted on site, posted on the City Website and provided on social media at least 24-hours prior.**

2.38 - Open Meeting - All meetings of the Board of Trustees will be in compliance with the Open Public Meetings Act (RCW 42.30 Appendix F). Members of the public wishing to address the board will be asked to sign in. They will receive 5 minutes each to make their comments.

2.4 - Board Responsibilities

2.41 - Upon request of the Mayor or designated Department Head, the Board may make recommendations on the hiring of qualified staff.

2.42 – Review applications and recommend trustees to the Mayor.

2.43 - Participate in efforts to ensure adequate funds to fulfill the library's goals.

2.44 - Establish, support and participate in planned public relations and marketing programs.

2.45 – Review the preliminary budget as presented by the Clerk/Treasurer representative and Mayor and work with the library director in the preparation of a final budget

2.46 - Attend all board meetings.

2.47 - Affiliate with professional organizations and attend professional meetings and workshops, provided funding is available.

2.48 - Make use of the services and consultants of the Washington State Library.

2.5 - Role of Library Director

2.51 - Act as a technical advisor to the Board; suggest needed policies for board consideration; direct personnel and supervise their work.

2.52 - Carry out policies of library as adopted by the board. Report directly to the board concerning policy and budgetary matters.

2.53 - Prepare regular reports of the library's current progress and future needs.

2.55 - Maintain an active public relations program.

2.56 - Assist in preparing the preliminary annual budget in consultation with the Clerk/Treasurer and work with the board in preparation of the final budget. ~~Give a current expenditure report against the budget at each regular meeting.~~

2.57 - Be knowledgeable in state library laws and actively support library legislation.

2.58 - Attend all board meetings; may serve as secretary of the board.

2.59 - Affiliate with professional organizations and attend professional meetings and workshops, provided funding is available

2.510 - Make use of services and consultants of the Washington State Library.

2.511 - Respond to the board, to local government officials and to the general public.

2.512 - Foster a relationship with the Friends of the Library at Kalama (FOLK) and community service organizations.

2.513 - Required reports - Library staff will complete all reports required by its officiating agencies, including the annual report required by the Washington State Library. Administrative records of the library such as annual reports, financial reports and minutes of the public Board meetings shall be made available to the public upon request.

2.6 - Provisions for amending bylaws - These bylaws may be amended at any regular meeting of the Board with a quorum present, providing that the proposed amendment shall have been presented for action at a previous meeting and stated in the agenda for the current meeting. A unanimous vote of all members present is required.

2.7 - Trustee Composition - The composition of the Board of Trustees shall consist of three members who reside inside the city limits and two members who reside outside the city limits and have Kalama addresses.

3. Circulation Policies

3.1 Confidentiality - The Kalama Public Library respects the privacy of all library patrons, including minors, and will treat all library patrons, transactions and records in an impartial and confidential manner. The Library and its staff will not use circulation or registration information for any purpose other than carrying out standard library operations.

3.11 - Circulation Records - The Library will not disclose any circulation record linking a patron with specific materials unless the public interest requires disclosure in the particular instance and such public interest is clearly documented, as with a subpoena. *Note: A subpoena or legal order can only be served on the City – accepted by the Clerk/Treasurer.*

3.12 - Patron Registration Records - The Library will not disclose patron registration information including address, phone number or other personal information. In an urgent matter of health and safety, the Director or designee may release registration information. If this is the case, every effort will be made to consult with the board prior to disclosure and the Board will be promptly notified of any such release of information.

3.2 Library Cards -

3.21 - Eligibility - All residents of the City of Kalama are eligible for borrowing privileges at the Kalama Public Library. Applicants must have a valid drivers license or picture ID and proof of residency within the city limits. All children under the age of 18 will be registered under the account of a parent or guardian.

3.22 - Non-Kalama residents may obtain a library card for an annual fee renewable each year on the date of purchase. This fee is set by resolution of the City Council and is reviewed annually for adjustment.

3.23 - Check-out - All patrons must have a valid, up-to-date library card to check out materials-

3.3 Loan Periods and Renewals - The loan period for all circulating materials is three weeks. Patrons may renew materials by contacting the library in person, by phone or online before the due date. An item will not be renewed if another person is waiting for it, if it has already been renewed 3 times or if it is more than 14 days overdue.

3.4 Item and Transaction Limits - There is a limit of 40 items borrowed from the library or net library per card.

3.5 - Fines and Fees - The Kalama Public Library does not collect fines for overdue materials. The Library does collect fees for the following: nonresident cards, lost or irreparably damaged materials, and printing.

3.6 Overdue and Billing Notification - Patrons will be notified about overdue materials either by phone, by mail, or by email. If a patron fails to return overdue materials within 3 months they will be billed for the replacement cost.

3.7 Interlibrary Loan - The Kalama Public Library shall use electronic databases to locate and identify requests from patrons for materials outside the library's current collection for their use. In order to request an Interlibrary Loan, patrons must have an up-to-date Kalama Public Library card. When a request is located, the library will send an Interlibrary Loan Request to the lending library. The lending library will specify a due date for the library materials. It is the patron's responsibility to return loaned materials to the Kalama Public Library by the specified due date. In some cases, there will be an Interlibrary Loan fee required by the lending library. It will be the patron's responsibility to pay this fee upon receiving the materials. Patrons are expected to return loaned materials in the same condition that they are received. Patrons will be responsible for paying for any damages or loss to the lending library. Some materials may be renewed for an additional three weeks by the lending library.

3.8 Reserves - Patrons may reserve materials which are not immediately available for use, but are in the library's collection. When the materials become available, patrons will be contacted by phone, email, or other means. After notification has been made, the reserved materials will be held for a period of 7 days. If additional patrons are waiting for the same material, the next person on the list will then be notified and the same procedure will be followed.

4. Policies Regarding the Use of Computers

4.1 Computer Use - The Kalama Public Library makes computers and selected software available for public use at no charge. Computer users do not need to have a library card. There is a fee for printing. Fees are set by resolution of the City Council. Patrons may not use their own software programs. It is not possible to save items on the hard drive. Patrons wishing to preserve materials must save them on their own ~~disks~~ **media device**. Computer use may be scheduled in 30-minute blocks unless no other patron is waiting for access. Computer use may be reserved ahead of time. If no reservations have been made, the computers will be made available on a first-come, first-served basis. Abuse of equipment will result in denial of use and/or payment for

repairs. Any use of the computers or internet to facilitate illegal activity is prohibited.

4.2 Internet Use - The Internet can be accessed from the Kalama Public Library computers. Children under the age of 18 wishing to access the Internet must receive written permission from a parent or legal guardian. Children under the age of 6 can only use the internet when supervised by a parent or legal guardian. The Kalama Public Library is compliant with the Children's Internet Protection Act –CIPA (Pub.L.106-554 - Appendix E). If we are aware of a person viewing an offensive site when children are present, they will be asked to cease doing so.

5. Collection Development Policies

5.1 - Selection of Library Materials - The Kalama Public Library seeks to maintain an unbiased collection of materials. Selection of library materials is vested with the library staff. Factors to be considered in adding to the library's collection shall include: present collection composition, collection development objectives, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint and effective expression. The library will accept donations of books if they conform to the guidelines of the donations policy. Unusable materials will be disposed of as the Library sees fit.

5.2 - Discarding of Library Materials - Discarding or weeding in all media will occur at regular intervals at the Librarian's discretion. The discard policy of the library is not intended to sanction the removal of library material based upon controversy. Weeding of the collection will be based on standards of condition, age and usage of the item. Weeded items will be sold, passed on to local library supporting organizations or destroyed as a last resort, in accordance to guidelines provided by the Washington State Auditor.

5.3 Patron Input Regarding the Collection - The Kalama Public Library welcomes input from the public regarding the contents of the collection.

5.31 - Acquisitions - Patrons wishing to suggest titles for acquisition may fill out a request form. All such suggestions will be considered for acquisition in accord with the collection development policy.

5.32 - Questioning Materials - An individual questioning materials in the library collection will be invited first to discuss their concerns with appropriate staff. Should a patron still be unsatisfied, the individual may fill out a *Citizen Request for Reconsideration of a Book* form, sign it and return the form to the Librarian. After the Librarian receives the completed form, the material in question will be reviewed by the Board of Trustees at the next public meeting to see if it meets the criteria of the Selection of Library Materials Policy. Persons wishing to express concerns to the Board about questioned material may do so at this meeting. All statements and names will be documented, including telephone calls received. The Librarian will reply to the individual in writing as soon as practical after the Board's decision. If the Board of Trustees continues to support the questioned material as part of the collection, the questioning party may appeal to the City Council.

5.4 - Gifts and Donations - Gifts of used books, magazines and other materials are welcome.

~~Such gifts will be added to the collection in accordance with the standards ordinarily used by the library when selecting materials. If donated materials do not meet these standards they may be given away or sold. The library also welcomes monetary gifts, bequests or memorials as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the library. Donated books will be given to FOLK for handling under an interlocal agreement. Once reviewed, if meeting selection criteria, will be shelved with the regular collection. Special provision is made to identify gifts, memorials, bequests or purchases made from gifted money. Special collections, such as historical materials, books having more than literary value or manuscripts, will not be accepted by the library unless proper provision can be made for its use or sale. The Kalama Public Library is not in a position to give value or estimates on gift materials. Receipts may be obtained which acknowledge the gift without appraising it.~~

5.41 Purpose: To provide direction on the handling of donations of books and materials, and on the acceptance and handling of gifts and monetary donations to the Kalama Library.

5.42 Scope: Applies to all donations and gifts of books, materials, cash, and other tangible property.

5.43 Policy:

A. The Kalama Library welcomes all donations of books and library materials reserving the right to accept or not accept items offered and to decide the disposition of all items that are accepted provided that:

a. The books/materials become the property of the Kalama Library and those not utilized in the Kalama Library collection, will be donated to Friends of the Library Kalama (FOLK) for handling which may include sale, use in public services related to literacy, and/or disposed of. FOLK is a local non-profit organization that holds events, including book sales and contributes proceeds to the Kalama Library.

b. The books/materials comply with Kalama Library standards ordinarily used in selecting materials in order to be placed on the shelves with the Library collection and will be available to all users of the Kalama Library.

c. Specialized collections, such as historical materials or books having literary value or manuscripts, will not be accepted by the library unless proper provision can be made for its use or sale.

B. The Kalama Library accepts monetary gifts as long as any conditions set on the donation do not conflict with any standard practices and policies of the City and/or Library. Any conditions on a cash donation need to be submitted in writing at the time of the donation.

- C. Gifts of other tangible property will be determined on a case by case basis as the City has limited space and staff to maintain items that will require storage, specialized knowledge to maintain or display appropriately. Decisions will be based using the following criteria:
- a. Can the gift be used in the current Library collection?
 - b. Will the gift become the property of the Kalama Library which may add the item to inventory, or sell the item to convert the donation to cash?
 - c. Does the item have a value that can be converted to cash?
 - d. Does the gift require specialized knowledge, care or treatment in order to be maintained or displayed?
 - e. Will the gift require storage and if so what amount of space and what specialized needs would be required?
 - f. What restrictions are being requested in relationship to the gift? Such restrictions will need to be included in writing at the time of donation.
- D. All gifts and donations will be acknowledged and donors will be recognized in an appropriate manner which may include but is not limited to recognition in Kalama Library statements, news releases, social media pages, special plaques, “naming opportunities” and donor recognition events. Personal or financial information about donors or prospective donors will not be released to the public, except to the extent required by law, unless the donor grants permission to the City.
- E. The Kalama Public Library is not able to provide a valuation or estimate of value on any donation or gift of books, materials, or other tangible property. “Neither the Library or the City of Kalama can provide a donor with a statement of “tax deductible” status for a donation.
- F. Final Decision on any donation or gift of property will be made after a meeting of the following:
- City Administrator or Mayor
 - Library Director
 - Library Board President
 - City Councilmember – Library Representative preferred
 - City Clerk/Treasurer

If consensus cannot be reached of a majority of these members, the decision will be referred to the City Council for final decision.

6. Policies Regarding the Facility

6.1 - Operating Hours - The Kalama Public Library is open to the public during these hours: Monday – Friday 12 noon to 5:00 pm and **Saturday, 9 am to 2 pm**. The library will be closed for all city government holidays. In the case of emergency or bad weather the library may be closed. These hours may be amended in the future at the direction of the ~~Mayor and City Council~~ **City and Library Administration**.

6.2 - Program Policy - Library-sponsored programs promote the use of library materials, facilities or services, and offer the community an informational, entertaining or cultural experience. Programs are planned for the interest and enlightenment of the community. The library strives to offer a variety of programs that reflect the broad range of community interests. Library sponsored programs are free and open to the public. Attendance shall not be restricted. Programs should fit the library's mission, programming objectives, themes, budget and schedule.

6.3 - Appropriate Conduct - In the interest of protecting the rights and safety of library patrons and staff members, and to preserve library materials, facilities and property, the Library prohibits the following conduct on library premises:

- Disruptive or unsafe behavior that interferes with the use of the library by others or with staff's performance of duties
- Smoking, **vaping**, eating or drinking
- Anything in violation of federal, state or local law
- Destroying, damaging or defacing library property
- Leaving a child younger than the age of six unattended. Guardians of children younger than six must be at least 12 years old.
- Using skateboards, roller blades or other sports equipment on library property

Whenever there is reasonable cause to believe that a person has violated any of the above regulations, library staff may take appropriate enforcement action. If unlawful behavior, or behavior which poses an unreasonable risk of harm to person or property occurs, a staff member may immediately contact the City of Kalama Police Department. In any other circumstances, a staff member may warn the person to cease such conduct. If the conduct is not immediately discontinued, staff may suspend the person's library privileges. Persons wishing to appeal restrictions imposed upon them by library staff may appeal in writing to the Library Director within 5 days of receiving the notice. The Library Director will review the appeal and make a decision. If the Library Director's decision is not favorable, a person may appeal to the Board of Trustees and their decision shall be final.

6.4 - Exhibits and Displays - **The Kalama Public Library displays materials from its own collections, accepts proposals and may solicit individuals or organizations to provide materials for exhibitions on a variety of topics and interests appealing to the diverse interests and concerns of the community.** All exhibits and displays in the Kalama Public Library will be subject to the following regulations:

6.41 - Library programs and exhibits will have first priority for display space.

6.42 - All posters, exhibits and displays in the library must have the approval of the

Library Director.

6.43 - All posters, exhibits and displays that outside groups or individuals wish to put in the library must fall within these guidelines: the subject matter must be of community interest; the event or display must be of a civic, cultural, educational or recreational nature.

6.44 - The library reserves the right to limit the number of displays, posters or exhibits at any one time. **The library retains the right to deny or refuse any exhibit proposal and has the right to cancel a loan upon reasonable request of the lender.**

6.45 - ~~Unless specific arrangements are made beforehand, all posters or displays become the property of the library and will be disposed of at regular intervals.~~ **The Library will exercise reasonable discretion in the placement of exhibits.**

6.46 - **Proposals for exhibits are to be submitted to the Library Director. A committee of the Director, a Library Board Member, a City Councilmember, and a Finance staff will review the proposal for acceptance or denial. At least three members of the Committee must be present to make a decision. See appendix I for Guidelines.**

6.47 - **If approved the exhibitor will sign an agreement with the City outlining the timeline, the responsibilities of all parties, and the scope of the exhibit. The exhibitor is responsible for the transportation, installation/removal, and labeling of all items included in the display as well as all costs. Exhibitor is responsible to have any items of great value insured and provide a copy of insurance to the City.**

6.5 – Meeting Room Policy – See Appendix H

7. Role of Volunteers in the Library - The Kalama Public Library provides a wide variety of opportunities for volunteers to participate in both routine operations and special programs or projects. Volunteers are expected to abide by guidelines set by the Library Director **as outlined in the Volunteer Agreement**. The library reserves the right to reject volunteers and to discontinue volunteer opportunities at the discretion of the Library Director. Volunteers may be asked to undergo a background check.

8. Equal Opportunity Employer - It is the policy of the Kalama Public Library to provide an equal employment opportunity in accordance to the provisions of State and Federal laws and regulations.

9. Safety

9.1 - Evacuation - Evacuation from the Kalama Public Library will follow the same routes as the Kalama City Hall.

9.2 - Accidents - All accidents involving employees or patrons during working hours or while on library premises are to be reported immediately to the Library Director or staff member present. Any unsafe conditions are to be reported immediately to the City of Kalama staff. A first aid kit will be maintained at the library.

APPENDIX A

Kalama Municipal Code Chapter 2.52

PUBLIC LIBRARY

Sections:

2.52.010 Establishment.

2.52.020 Trustees--Appointment, removal and compensation.

2.52.030 Trustees--Powers and duties.

2.52.040 Council appropriations for library support.

2.52.050 Public library fund (nontaxation).

2.52.060 Unlawful retention of library materials.

2.52.010 Establishment.

There is established in the city, a public library, which shall be maintained by the city in association with a board of trustees, and which shall be known as the "Kalama Public Library." (Ord. 1183 § 2 (part), 2006).

2.52.020 Trustees--Appointment, removal and compensation.

A. Library trustees shall be appointed and removed as provided in RCW 35A.12.090. Trustees shall be appointed by the mayor with the consent of the city council. Applications for trustees will be presented to the board for review and recommendations. Trustees who miss three consecutive meetings or five meetings within one year may be removed from office with vote by the city council.

B. Trustees are appointed for a five year term, unless the appointment is to fill an unexpired term. No member may serve longer than the term or unexpired term to which he or she has been appointed, unless that person is reappointed by the mayor. No trustee may serve more than two consecutive terms except when filling an unexpired term, the trustee may fill two additional terms.

C. Library trustees shall not receive salaries or other compensation for their services; however, necessary expenses actually incurred in the performance of the duties as a library trustee shall be paid from the library funds following approval by the city clerk-treasurer. (Ord. 1183 § 2 (part), 2006).

2.52.030 Trustees--Powers and duties.

A. Selection of Library Materials. The library director, with the assistance of designated staff members, shall be responsible for selection of library materials in accordance with policies set forth by the library board of trustees. Materials will represent an unbiased collection for information, reference and research, education, and recreation uses. Citizen

requests for reconsideration of library materials in accordance with its established policy and procedures will be submitted to the city for review by the library board of trustees. The board's recommendation will be sent to the mayor and city council for a final decision.

B. Establishment of Policies for Library Use and Service. The library board of trustees shall adopt such policies, rules and regulations as are necessary to ensure the provision of service to library patrons and the efficient operation of the library. All such policies, rules and regulations shall be in compliance with Washington state law and ordinances of the city.

C. Personnel Policy. All library personnel shall be subject to city personnel policies, rules and regulations. The city council in accordance with RCW 35A.11.020 shall determine salaries, benefits and working conditions. The board of trustees shall be consulted when personnel policies affecting library personnel or operations are to be changed in order that their concerns may be considered.

D. Library Director (Recruitment, Selection and Evaluation). In case of a vacancy in the position of library director, the mayor, with participation from the library board of trustees, shall coordinate the recruitment process to ensure a timely search and adherence to personnel policies. Candidates for the position of library director shall meet minimum standards as set in the job description approved by the city council for this position, and shall be confirmed by the city council. Authority to appoint or dismiss the library director shall rest with the mayor pursuant to RCW 35A.12.090. The mayor shall do an annual performance evaluation of the director in consultation with the board of trustees.

E. Budget and Finances. Library appropriations and expenditures shall conform to the requirements of state law and this code. The city council will have final authority to review and approve the library budget. The library budget proposal shall be developed by the library director and reviewed by the library board within a resource estimate provided by the finance department and the mayor.

F. Board Insurance. The library trustees shall be insured to the same extent as other appointed officials of the city.

G. Power to Contract. Although power to enter into contracts rests with the city council under RCW 35A.11.010, the city council may delegate to the library board such authority as it deems appropriate to enter into contracts. (Ord. 1183 § 2 (part), 2006).

2.52.040 Council appropriations for library support.

The city council shall appropriate money annually for the support of the library. All monies for the library derived from taxation shall be deposited into a fund maintained by the city clerk-treasurer, known as the library fund (taxation), and shall not be drawn upon for any but library purposes. (Ord. 1183 § 2 (part), 2006).

2.52.050 Public library fund (nontaxation).

Fund 110 library fund shall continue to be used as the depository of all monies received for library purposes from state aid, donation, or any like source other than taxation. (Ord. 1183 § 2 (part), 2006).

2.52.060 Unlawful retention of library materials.

A. Retention of Library Materials. It shall be unlawful to retain any book, magazine, manuscript, pamphlet, or other property belonging to, or on deposit with the Kalama Public Library, or any institution operated in connection therewith, for a period exceeding thirty days after the mailing by certified mail to the borrower's address on file with the library of a written notice to return the same, given after the expiration time which by the rules of said institution such article or other property may be kept, which notice so mailed shall bear on its face a copy of this section.

B. Violation--Penalty.

1. This offense shall be designated a civil infraction with the maximum penalty being twenty-five dollars.
2. In addition to the penalties set forth in subsection (B)(1) of this section, the person shall make restitution in the amount of the replacement cost of the materials not returned or returned in a damaged condition, plus any outstanding fines or fees owing by borrower.
3. Nothing herein contained shall prevent the city from proceeding against any person for theft or other appropriate criminal activity where circumstances justify the same.
4. The retention of each item of library material shall constitute a separate infraction if charged as such.

(Ord. 1201 § 1, 2007).

APPENDIX B

Freedom to Read Statement

The Kalama Public Library subscribes to the American Library Association Freedom to Read Statement which follows:

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can

machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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APPENDIX C

Freedom to View Statement

The Kalama Public Library subscribes to the American Library Association Freedom to View Statement which follows:

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment of the Constitution of the United States.

In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

APPENDIX D

Library Bill of Rights

The Kalama Public Library subscribes to the American Library Association Library Bill of Rights which follows:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

APPENDIX E

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. In early 2001, the Federal Communications Commission (FCC) issued rules to ensure that CIPA is carried out. 1. Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors;

2. Schools subject to CIPA are required to adopt a policy to monitor online activities of minors; and
3. Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

For the school year July 2001 through June 2002 and thereafter, schools and libraries were required to certify that they had their safety policies and technology in place, or that they were taking the necessary actions to put them in place before receiving E-rate funding for the following school year.

APPENDIX F

Open Public Meetings Act (RCW 42.30)

The Open Public Meetings Act requires that library board actions “be taken openly and that their deliberations be conducted openly”. Under the provisions of this law, all meetings at which action is taken must be open and public. Any person is permitted to attend without registering or meeting any other requirements.

The Open Meeting Law allows the board to call an executive session during regular or special meetings. Before convening an executive session, the presiding officer must announce the purpose for excluding the public from the meeting and the approximate time when the executive session will conclude and the regular session reconvene.

RCW 42.30 establishes that executive sessions are not public and may be held only for:

1. Site selection, acquisition, or sale of real estate if public knowledge would result in increased price.
2. Personal performance review of library director, or charges against a trustee or employee.
3. Review of contract negotiations.
4. Receive and evaluate major complaints or charges brought against a trustee or employee after personnel process is completed.
5. Evaluate qualifications of applicants for library director.
6. Discuss litigation with legal counsel.
7. Discuss collective bargaining negotiations or salaries, wages, or other conditions of employment.

In addition to establishing the regular meeting date, the library board is required to provide notice of special meetings or executive sessions. If the meeting is adjourned or postponed to a later date, immediate notice of the change must be publicly posted. Boards may conduct emergency meetings in order to deal with natural disaster with no prior notice. Minutes of meetings shall be publicly posted.

APPENDIX G

The Library - Gift to the City of Kalama

The town library was started by the Kalama Women's Club in 1917 with 1,000 volumes and was the main project of the club for many years. When Mrs. Hite Imus was unable to attend the convention in Yakima, as a delegate for the Women's Club, she gave the money to the club to start the library.

The money was used to purchase books to start a rental collection for public use. This collection was first housed in the millinery shop of Mrs. Mary Johns, who also acted as librarian. It was then moved to the drug store in the Cloniger building. The collection grew rapidly, for all rental fees were used to buy books.

In 1924 the City Hall burned down, but the books were saved and then housed in the Bybee Building with Mr. Chase Still as librarian. When he resigned, the books were placed in Mr. Camack's Confectionery, where they remained for many years with Mr. Camack in charge.

During this period, many gifts of large collections of books were received from the State Traveling Library, from Mrs. Stephenson's family, Mrs. L. Spear's family and others. When the confectionery was sold and another change necessary, the books were placed in the Wells building, at first operated by volunteer club women and later under the charge of W.P. (James) Wells himself.

When the new Community Building was finished in 1937, the books were put in the room planned for them, and a deed of gift to the City was executed by the officers of the Kalama Women's Club. Three thousand books were in the collection at this time. Since then, the City has taken entire charge of the library. The town clerk would act as librarian along with her other duties. When Elsie Potter was town treasurer, she received an additional \$150 a year as librarian. When Joan Durgeloh was town clerk, she volunteered her services as librarian, so the librarian was a non-paying job when Irene Wicker, Martha Dyer and Elaine Bradford served as water clerks.

On June 5, 1965, Mrs. Harriet Swasey, a retired schoolteacher, was appointed librarian and paid \$65 a month. In 1968, the library was moved to the Kockritz Hotel building on First Street. The Library Board, Amalak Women's Club, and townspeople helped to get furniture for the new location.

On January 1, 1973, Alice Gjelstad, also a retired teacher, was appointed as librarian. During her time as librarian, in 1981, the library was again moved, this time to the old Fire Hall on the corner of First and Geranium Streets. Mrs. Gjelstad retired on January 26, 1982 at the age of 78 years.

Violet Johnson, who had been hired two weeks earlier to work the evening hours, was the appointed librarian. Dixie Loomis worked the evening hours during that summer, but in September the hours were shortened, eliminating the need for an evening librarian.

Janelle Hoffman was hired in May, 1997 as librarian when Violet Johnson retired after 15 years. Louise Thomas was hired as Library Director in

(Kalama, Washington: A Centennial History, Violet A. Johnson, Editor., c. 1990, pp. 81-82)

Appendix H

CITY OF KALAMA MEETING ROOM USE POLICY

1. Purpose: To establish the City policy to provide available meeting rooms to the community as a public service to the Community and set policies and restrictions for their usage.
2. The meeting room at 320 N. First and the Council Chambers are available free of charge as a public service for use by community organizations and groups that meet for a civic, cultural, educational or community interest purpose, when those rooms are not being used for a City or City Library activity.
3. The use of the meeting rooms is not denied to any person or organization because of race, creed, color, religion, national origin, sex, sexual orientation or marital status.
4. The City Office staff and the Library Director have the authority to approve, renew or deny requests for use of the meeting rooms.
5. The City requests and strongly suggests that those organizations that want to use the facility for a regularly scheduled meeting day and time submit a schedule for the coming year to the Clerk/Treasurer no later than December 15th of each year.
6. The user is responsible for reasonable care of the room and any equipment, furnishings, and utensils used and will be held responsible for any damage and the general condition of the room following use. The room will be left in the same condition as when entered with all garbage and items removed. NO FOOD is to be in the City Council Chamber. No smoking/no alcohol allowed on the premises. The user will be assessed reasonable charges for repair or replacement of any damaged contents of the room, as well as the physical boundaries of the room, including flooring, walls ceilings and anything attached thereto.
6. Permission will be denied to any individual, group or organization meeting
 - a. Whose purpose is illegal
 - b. Who charge a fee to attend a meeting or training
 - c. Who engage in activities as part of the meeting for commercial gain
 - d. Whose activity does not have adult supervision
 - e. Whose conduct would interfere with the functioning of the Library
 - f. Who fail to notify the City of cancellations of 2 or more meetings
 - g. Who fail to follow the policies and procedures set by the City

- h. Who use the meeting room for social events (parties, receptions etc.)
- 7. The City reserves the right to cancel the intended use of a meeting room when unforeseen circumstances such as power outages, weather conditions, or conflicts with City needs occur.
- 8. The City retains the right to deny the space to any user whose use of the space does not comply with the above terms.

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Appendix I

Guidelines for Selection of Display or Exhibits Kalama Public Library

The Kalama Public Library displays materials from its own collections, accepts proposals and may solicit individuals or organizations to provide materials for exhibitions on a variety of topics and interests appealing to the diverse interests and concerns of the community.

Exhibit: A selection of items (either physical or virtual) paired with accompanying textual, visual, or auditory content which serves as a form of communications between the exhibitor and the viewer.

1. Exhibits should be pleasing to the perceived public and in keeping with the space and design.
2. All posters, exhibits and displays that outside groups or individuals wish to put in the library must fall within these guidelines: the subject matter must be of community interest; the event or display must be of a civic, cultural, educational or recreational nature.
3. Materials should be in good condition. Art work should be framed or need no framing.
4. Materials should be suitable for the physical limitations of the Library space, and existing fixtures and should not require any climate control or physical security. Displaying of the materials should be in a manner that allows for the removal without any damages to the walls or display areas.
5. Exhibits should have a broad appeal to diverse, intergenerational audiences including school groups and families, be timely, newsworthy, and generate attention.
6. Exhibits must comply with all federal, state and local laws including those pertaining to libel, copyright, and pornography.