



# OCEAN SHORES PUBLIC LIBRARY

## Policy:13.0 Community Involvement

~~Adopted: Library Board of Trustees October 2021~~

As the heart of the community, the Ocean Shores Public Library (OSL) provides access to the world through reading, learning, and connecting.

The library connects with its members through their involvement.

Community members can support and serve OSL as:

library volunteers

Friends of the Library

Foundation Board Members

Teen Advisory Board Members

Board of Trustees

### **13.1 Volunteers**

OSL values the time, skills, and energy of its volunteers. Volunteers supplement the services of paid library staff to increase the library's efficiency and cost effectiveness. Staff assign tasks to volunteers that include but are not limited to:

Shelving new and returned library materials

Tidying and cleaning book shelves

Cleaning and repairing books

Assisting with displays

Volunteers gain knowledge about the breadth and depth of the library's collections and services while providing a valuable service to the community.

### **13.2 Volunteer Guidelines**

All volunteers must complete a Volunteer Agreement Form and a Washington State Patrol Identification and Background Check Form provided by the City of Ocean Shores.

The volunteers use the monthly sign in/out forms to record all the hours worked. These hours are reported to the City of Ocean Shores, so that volunteers are covered by Workman's Compensation.

### **13.3 Friends of the Library**

The Friends of the Library is a 501(c)(3) that raises funds to support programming, special projects, and activities. Volunteers use their time and energy to help with book sales, donations, community festivals, displays, publicity and ideas. The Friends serve as advocates for the library at local community festivals and events. Membership in the Friends is encouraged and available to anyone who wishes to join.

### **13.4 Ocean Shores Library Foundation**

The Foundation is a 501(c)(3) that supports the long-term financial stability of the library for generations to come. The five persons on the board of directors are volunteers. Applicants are interviewed and selected by existing directors when vacancies occur.

### **13.5 Teen Advisory Board (TAB)**

TAB is made up of 6th - 12th grade students who want to get involved in supporting the Ocean Shores Public Library.

The board meets once a month and helps staff plan teen events. TAB assists in selecting new teen fiction, music, movies, and manga. The hours spent volunteering on the TAB count toward school community service hours.

### **13.6 Board of Trustees**

The five members on the OSL Board of Trustees are volunteers who serve without compensation. Potential members send their applications to the city and are interviewed by a trustee subcommittee. Board members are appointed by the city council. They fulfill their duties in accordance with Ocean Shores Municipal Code 2.6.