

## **MOUNT VERNON CITY LIBRARY**

### **1. ADMINISTRATIVE POLICY**

#### **1.01 VISION STATEMENT**

Mount Vernon City Library - The Heart of Our Thriving Community

#### **1.02 MISSION STATEMENT**

Mount Vernon City Library promotes lifelong learning by providing access to information and materials that are varied in format and rich in viewpoint. We connect our diverse community through innovative programming and excellent service.

#### **1.03 CORE VALUES**

Mount Vernon City Library stands on a foundation of core values including, but not limited to:

- Excellent customer service
- Relevancy
- Patience, understanding and caring
- Tolerance
- Sensitivity
- Helpfulness
- Welcoming spirit
- Community Leadership
- Contributor to the community's quality of life

#### **1.04 GOVERNANCE**

The roles of the Mount Vernon City Library and the Library Board of Trustees were passed by ordinance of the Mount Vernon City Council. It is encoded as Chapter 2.56 of the City of Mount Vernon Municipal Code. See Appendix for full text.

#### **1.06 BOARD OF TRUSTEES**

The Board of Trustees is comprised of five individuals selected by the Mayor and approved by the City Council. They serve rotating five-year terms. The Board of Trustees focuses on setting library policy and budget. Board meetings are the first Thursday of each month at 5:30 p.m. in the Administrative Office.

### 1.08 FRIENDS OF THE LIBRARY

The Friends of the Mount Vernon Library exists as a customer advocacy group with a broad membership. An independent board manages the Friends' activities, which include fundraising, an annual book sale, a yearly meeting, supporting adult and children's programming, and financial support of various library purchases.

- The Library accepts donations of materials in the name of the Friends of Mount Vernon Library.
- The Friends of the Library allow the library staff to select items for addition to the collection.
- The Library does not assess the value of the donations. A receipt showing number of items donated is available.

### 1.10 HOURS OF OPERATION

The Mount Vernon City Library is open to the public during the hours listed below, under usual conditions. Exceptions may be made in the cases of severe weather emergencies. If other extraordinary conditions arise which necessitate the closing of the library, the Library Director in conjunction with the Mayor and the Board of Trustees makes this decision.

<b>Hours:</b>	
Monday	10am to 5pm
Tuesday	10am to 8pm
Wednesday	10am to 8pm
Thursday	10am to 8pm
Friday	10am to 5pm
Saturday	10am to 5pm

The Mount Vernon City Library will be closed for the following holidays:

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	January 1
Martin Luther King Birthday	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday of September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving Day	Day after Thanksgiving Day
Christmas Day	December 25

## **1.12 LIBRARY PERSONNEL**

The library highly values both its full-time and part-time employees. The personnel policy for employees of the Mount Vernon City Library is that of the City of Mount Vernon, and is written and updated by the city Human Resources Director.

## **1.14 SEXUAL HARASSMENT**

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will not be tolerated. (See also *Code of Conduct*.)

## **1.16 PUBLIC SAFETY AND SECURITY**

A report should be filled out for every accident that happens on Library premises using the Incident Report form.

Band-Aids may be supplied for small cuts and abrasions. Library staff may not dispense medicine.

911 may be called, if requested, or if the Librarian-in-Charge determines that conditions warrant one.

Staff has the right to request to inspect packages when theft or damage is suspected.

Approved by the Board of Trustees, November 2, 2000

Revised by the Board of Trustees, November 6, 2008

Revised by the Board of Trustees, October 6, 2009

Revised by the Board of Trustees, December 3, 2009