



Memorial Public Library

**Volunteer
Handbook 2007**

Dear Volunteer,

It is a pleasure to welcome you as a volunteer to the McKinney Memorial Public Library. Through the gift of your interest and time the library is able to offer more services to local citizens.

The library staff is most grateful for the assistance you offer and we hope you will find your volunteer work at the library to be a satisfying and rewarding experience.

If I may be of any assistance to you or in some way can make your work here more enjoyable, please let me know.

Again, thank you for volunteering your time to help the library.

Sincerely,

Beth Scudder,
Library Director

HISTORY OF THE MCKINNEY MEMORIAL PUBLIC LIBRARY

The McKinney Memorial Public Library was founded on May 14, 1928, and was first located over the Duke & Ayres store on the east side of the Square. The City Federation of Women's Clubs was the guiding force responsible for establishing the Library. Later, the Library was moved to the third floor of the Courthouse. At that time, the Library was tax supported, but members paid \$1.00 per year, per family, for use of Library materials.

In 1938, the Library moved to the Crouch Building. A Library Board was formed. It consisted of Miss Bess Heard, Mrs. J. P. Harding, Mrs. H. A. Finch, Sr., Mr. John Reese, and Mr. Wilkins Comegys.

In April 1947, a permanent home was found for the Library when the Fitzgerald residence at 402 West Louisiana Street was purchased for \$12,500. This purchase was made possible by an initial gift (of a house) by Mary Boyd, and by public donations, with the endorsement of the McKinney Chamber of Commerce.

The Library continued to be sustained by membership dues, by club dues from the Federation of Women's Clubs and by financial gifts and book donations from interested citizens. It also received a small monthly allowance (\$52.50) from the City Commission.

When the Library found itself in financial difficulties in the early 1950's, Mrs. H. A. Finch, president of the Federation of Women's Clubs, rekindled interest in the Library and its problems. She called a special meeting to inform the Mayor, City Council and citizens of the Library's financial destitution. Fifty people attended the meeting, which reviewed the struggle that a small group of McKinney women had made to keep the Library open, and the hardships they had faced in sponsoring a non-profit organization for the use of the community with virtually no fixed financial support.

As a result of this meeting, the City agreed to support the Library with 5 cents on every \$100 of property evaluation. A new Library Board was established and bylaws for the Library were written. The Library submits an annual budget to the City.

A new Library building was constructed in 1967, and opened on December 5th of that year. This building was located at Chestnut and Anthony Streets and included 9,968 square feet. In 1983, one million dollars in bonds were approved for Library improvements. That September the City purchased the Old Banc Texas Building one block north of the square at 200 North Kentucky street. Renovation began in April 1986. The grand opening was held on February 14, 1987.

The second new building built for the Library opened January 19, 2002 at 101 E Hunt St. with four wings, a courtyard with reflection ponds, a real fireplace, a children's dept. with story time rooms & a family style bathroom. All of this is housed in 33,000 square feet. The new Library is able to offer separate specialized rooms for a computer lab, a quiet room for studying or just reading. Seating is in a large atrium-style lobby complete with fireplace and overstuffed chairs. One area that has been given more space is the Genealogy dept. with a Genealogy Librarian. There were 66,000 books in the collections with lots of room to grow. Borrowers can check out unlimited books. Cost for the new building was 7.1 million dollars.

Kentucky street. Renovation began in April 1986. The grand opening was held on February 14, 1987.

The second new building built for the Library opened January 19, 2002 at 101 E Hunt St. with four wings, a courtyard with reflection ponds, a real fireplace, a children's dept. with story time rooms & a family style bathroom. All of this is housed in 33,000 square feet. The new Library is able to offer separate specialized rooms for a computer lab, a quiet room for studying or just reading. Seating is in a large atrium-style lobby complete with fireplace and overstuffed chairs. One area that has been given more space is the Genealogy dept. with a Genealogy Librarian. There were 66,000 books in the collections with lots of room to grow. Borrowers can check out unlimited books. Cost for the new building was 7.1 million dollars.

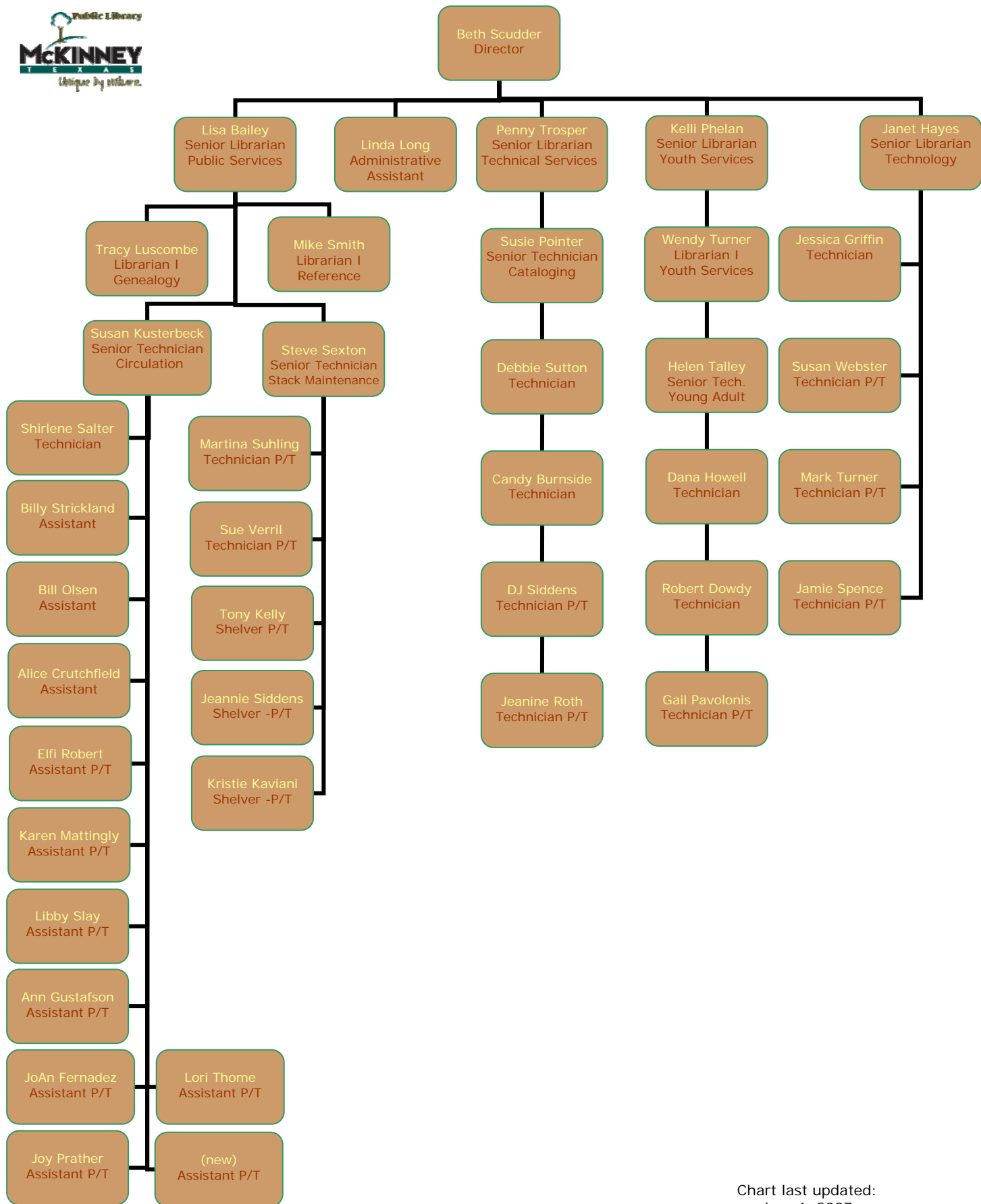


Chart last updated:
Jan. 4, 2007

Mission:

The McKinney Memorial Public Library enriches the lives of the people in the community by providing open access to a wide variety of materials, services and information in a responsive and friendly environment that promotes lifelong learning.

Purpose of the Volunteer Program:

The purpose of the volunteer program is to provide staff with competent support in the carrying out of day today responsibilities. However, volunteers are in no way meant to replace staff.

The volunteer's role will be to compliment and supplement the library staff. Quality services will be delivered in an effective and efficient manner through the concerted efforts of both library staff and volunteers.

Goals of the McKinney Memorial Public Library:

- To provide a collection of materials that meets or exceeds the expectations of the community.
- To provide a staff that is knowledgeable and courteous, offering friendly service to users of all ages.
- To successfully promote the library and its services to the community.

VOLUNTEER CRIMINAL BACKGROUND CHECKS

The City of McKinney Volunteer Policy requires criminal background checks on volunteers aged 16 or older.

HOURS OF SERVICE

MONDAY THROUGH THURSDAY 10 AM TO 9 PM

FRIDAY AND SATURDAY 10 AM TO 6 PM

SUNDAY 1 - 5 PM

HOLIDAYS

NEW YEAR'S DAY

MARTIN LUTHER KING, JR. DAY

CLOSED EASTER SUNDAY

CLOSED SUNDAY BEFORE MEMORIAL DAY

MEMORIAL DAY

INDEPENDENCE DAY

CLOSED SUNDAY BEFORE LABOR DAY

LABOR DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS EVE

CHRISTMAS DAY

.LIBRARY SERVICES

AUDIO-VISUAL EQUIPMENT

BUSINESS REFERENCE COLLECTION

CD ROM INFORMATION & RECREATIONAL PRODUCTS

CHILDREN'S PROGRAMS

COMPUTER LAB

COMPUTER CLASSES

COPYING MACHINES

CURRENT BESTSELLERS

ENGLISH AS A SECOND LANGUAGE CLASSES

GENEALOGY MATERIALS

INCOME TAX FORMS FOR DUPLICATING

INTERLIBRARY LOAN

LIBRARY CALENDAR

MAGAZINE EXCHANGE

MATERIAL RESERVE AND NOTIFICATION

MEETING ROOM AT NOMINAL CHARGE

MICROFILM, MICROFICHE READERS

ONLINE LIBRARY CATALOG

ONLINE DATABASE SERVICES

PERIODICAL AND NEWSPAPER COLLECTIONS

READERS ADVISORY

REFERENCE AND REFERRAL SERVICE
REFERRALS FOR THE BLIND AND PHYSICALLY HANDICAPPED
SERVICES TO NURSING HOMES AND DISABLED
SPANISH LANGUAGE MATERIALS
SPEAKERS FOR LOCAL GROUPS
VOLUNTEER PROGRAM
YOUNG ADULT PROGRAMMING
SELF CHECK COMPUTER
COURTESY PHONE

QUALIFICATIONS OF A VOLUNTEER

The volunteer program is open to persons 14 years or more of age who have time to offer on a regular basis or can be on call for special activities. A volunteer must have a sincere desire to serve others, be cooperative, adaptable, friendly, gracious, dependable and capable of performing assigned tasks. A 20 hour commitment is required to be a Library Volunteer.

ATTENDANCE:

Regular attendance and punctuality are essential to the smooth functioning of the program. Call Volunteer Services when unable to volunteer.

TELEPHONE:

Be prepared. Plan ahead to avoid unnecessary phone calls. A public telephone is located behind the fireplace. Emergency calls can be made from the Children's desk or Reference desk.

BREAKS:

Volunteers are responsible for their own breaks.

STORAGE:

Please do not bring unnecessary items of value. The library is not responsible for losses.

FEDERAL INCOME TAX BENEFITS FOR VOLUNTEERS:

A number of tax benefits are available for volunteers under the general charitable contribution deduction of the Internal Revenue Service. To obtain a complete description of federal tax deductions, contact the nearest IRS office.

TRANSPORTATION AND INSURANCE:

Volunteers will provide their own transportation. The City of McKinney does not provide insurance for injuries incurred while doing volunteer work for the library and is not responsible for any injuries, accidents or losses.

CONFIDENTIALITY STATEMENT

As a volunteer you may be in contact with “confidential” materials or information such as patron records. All such information is strictly confidential and should only be shared with the staff involved in the transaction. Any information gleaned from the library or its patrons is confidential.

GENERAL LIBRARY INFORMATION

GRIEVANCE PROCEDURE - The aim of the Library is to maintain harmonious cooperation and productive working relationships between its employees and its volunteers. Volunteers are urged to discuss any problems, difficulties, misunderstandings, suggestions, or concerns with Volunteer Services. If this does not resolve the matter satisfactorily, the Public Services Librarian will be consulted.

VOLUNTEER TERMINATION - If at any time the volunteer is unable to complete his/her assignment, the volunteer should discuss the situation with his/her supervisor or coordinator. If a volunteer is not handling an assignment properly, he/she may be asked to meet with the volunteer coordinator to improve the situation. Volunteers are expected to treat co-workers, and citizens with courtesy. The use of profanity, harassment or discrimination will not be tolerated. Dismissal from a volunteer position may result if behavioral changes do not occur.

FUTURE REFERENCE - More and more employers are recognizing the value of a volunteer's experience. A good resume will often include volunteer responsibilities. The Volunteer Coordinator will write a letter of reference, upon request.

Volunteer Guidelines

- Sign in and pick up a volunteer button upon arriving and report to your supervisor.
- Be courteous and polite to library staff and fellow volunteers.
- Notify Supervisors when reporting for work, leaving for breaks or lunch.
- Refer questions about assigned duties to your supervisor or program leader.
- Talking and noise should be kept to a minimum.
- Dress neatly and cleanly.
- Report to the designated staff member and/or supervisor when projects are finished.

TRAINING GUIDELINES

During your volunteer work period there will be two persons to whom you are responsible: The Volunteer Coordinator who oversees the entire program and the library staff member who is in charge of the assigned work area.

THE RELATIONSHIP TO THE VOLUNTEER SERVICES DIRECTOR WILL INCLUDE:

- Contacting Volunteer Services as soon as possible when unable to report to work and /or if you are going to be late.
- Coordination of the volunteer's work as a whole.
- An in-training process that is designed to complement any additional or changed work procedure or assignments.
- Presentation of suggestions about the work in general.
- Consultation in regard to day, place of assignment, change, transfer, leave of absence, and termination.

THE RELATIONSHIP OF THE VOLUNTEER TO THE LIBRARY STAFF MEMBER WILL INCLUDE:

- Training under the supervision of the library staff member.
- Direct responsibility of job performance to the staff member who is training the volunteer.

VOLUNTEER RIGHTS AND EXPECTATIONS

AS A VOLUNTEER, YOU HAVE A RIGHT TO EXPECT

- Clear and specific directions at all times
- On-going training and supervision
- Recognition of accomplishments
- A working relationship with staff
- Feedback and suggestions from supervisors

AS A VOLUNTEER, YOU AGREE TO:

- Perform assignments effectively
- Report for duty promptly
- Notify the Volunteer Coordinator when unable to report for duty.
- Participate in training and accept supervision
- Provide feedback
- Maintain confidentiality
- Observe the organization's guidelines
- Give adequate notice of volunteer resignation

RECOGNITION

The greatest reward any volunteer or paid staff member can receive is satisfaction in doing the work itself. As a volunteer with the library you will gain a broader knowledge of how the library benefits the community and valuable work experience, which can benefit you in employment.



The Volunteer Spirit

SOME QUOTATIONS:

President John F. Kennedy: “And so, my fellow Americans, ask not what your country can do for you; ask what you can do for your country.”

Poet Walt Whitman: “Behold, I do not give lectures or a little charity, when I give I give myself.”

Aesop: “No act of kindness, no matter how small, is ever wasted.”

Founding President Brian O’Connell, Independent Sector: “Voluntary participation strengthens us as a nation, strengthens our communities and strengthens and fulfills us as individual human beings.”

