**MILLEDGEVILLE PUBLIC LIBRARY DISTRICT**

**POLICY MANUAL**

1. ***ORGANIZATION AND ADMINISTRATION POLICY***
	1. *HISTORY –* The Wysox Township Library established in 1945 was converted to the Milledgeville Public Library in July 2014. Prior to the establishment of the tax funded library, the library was supported by the Margaret Fletcher Trust. Margaret Fletcher left $10,000 to the town of Milledgeville to purchase land and build a library in memory of her daughter May Fletcher. Land was purchased and the building completed in 1923.
	2. *GOVERNMENT* – The Milledgeville Public Library is a district library. It provides services to all persons living within the Wysox Township boundaries or persons owning property within the township boundaries. The library is governed by a Board of Library Trustees consisting of seven members elected by the voters of Wysox Township for a term of six years. The Board of Trustees appoints the Director and has the power to determine the rules and regulations governing library services and personnel.
	3. *SUPPORT* – The Library is supported by taxation, the appropriation being made annually by the Milledgeville Public Library Board. In addition, the library receives income from fines, grants, fees, and gifts.
	4. *MISSION STATEMENT* – The Milledgeville Public Library strives to inform and empower every citizen within Wysox Township. We will acquire, organize, and provide relevant library materials, ensure access, provide assistance, and reach out to all. Service will not be denied or abridged because of religious, racial, social, economic, or political status or because of mental, emotional, or physical condition, age, or sexual orientation.
	5. *LONG RANGE PLAN* – The Milledgeville Public Library will ensure our relevance to the community by conducting a survey every five years. Those groups to be surveyed will include residents and non-residents of Wysox Township and will also include people who use the library and those who do not.