Code	*OPS-012*	
Policy Title	General Operations Policy	
Category	Operational & Facility Policies (OPS)	
Cross-Reference	GOV-010 Library Funds, Expenses, and Oversight Policy GOV-011 Recruitment and Appointment Policy	Page 28 Page 32
Appendix	--	
Date Adopted	March 2023	
Date Reviewed	October 2026	

Policy Statement

The Robert R. Jones Public Library is established and operated in compliance with the Illinois Compiled Statutes. The Robert R. Jones Public Library is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

PROCEDURE

The Robert R. Jones Public Library is governed by a Board of Trustees created and maintained in compliance with Chapter 75 of the Illinois Compiled Statutes. The board of trustees has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The Board of Trustees reviews these bylaws in March of odd-numbered years. The board of trustees meets at least 10 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The Board of Trustees has exclusive control of all property owned by the library and of all expenditure of monies collected, donated, or appropriated for the library fund.

The Board of Trustees has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The library participates in the multitype system by fulfilling member library responsibilities.

The library maintains a Risk Management and Loss Control Plan to support the protection of library

employees, patrons, property, and resources. The library will implement and follow the plan's applicable procedures and practices to identify and reduce risks, prevent losses, promote a safe environment, and support the continuity of library operations. The plan will be reviewed and updated as appropriate to reflect operational needs, changes in risk, and applicable requirements.

At least every ten years, the Board of Trustees determines if the physical facility is adequate to meet the needs of the community and conducts a study to determine if the library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the Board of Trustees takes steps to correct any problems. The Board of Trustees reviews policies at intervals not greater than three years.

Members of the Board of Trustees participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Each board member participates in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters, and reports to the full board.

The Board of Trustees, along with the library director, develop and conduct a meaningful and comprehensive trustee orientation program for each new board member.

The Board of Trustees conducts an annual review of the library director.