

General Operations Policy

The Henderson County Public Library District (HCPLD) is established and operated in accordance with the **Illinois Compiled Statutes (75 ILCS 16/)** and complies with all applicable **federal and state laws**, including but not limited to:

- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Illinois Accessibility Code
- Open Meetings Act
- Freedom of Information Act
- State Records Act
- Library Records Confidentiality Act
- Bloodborne Pathogen Standard
- Drug-Free Workplace Act

I. Governance

The Henderson County Public District Library is governed by a seven-member Board of Trustees, appointed by the Henderson County Board, created and maintained in compliance with Chapter 75 of the Illinois Compiled Statutes. The Board also does the following:

- Maintains and periodically reviews written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues (at least every three years).
- Holds at least 10 public meetings annually in compliance with the Open Meetings Act
- Ensures meeting minutes are recorded, approved, and publicly available under the State Records Act.
- Has exclusive control of all property owned by the library and of all expenditure of monies collected, donated, or appropriated for the library fund.
- Approves, adopts, and reviews the mission statement, strategic plan, disaster prevention and recovery plan, and policies (at least every three years).
- Every ten years, assess whether the library's physical facilities and services meet the community's needs, and takes corrective action if necessary.
- Completes at least one continuing education activity annually related to library service or governance.
- Conducts an annual performance review of the Library Director.

II. Division of Responsibilities

This policy clarifies the distinct and collaborative roles of the Board and Director, ensuring efficient governance and effective library service to the community. The **Library Director** is appointed by the board and serves as the chief executive officer of HCPLD with administrative authority within the framework of Board-approved policies and budget. The Director is responsible for the **day-to-day administration** and operation of the library.

Board Responsibilities:

- Define the library's mission, long-term goals, and adopt policies
- Adopt the annual budget, levies, and financial planning
- Hire, evaluate, and if necessary, dismiss the Library Director
- Ensure compliance with legal and ethical standards
- Represent the library to the public and advocate for support and funding

Library Director Responsibilities:

- Implement Board policies and directives
- Manage library operations, including personnel, programs, facilities, and collections
- Hire, supervise, and evaluate library staff
- Develop procedures and services to meet community needs
- Prepare reports and recommendations for the Board
- Represent the library within the community and professional organizations

Joint Responsibilities:

- Collaborate on strategic planning, budget development, and goal setting
- Monitor progress toward objectives and adjust as necessary
- Ensure the library complies with applicable laws, policies, and standards

III. Hours of Operation

The library is open for full public service during the following posted hours:

- **Monday – 9:00 AM – 5:00 PM**
- **Tuesday – 9:00 AM – 5:00 PM**
- **Wednesday – 9:00 AM – 5:00 PM**
- **Thursday – 9:00 AM – 7:00 PM**
- **Friday – 9:00 AM – 5:00 PM**
- **Saturday – 8:00 AM – 1:00 PM**
- **Sunday – Closed**

Holiday Closures:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

A **book drop is available 24/7** at the front of the building for returns during closed hours.

IV. Membership and Resource Sharing

The Henderson County Public Library District is a member of the Reaching Across Illinois Library System (RAILS) and the Resource Sharing Alliance (RSA), participating in interlibrary loan, reciprocal borrowing, and resource sharing to meet system standards.

V. Statements

- **Mission Statement:** The mission of Henderson County Public Library District is to encourage lifelong learning and enrichment by meeting the informational, educational, recreational, and cultural needs of our community through the materials, programs, and services we provide.
- **Vision Statement:** Where our rural community can come together to learn, connect, create, and grow.