

# **Operating Procedures Development Policy**

(Est. 9/20/2006; Revised 11/15/2014; Reviewed 2/19/2020)

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## **A. Purpose**

The purpose of the Operating Procedures Development Policy is to facilitate the smooth day-to-day operation of the Library.

## **B. Operating Procedures**

1. Operating procedures are developed by the Director in consultation with the employees during regularly scheduled meetings.
2. Operating procedures must conform to the official policy as established by the Board.
3. Operating procedures must conform to all applicable state and federal laws.
4. Operating procedures shall be available to employees.