



**Dixon Public Library
Trustee Orientation Plan**

**Adopted at the regular board meeting
held on March 14, 2022**

Dixon Public Library Trustee Orientation Plan

A. Welcome

Congratulations on your appointment to the Dixon Public Library board of Trustees. I look forward to working with you.

You will be receiving more information during the orientation meeting, but, before that happens, I want to share some basic information that you will hopefully find helpful.

Board meetings are held on the 2nd Monday of the month at 5:30 PM in the TAD room in the lower floor of the library. On occasion, they may be held in Council Chambers at City Hall. If you have anything that you would like added to the agenda, you should let the Board President know and we will include it on the agenda.

The board packet typically goes out the Thursday before the board meeting. It is emailed out to all trustees and posted on the website. Print copies are also available on request. There are times when information is not included in the board packet online as it pertains to items that will be discussed in a closed session. An item that is emailed with the packet is the minutes from the previous month's meeting. They are then posted on the website after the board has approved them.

If you have any questions or want to discuss anything in the board packet or anything else, please do not hesitate to reach out to me.

B. Orientation will include

1. A meeting with the Director
2. A tour of the facility

C. Documents to be provided to a new trustee

1. By-Laws of Dixon Public Library including Mission Statement.
2. Current Board of Trustees contact list also including the Director's contact details.
3. Calendars
 - a. Board meeting dates
 - b. Holiday schedule
 - c. Annual calendar of actions to be taken at board meetings – see Appendix 1
4. Combined policies document, including organizational structure and Appendices: ALA's Freedom to Read Statement (www.ala.org/advocacy/intfreedom/freedomreadstatement), Library Bill of Rights (www.ala.org/advocacy/intfreedom/librarybill), and Code of Ethics (www.ala.org/tools/ethics), and addressing a patron's request for reconsideration of library materials.
5. Plans
 - a. Strategic Plan – current plan is obsolete, next plan to be started in 2022.
 - b. Facility and Capital Plan – adopted December 13, 2021.
 - c. Technology Plan – adopted July 12, 2021.
 - d. Emergency Plan – in preparation.
 - e. Director Evaluation Plan – adopted October 12, 2020.

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- f. Trustee Orientation Plan – adopted March 14, 2022.
 - g. Succession Plan – in preparation.
6. Employee handbook
 7. Any existing agreements executed by the Board of Trustees
 8. Details of the web address and social media and contact information for the Library
 9. Budget, budget cycle, and way in which the budget is developed, monthly financial reports, levy, and relationship between library and municipality, county, and state library

D. Trustee Resources available on request

1. State Library Per Capita Grant applications.
2. Illinois Public Library Annual Report (IPLAR).
3. Doyle, Robert P. and Robert N. Knight, eds. Trustee Facts File. 4th ed. Chicago: Illinois Library Association, 2012; or current edition.
4. Serving Our Public 4.0: Standards for Illinois Public Libraries.
5. Illinois Library Laws & Rules (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association.
6. Diamond, Stewart H. and W. Britt Isaly. Financial Manual for Illinois Public Libraries. Chicago: Illinois Library Association, 2007.
7. Latest edition of a standard parliamentary procedure manual.
8. Director's reports (past six months)
9. Circulation reports
10. Minutes (past six months)
11. Financial reports (past six months)
12. Any other large-scale projects (master plans, capital improvement plans, etc.)
13. Review of different reserve accounts

E. Other topics to cover

1. Duties and role of the board versus duties and role of the director covered by both statute and board policy.
2. Library structures in your state
 - a. Illinois State library
 - b. Library system – RAILS
 - c. Consortium – Rock River Library Consortium
 - d. Funding
3. Illinois Ethics Act; Freedom of Information Act.
4. Illinois Open Meetings Act; training to be completed within 90 days of taking oath of office.

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Certificate of Completion needs to be submitted to Library Director.

5. List of useful websites
 - a. American Library Association: <https://www.ala.org>
 - b. The Association for Rural and Small Libraries (an affiliate of the ALA): <https://www.arsl.org>
 - c. Illinois State Library: <https://www.ilsos.gov/departments/library/>
 - d. Illinois Library Association: <https://www.ila.org>
 - e. RAILS: <https://www.railslibraries.info>
 - f. Library Learning (L2): <https://librarylearning.org>, provides access to trustee training
 - g. Dixon Public Library: <https://www.dixonpubliclibrary.org> and the library's facebook page: <facebook.com/LibraryDixonIL>
 - h. City of Dixon: <https://www.dixongov.com>
6. Library tour
7. Parliamentary Procedures for Newly Elected Officials training video on YouTube (from Library Attorney firm Ancel Glink) <https://www.youtube.com/watch?v=oLpRnXmIbvY>

F. Library Board Meeting Structure

1. Call to Order by President
2. Agenda
 - a. The agenda is used to guide the meeting structure.
 - b. The agenda is reviewed by the Director and Board President the week preceding the meeting.
 - c. The Board may not take any action on an item not listed on the agenda.
3. Board Packet
4. The packet will include the agenda, correspondence, Director's Report, and any other documents that will be reviewed or taken action upon at the meeting.

G. Open Meetings Act (<https://foiapac.ilag.gov>)

1. All new Trustees must complete online Open Meetings Act training and certification within 90 days of being sworn into their position.
2. All meetings are open to the public, unless the Board is in closed session.
3. Meeting Agendas and Minutes (including archive) are posted on the library's website.
4. Library business should not be discussed nor conducted in violation of the Open Meetings Act
 - a. Avoid "reply all" when responding to official library emails.
 - b. Do not meet in groups of three or more Trustees to discuss library business.
5. Quorum
 - a. The number of members of a body or committee required to take formal action, which is

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always a majority of the entire membership of that body or committee (5 for a 9-member Board)

6. Majority of a Quorum
 - a. The number of members that constitutes a meeting (3 for a 9-member Board)
7. The President serves as spokesperson of the Board.
8. Board decisions versus personal opinions
 - a. Decisions must be made based on the best interest of the library organization and the taxpayers/community members it represents, not personal opinions.
 - b. The result of voting is binding on all Board members.
 - c. It is best not to publicly criticize the Board once a decision is made as a matter of respect and support of the decisions made by the Trustees as a group.

H. Freedom of Information Act (FOIA)

1. FOIA Requests can be made through a FOIA Officer, which is currently the Director and the City's Finance Director. Consultation with legal counsel may be needed.
2. Records relating to the conduct of the business of public libraries are subject to inspection under the Freedom of Information Act [[5 ILCS 140/1 et seq.](#)]. However, "library circulation and other records identifying library users with specific material" are specifically excepted [[5 ILCS 140/7](#)]. This exception is consistent with the Library Records Confidentiality Act [[75 ILCS 70/](#)].

I. Board Roles and Responsibilities

1. Staff
 - The Board has one employee: the Director
 - All other staff report to the management team and ultimately the Director. Staff do not report directly to the Board, nor does the Board have authority to determine their work or responsibilities.
 - Any staff complaints should be redirected to the Director.
2. Policies
 - The General and Personnel Policies govern the operation of the Library and are posted online.
 - All policies are brought to the Board for review and approval.
3. Finances
 - DPL's fiscal year is May 1 to April 30.
 - The Board follows a schedule set forth by dates and requirements provided by the City's Finance Director.
 - The Budget indicates the maximum amount of funds we are able to spend each year in specific fund types.
 - The Levy is the formal request to taxpayers for funding, is submitted by the City of Dixon, and

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is managed by Lee County. The levy is subject to the Property Tax Extension Limitation Law, commonly called the PTELL or tax cap.

- Library finances are audited annually along with those of the City of Dixon.

J. Library Organizations

1. RRLC

DPL is part of a consortium of 4 public libraries, 3 parochial schools, and 5 school districts that share a catalog and other resources. Consortium membership allows greater access to a broader collection of items for our patrons and access to group purchasing (and cost savings) for some shared resources.

2. RAILS (Reaching Across Illinois Library System)

DPL is part of a regional library system that covers the northern half of Illinois (excluding Chicago). The library system facilitates the movement of materials between libraries state-wide and offers access to group purchasing for shared resources. The library system offers many opportunities for networking and continuing education.

3. ILA (Illinois Library Association)

ILA is the state library association. Trustees have the option to enroll as a member of ILA. Trustees are invited to attend one or more of a few ILA events each year:

- ILA Annual Conference - This multi-day conference is held in October and offers a day of trustee-focused learning sessions.
- ILA Trustee Forum Workshop - This Saturday workshop is usually held in March and hosts speakers on a pertinent library-related topics.
- ILA Legislative Breakfast - Held around Presidents Day, this breakfast gives library staff and trustees a chance to hear updates on legislative issues and meet with local legislators to impress upon them the importance of libraries to the community.

4. ALA (American Library Association)

ALA is the national organization that supports all types of libraries. ALA hosts an annual conference in June.

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Appendix 1: Annual calendar of actions to be taken at board meetings

1. January/February - Adopt budget and submit it to the City Finance Director.
2. February – Complete an annual review and update as necessary the Computer and Internet Acceptable Use Policy.
3. March - inform the mayor of intentions of current trustees with terms expiring on June 30.
4. March – Complete a biennial review and update as necessary the youth policy – due March 2024.
5. April/May - appoint a nominating committee for board officers.
6. May/June – nominating committee reports.
7. June - Hold election for board officers for new terms starting July 1.
8. June - decide on non-resident card offering and fee.
9. July - update officer signature cards at banks as necessary.
10. June - submit IPLAR (Director's responsibility, but needs board officer sign off).
11. September/October - set board meeting dates and holiday closings for following year for publication in the newspaper in November.
12. November/December - complete evaluation of Director.