

Topics Recommended for New Trustee Orientation

Mission statement, long-range/strategic plan, technology plan, and all library policies

1. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
2. ALA's Freedom to Read Statement and Library Bill of Rights and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
3. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
4. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
5. Serving Our Public 5.0: Standards for Illinois Public Libraries, State Library Per Capita Grant, Illinois Public Library Annual Report (IPLAR)
6. Current copy of Illinois Library Laws & Rules available from the Illinois Library Association
7. Latest edition of a standard parliamentary procedure manual
8. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
9. Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act
10. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
11. Diamond, Stewart H. and W. Britt Isaly. Financial Manual for Illinois Public Libraries. Chicago: Illinois Library Association, 2007