

# **Dunlap Public Library District General Policy**

Adopted February 2015

Updated 27 March 2023

The policies set by the Board of Trustees, in conjunction with the Dunlap Public Library District Personnel Policies and the Bylaws of the Dunlap Public Library District Board of Trustees, approved by the Board of Trustees of the Dunlap Public Library District, in addition to applicable library law found in the Illinois Compiled Statutes, serve as the governing documents for the operation of the Dunlap Public Library District.

## **Governance**

The Dunlap Public Library District (DPLD) incorporates territory in and around the village of Dunlap, Illinois. The governing body of the Dunlap Public Library District is the Board of Trustees, composed of seven board members elected to six-year terms. The DPLD derives its authority to operate from the Public Library District Act of 1991 (75 ILCS 16) and other provisions found in the Illinois Compiled Statutes (See *Illinois Library Laws & Rules: In Effect October 2012*).

## **Organization**

The Board of Trustees is responsible for levying taxes, approving budgets and appropriations, adopting policies, ordinances, and resolutions, hiring a qualified Library Director, evaluate the director, and if necessary, dismiss the director.

The Library Director is responsible for all day-to-day operations of the library, including but not limited to: hiring, evaluating, and dismissing staff, collection management decisions, library programming, implementing policies, library technology, and library promotion. The Library Director reports to the Board of Trustees.

DPLD Staff is generally composed of a variety of full and part-time positions, some of which may be independent contractors.

All DPLD staff report directly to the Library Director unless otherwise specified *explicitly* by the Library Director.

## **DPLD Memberships**

In order to provide patrons with the greatest possible resources, the Dunlap Public Library District is a full member of the Reaching Across Illinois Library System (RAILS), the Resource Sharing Alliance (RSA NFP), and the Online Computer Library Center (OCLC).

The Dunlap Public Library District is also an institutional member of the Illinois Library Association.

## **Illinois Public Library Core Standards**

The Dunlap Public Library District affirms and adheres to the *Standards for Illinois Public Libraries: Serving Our Public 4.0*. These standards are considered essential to the foundation of

quality library service to Illinois residents by the Illinois Library Association and the Illinois State Library.

### **ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement**

In compliance with Core Standard 5, The Dunlap Public Library District affirms and adheres to the American Library Association's statements regarding the Freedom to Read, the Freedom to View, and the Library Bill of Rights.

### **Distribution of Policies**

Policies adopted by the Board of Trustees will be made available to anyone upon request. When a specific policy is listed as "posted," that does not necessarily mean a physical display of a hard copy. All policies will be available at any time to Dunlap Public Library District employees via electronic access.

### **Former policies covered by ILCS**

Topics covered specifically in the Illinois Compiled Statutes do not typically need a Board-approved policy. These policies are therefore removed from our policy book. Guidance should be sought within the ILCS.

Prohibited Gifts Policy: See State Officials and Employees Ethics Act 5 ILCS 430/Art. 10.

Purchasing Policy: See 75 ILCS 16/30-55.12, 40-45

### **This policy replaces:**

Division of Responsibility

General Policy