

Dunlap Public Library District General Policy

Adopted February 2015
Updated 25 November 2024

I. Introduction

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

II. Governance

The Dunlap Public Library District (DPLD) incorporates territory in and around the village of Dunlap, Illinois. The governing body of the DPLD 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 (ILCS) (See *Illinois Library Laws & Rules: In Effect October 2012*).

III. Organization

- A. The Board of Trustees is responsible for levying taxes, approving budgets and appropriations, adopting policies, ordinances, and resolutions, hiring a qualified Library Director, evaluating the director, and if necessary, dismissing the director.
- B. The Library Director is responsible for all day-to-day operations of the library. These responsibilities include, but are not limited to the following:
 1. Hiring, evaluating, and dismissing staff
 2. Making decisions on the library's collection
 3. Approving and overseeing the library's programs and the development of its technology
 4. Implementing policies approved by the Board of Trustees
 5. Promoting the library to the public.
- C. The Library Director reports to the Board of Trustees.
 1. DPLD staff are generally composed of a variety of full and part-time positions, some of which may be independent contractors.
 2. All DPLD staff report directly to the Library Director unless otherwise specified *explicitly* by the Library Director.

IV. DPLD Memberships

- A. 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), and the Online Computer Library Center (OCLC).
- B. The DPLD is also an institutional member of the Illinois Library Association.

V. Illinois Public Library Core Standards

The DPLD 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.

VI. ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement

The DPLD 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.

VII. 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 are available at any time to DPLD employees and members of the community via electronic access at the library’s website.

VIII. Former policies covered by ILCS

- A. 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.
- B. Prohibited Gifts Policy: See State Officials and Employees Ethics Act 5 ILCS 430/Art. 10.
- C. Purchasing Policy: See 75 ILCS 16/30-55.12, 40-45

IX. Statements

- A. Mission Statement: We strive to develop a community hub for free expression of ideas, and connection to learning and entertainment.
- B. Vision Statement: Connecting people to a lifetime of learning and discovering.

X. This policy replaces:

- A. Division of Responsibility
- B. General Policy