

**The Urbana Free Library  
Board of Trustees Orientation Checklist**

- ☐ Initial contact with new trustee by Board President to schedule orientation session.
- ☐ Tour of the building and grounds with Executive Director, with an overview of collections, services, and general policies. Introduction to available staff members.
- ☐ Formal orientation meeting with the Executive Director and Board President, with an introduction to the business of the Board, relationship to the City, recent decisions and accomplishments, and a review of the orientation materials.
- ☐ Orientation materials list:
  - o Brief synopsis of the history of The Urbana Free Library
  - o Bylaws of the Board of Trustees
  - o Calendar of Board meetings and library holidays
  - o Minutes from recent Board meetings
  - o List of current trustee members including addresses, phone numbers, and email addresses; terms of office; and officer and committee assignments
  - o List of administrative staff and contact information
  - o Organizational chart for the library
  - o Library mission statement
  - o Library planning documents, including Long-Range Plan, Technology Plan, Disaster Plan, and Five-Year Financial Plan
  - o Budget for current and prior fiscal year
  - o Library policy manual
  - o Most recent IPLAR and annual statistics
  - o Most recent monthly reports, including financial and statistical reports
- ☐ Trustee resources available via the Internet:
  - o Illinois Library Association *Trustee Facts File*  
[http://www.ila.org/trustees/trustee\\_facts.pdf](http://www.ila.org/trustees/trustee_facts.pdf)
  - o *Illinois Library Laws & Regulations* (Chapter 75 of Illinois Compiled Statutes)  
<http://www.ilga.gov/legislation/ilcs/ilcs.asp>
  - o *Serving Our Public: Standard for Illinois Public Libraries*  
[http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/read\\_yref/serving/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/serving/index.htm)
  - o American Library Association  
<http://www.ala.org/>
  - o Illinois Library Association  
<http://www.ila.org/>
  - o Public Library Association  
<http://www.pla.org>
  - o Illinois State Library  
<http://www.cyberdriveillinois.com/departments/library/>
  - o Lincoln Trail Libraries System  
<http://www.ltls.org/>