

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:
 - Brief synopsis of the history of The Urbana Free Library
 - Bylaws of the Board of Trustees
 - Calendar of Board meetings and library holidays
 - Minutes from recent Board meetings
 - List of current trustee members including addresses, phone numbers, and email addresses; terms of office; and officer and committee assignments
 - List of administrative staff and contact information
 - Organizational chart for the library
 - Library mission statement
 - Library planning documents, including Long-Range Plan, Technology Plan, Disaster Plan, and Five-Year Financial Plan
 - Budget for current and prior fiscal year
 - Library policy manual
 - Most recent IPLAR and annual statistics
 - Most recent monthly reports, including financial and statistical reports
- Trustee resources available via the Internet:
 - Illinois Library Association *Trustee Facts File*
http://www.ila.org/trustees/trustee_facts.pdf
 - *Illinois Library Laws & Regulations* (Chapter 75 of Illinois Compiled Statutes)
<http://www.ilga.gov/legislation/ilcs/ilcs.asp>
 - *Serving Our Public: Standard for Illinois Public Libraries*
http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/serving/index.htm
 - American Library Association
<http://www.ala.org/>
 - Illinois Library Association
<http://www.ila.org/>
 - Public Library Association
<http://www.pla.org>
 - Illinois State Library
<http://www.cyberdriveillinois.com/departments/library/>
 - Lincoln Trail Libraries System
<http://www.ltls.org/>