

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Legal Advice and Assistance  
**POLICY NUMBER:** 7006

**7006.1** The Library Commission recognizes the complex legal environment in which special independent Library Districts operate, and desires reliable, dependable legal advice. The Library Commission also supports collaborative legal efforts with other agencies and bodies in order to promote the Library District's interests. The Library Commission may use the county counsel or private attorneys to meet the needs of the Library District.

**7006.2** The District's legal counsel may:

1. Render legal advice to the Library Commission, the Governing Library Commission of Library Trustees and the District Librarian;
2. Serve the Library Commission and the District Librarian in the preparation and conduct of Library District litigation and administrative proceedings;
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures;
4. Perform other administrative duties as assigned by the Library Commission and District Librarian.

**7006.3** The District Librarian may confer with the Library District's legal counsel at his/her discretion. When so directed by a majority of the Library Commission, the District Librarian shall also confer with legal counsel and provide the Library Commission with desired legal information. In addition, a majority of the Library Commission also may authorize a specific member to confer with legal counsel on behalf of the Library Commission.

Adopted 05/15/2006  
Revised 06/19/2006