

Sec. 18385. Notification of establishment.

At the first meeting of the board of trustees of any library district formed under this chapter it shall immediately cause to be made out and filed with the State Librarian a certificate showing that the library has been established, with the date thereof, the names of the trustees, and the officers of the board chosen for the current fiscal year.

ARTICLE 7. POWERS OF BOARDS OF TRUSTEES

Sec. 18400. Rules and regulations.

The board of library trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library under its management, and all property belonging to the library.

Sec. 18401. Administration of trusts and gifts, and disposal of property.

The board of library trustees shall administer any trust declared or created for the library and receive by gift, devise, or bequest, and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Sec. 18402. Officers and employees.

The board of library trustees shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library, determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices and positions at the pleasure of the boards.

Sec. 18403. Purchase of books and other personal property.

The board of library trustees shall purchase necessary books, journals, publications, and other personal property.

Sec. 18404. Purchase of real property and provision of facilities.

The board of library trustees shall purchase such real property, and erect or rent and equip such buildings or rooms, as in its judgment are necessary to properly carry out the provisions of this chapter.

Sec. 18405. State publications.

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

Sec. 18406. Interlibrary and non-resident loans.

The board of library trustees shall borrow books from, lend books to, and exchange books with other libraries, and shall allow nonresidents to borrow books upon such conditions as it may prescribe.

Sec. 18407. Additional powers of board.

The board of library trustees shall do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

Sec. 18408. Annual report.

The board of library trustees shall file through the librarian on or before the last day in August of each year, a report with the State Librarian at Sacramento, giving the condition of its library and the number of volumes contained therein on the 30th day of June preceding. The report shall, in addition to other matters deemed expedient by the board of trustees or the district librarian, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several district librarians instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

Sec. 18409. Designation of hours.

The board of library trustees shall designate the hours during which the library will be open for the use of the public.

Sec. 18410. Standard for hours.

All public libraries established under this chapter shall be open for the use of the public at all reasonable times.

Sec. 18411. Contracts with other libraries.

Boards of library trustees and the boards of trustees of neighboring library districts, or the legislative bodies of neighboring municipalities, or boards of supervisors of the counties in which public libraries are situated, may contract to lend the books of the libraries to residents of the counties, neighboring municipalities, or library districts, upon a reasonable compensation to be paid by the counties, neighboring municipalities, or library districts.

ARTICLE 8. LIBRARY COMMISSION

Sec. 18440. Appointments.

A board of library trustees may appoint, by resolution or other order entered in the minutes of the board of library trustees, a library commission consisting of five members to manage and operate the library or libraries of the district. Before any board of library trustees appoints a library commission as provided herein, the board of library trustees shall hold at least one public hearing on the matter of the creation of a library commission; notice of such hearing shall be given by publication pursuant to Section 6066 of the Government Code, in a newspaper designated by the board of library trustees and circulated throughout the district, and by posting of the notice in three public places in the district at least 15 days prior to the date of the public hearing.

Sec. 18441. Terms of members.

The members of the library commission shall hold office for three years from the first day of July next succeeding their appointment and until their successors are appointed and qualified, and shall serve without compensation.

Sec. 18442. Terms of initial commission members.

The members of the first commission appointed shall be so classified by the board of library trustees at the time of their appointment that the term of office of one of the members shall expire on the first day of July

one year after the first day of July next succeeding his appointment, two at the end of one additional year thereafter, and two at the end of two additional years thereafter.

Sec. 18443. Vacancies.

Vacancies shall be filled by the board of library trustees by appointment for the unexpired term.

Sec. 18444. Officers and meetings.

Within 30 days after their first appointment, and whenever vacancies in any office may occur and are filled, the commission shall meet and organize as a commission, electing a president and a secretary from their number, after which they may transact business. The commission shall meet at least once a month at such time and place as they may fix by resolution. Regular and special meetings shall be called and conducted as prescribed in Chapter 9 (commencing with Section 54950), Part 1, Division 2, Title 5 of the Government Code.

Sec. 18445. Quorum.

A majority of the commission shall constitute a quorum for the transaction of business.

Sec. 18446. Valid actions.

The commission shall act only by resolution or motion. A majority vote of the members of the commission is required on each action taken, and the vote thereon shall be recorded.

Sec. 18447. Minutes.

The commission shall cause a proper record of its proceedings to be kept and maintained.

Sec. 18448. Personal expenses.

Members of the commission may be allowed actual necessary traveling and incidental expenses incurred in the performance of official business of the district as approved by the commission.

Sec. 18449. Powers and duties.

The commission shall do and perform any and all powers and duties authorized or required of the board of library trustees in Article 7 (commencing with Section 18400) of this chapter with the exception of Section 18411, provided that the consent of the board of library trustees shall be necessary before the commission may dispose of property pursuant to Section 18401 and before the purchase, erection, rental, and equipment of buildings or rooms pursuant to Section 18404.

Sec. 18450. Authority to approve expenditures.

Upon the receipt by the county auditor of an order of the library commission of the district, he shall issue his warrant upon the county treasurer for the amount stated in the order if sufficient funds be on deposit in the account of the district with the county treasurer.

Sec. 18451. Annual budget.

Annually, and on or before the first day of June of each and every year, the commission shall submit or cause to be submitted to the board of library trustees its proposed budget for the operating and maintaining of the library or libraries of the district for the ensuing fiscal year. The proposed budget shall include an estimate of the cost of any or all of the following:

- (a) Leasing of temporary quarters;
- (b) Purchasing of suitable real property;

- (c) Procuring plans and specifications, and erecting a suitable building or buildings;
- (d) Furnishing and equipping the library building, and fencing and ornamenting the grounds for the accommodation of the public library.

Sec. 18452. Dissolution of commission.

The board of library trustees may dissolve the library commission created under the provisions of this article effective as of the 30th day of June next succeeding. Before taking action to dissolve a library commission, the board of library trustees shall hold at least one public hearing on the matter; notice of such hearing shall be given by publication pursuant to Section 6066 of the Government Code, in a newspaper designated by the board of library trustees and circulated throughout the district, and by posting of the notice in three public places in the district at least 15 days prior to the date of the public hearing.

ARTICLE 9. ESTIMATES OF FUNDS NEEDED

Sec. 18480. Annual estimate of costs.

In any library district formed under this chapter which maintains a public library, or which has petitioned for and has been granted permission to establish, and intends to maintain, a public library in accordance with this chapter, the board of library trustees shall furnish to the board of supervisors of the county in which the library district is situated, each and every year, on or before the first day of September, an estimate of the cost of any or all of the following:

- (a) Leasing temporary quarters.
- (b) Purchasing a suitable lot.
- (c) Procuring plans and specifications and erecting a suitable building.
- (d) Furnishing and equipping the building, and fencing and ornamenting the grounds for the accommodation of the public library.
- (e) Conducting and maintaining the library for the ensuing fiscal year.

ARTICLE 10. TAX LEVY

Sec. 18493. Disposal of taxes and gifts.

The revenue derived from the tax, together with all money acquired by gift, devise, bequest, or otherwise for the purposes of the library, shall be paid into the county treasury to the credit of the library fund of the district in which the tax was collected, subject only to the order of the library trustees of the district.

Sec. 18494. Gifts and bequests that may not be paid into library fund.

If the payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Code of Conduct for Governing Board
of Library Trustees

POLICY NUMBER: 8010

8010.1 The Governing Board of Library Trustees is committed to providing excellence in legislative leadership which results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Governing Board of Library Trustees, the following rules will be observed.

8010.1.1 The dignity, style, values and opinions of each Trustee will be respected.

8010.1.2 Responsiveness and attentive listening in communication is encouraged.

8010.1.3 The needs of the Library District's constituents should be the priority of the Governing Board of Library Trustees.

8010.1.4 The primary responsibility of the Governing Board of Library Trustees is the provision of free library service to the residents of the Library District. Inasmuch as the Governing Board of Library Trustees has established a Library Commission, the formulation and evaluation of policy is given to that Commission. Routine matters concerning the operational aspects of the Library District are to be delegated to the District Librarian.

8010.1.6 Governing Board of Library Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.

8010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Governing Board of Library Trustees takes action, each Trustee should commit to supporting said action, and not act to create barriers to the implementation of said action.

8010.1.8 Governing Board of Library Trustees should observe the following procedures:

8010.1.8.1 In seeking clarification on informational items, a Governing Board of Library Trustees may directly approach the Library Commission President or the District Librarian to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

8010.1.8.2 In handling complaints from residents and property owners in the Library District, said complaints should be referred directly to the District Librarian.

8010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Librarian or the Library Safety Officer. Emergency situations should be dealt with immediately by seeking appropriate assistance.

8010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Commission President and the District Librarian.

8010.1.9 When approached by Library District personnel concerning specific Library District policy, a Governing Board of Library Trustees should direct inquiries to the District Librarian.

8010.2 The work of the Library District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the Library District.

8010.2.1 When responding to constituent requests and concerns, Governing Board of Library Trustees should be courteous, responding to individuals in a positive manner and routing their questions to the Library Commission and the District Librarian.

8010.2.2 Governing Board of Library Trustees should develop a working relationship with the Library Commission and the District Librarian wherein current issues, concerns and Library District projects can be discussed comfortably and openly.

8010.2.3 Governing Board of Library Trustees should function as a part of the whole. Issues should be brought to the attention of the Governing Board of Library Trustees as a whole, rather than to individual members selectively.

8010.2.4 While pursuing the Library District's mission, Governing Board of Library Trustees are responsible for monitoring the Library District's progress in attaining its goals and objectives.

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Powers and Duties of the Governing Board
of Library Trustees**

POLICY NUMBER: 8005

8005.1 The powers and duties of the Governing Board of Library Trustees, as established by the provisions of Education Code section 18400 and as limited by the establishment of the Library Commission as permitted for in Section 18440 of the Education Code, encompass the following:

8005.1.1 Select and appoint individuals to the office of Library Commissioner as provided in policy 7020.

8005.1.2 Act upon any request by the Library Commission to remove an individual from the office of Library Commissioner as provided in policy 7020.

8005.1.1 Consent to the disposal of property as provided for in Section 18401 of the Education Code.

8005.1.2 Consent to the purchase, erection, rental and equipment of buildings or rooms pursuant to Section 18404 of the Education Code.

8005.1.3 Review and approve the proposed budget presented by recommendation from the Library Commission.

8005.2 If, as permitted in Section 18452 of the Education Code, the Governing Board of Library Trustees shall act to dissolve the Library Commission, all powers and duties previously exercised by the Library Commission as provided in Section 18449 of the Education Code shall revert to the Governing Board of Library Trustees.

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Library Commission Appointments, Vacancies & Removal of Commissioners

POLICY NUMBER: 7020

7020.1 Any member of the public who lives within the geographic boundaries of the Library District is eligible to apply for appointment to the Library Commission.

7020.1.1 A Library District employee or contractor is ineligible for appointment.

7020.1.1.1 A former Library District employee or contractor who is now separated from service or who has retired or who is no longer under contract will be eligible for appointment after a waiting period of four (4) years.

7020.1.2 Anyone who has been convicted of a felony is ineligible for appointment.

7020.2 Library Commissioners shall be appointed for staggered three (3) year terms that begin on July 1. An individual shall serve no more than three (3) consecutive three (3) year terms.

7020.2.1 Members of the Library Commission serve without compensation.

7020.2.1 An individual whose term has expired shall serve until the Governing Board of Library Trustees has appointed a replacement.

7020.3 When the three-year term of any Library Commissioner is within three (3) months of its expiration date, the District Librarian will inform the Governing Board of Library Trustees and thereby initiate the official period of announcement, acceptance of applications, interviews and selection.

7020.3.1 The Governing Board of Library Trustees will designate two (2) Trustees to serve with the District Librarian as an interview committee which shall bring recommendations to the Governing Board of Library Trustees for formal consideration and appointment.

7020.3.2 The District Librarian will act to insure full and wide-scale public announcement, to provide applications and accept completed applications, to convene the interview committee, and to prepare the recommendations for the Governing Board of Library Trustees agenda.

7020.3.2.1 The period during which applications will be accepted shall be no less than three (3) weeks and no more than six (6) weeks.

7020.4 In the event that a vacancy occurs during the three (3) year term, the Governing Board of Library Trustees will act to fill the vacancy, either by direct appointment or through the regular process established in section 7020.5 above.

7020.4.1 An individual selected to fill a vacancy is appointed to fill the remainder of the term in question, and said appointment does not count towards the three (3) term limit.

7020.5 The Library Commission shall declare a position vacant when any of the following circumstances occur:

7020.5.1 A member changes his or her residence to a location outside of the geographic boundaries of the Library District;

7020.5.2 A member has accumulated three (3) unexcused absences in a year, or, missed a total of five (5) meetings under any circumstances in a year, or, missed three (3) consecutive meetings.

7020.6 The Library Commission shall by majority vote recommend to the Governing Board of Library Trustees that a Library Commissioner be removed under the following circumstances:

7020.6.1 Failure to maintain the confidentiality of business conducted in a legally closed session, except as permitted by law;

7020.6.2 Failure to maintain the confidentiality of Library documents subject to confidential treatment, except as permitted by law;

7020.6.3 Failure to disqualify himself/herself immediately whenever a conflict of interest occurs;

7020.6.4 Failure to avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the Library District;

7020.6.5 Failure to follow Library District policies;

7020.6.6 Seeking to interfere in the day-to-day operation of the Library by giving direct orders to the District Librarian or staff, or asking staff to ignore or circumvent Library policy;

7020.6.7 Irresponsible or unethical conduct, including but not limited to, fraud in securing appointment; drunkenness or being under the influence of a controlled substance while on duty; conviction for a felony; misuse of Library District

property including financial resources; unlawful discrimination including harassment on the basis of race, religion, color, national origin, ancestry, disability, sexual orientation, sex, or age against any person while acting in the capacity of a Library Commissioner.

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