

Henderson County Public Library District

ADMINISTRATIVE SUCCESSION PLAN

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director of the library will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or sabbatical.

In the event of an unplanned absence of the Library Director, the Assistant Director is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time this plan was approved, the position of Acting Library Director would be:

1. Assistant Director

Should the standing appointee to the position of Acting Library Director be unable to serve, the first and second back-up appointed for the position of Acting Library Director will be:

2. Circulation Clerk
3. Accounting Clerk

If this Acting Library Administrator is new to their position and inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting Director position. The Board may also consider the option of splitting the executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position.

- **A bi-weekly payroll bonus during the Acting Library Director period; or**
- **No additional compensation**

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communication Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters of the Henderson County Public Library District. This may include, but not be limited to, the:

- 1 RAILS Library System of Central Illinois Executive Director
- 2 RSA/NFP Library System Consortium Executive Director

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to full-time commitment.

Succession Plan in the Event of a Temporary Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three (3) months; The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the directorship position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three (3) months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced Library Director in the position.

Determination of if an Interim Library Director is Needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- 1 Time of year
- 2 Required fiscal responsibilities
- 3 Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- 1 Significant experience as the Library Director of a public library district or long-term experience at Henderson County Public Library District.
- 2 Ideally, prior experience as an Interim Library Director
- 3 Flexible schedule to allow for on-site presence of a Library Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed: a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director. * Note – there are several current staff at Henderson County Public Library who would qualify for an Interim Library Director position.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to full-time commitment.

The Board should pay close attention to our Personnel Policy/Leave Policy when making determinations about the allowable absence of the Library Director. Question related to leaves of absence may be directed to RAILS (a subscription to HR Source with RAILS) or the library's attorney.

Succession Plan in the Event of a Permanent Change in Library Administration

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

- The Board will appoint a Search Committee within thirty (30) days to plan and carry out a transition to a new permanent Library Director. The Search Committee will determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the library Board of Trustees and signed by the Board President, Board Secretary, and Library Director upon its approval.

This plan should be revised on an as-needed basis, or every three (3) years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept locked in the Library Director's office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept by the Library Director's desktop computer in a succession plan folder and on a flashdrive kept in the fireproof file cabinet.

Signatures of Approval for Henderson County Public Library District

Board President _____

Date: _____

Board Secretary _____

Date: _____

Library Director _____

Date: _____

Contact Information Inventory List for Henderson County Public Library District

Information and a contact inventory of critical vendors and consultants is maintained in the Master Succession Plan Document. This list needs to be updated on at least an annual basis. The Master Succession Plan should be reviewed annually for any changes.

Fiscal Authority

Those authorized to make transfers and who are authorized check-signers:

- Board President
- Board Treasurer
- Board Secretary
- Library Director – transfers only
- Accounting Clerk – transfers only

Annual Milestones and Critical Deadlines for the Library:

- **January:** The tax-exempt property documents must be filed with the County Assessor's Office (this office mails to the library) by January 31. Annual Library Certification Process and Questionnaire Document must be undertaken and filed with the RAILS Library System through the RAILS Website. Work must also begin on the annual Per Capita Grant application. Statement of Economic Interest must be updated in January by each board member (the County Clerk mails to the board secretary and in turn gives to the Library Director to take to February board meeting). Compile list of board members names, address, email address, position and term expiration date and mail to county clerk. Begin plans for summer reading and fancy nancy tea party, set dates. OMA and FOIA designee training complete each year. Director and Accounting Clerk work on W2s and give to each employee.
- **February:** Complete work on the Annual Library Certification and the Per Capita Grant and submit when completed. Review the Administrative Succession Plan with the board, and the director to review the vendors and services list.
- **March:** Work on researching costs and projects for next year's budget begins in March and April.
- **April:** Work continues on planning and writing next year's fiscal budget. April 30 is the last day for to file a copy of the Annual Audit with the County Clerk. The library's auditors file this report. FOIA policy review. Board positions expire in April any given year and the board can change positions with a vote. Send any changes to the county clerk to be filed with the county board.
- **May:** Finalize fiscal budget and send to Phil Lenzini (Library's Attorney, director sends in May or June once fiscal year ends) in preparation for Annual Budget & Appropriations Hearing. Schedule of regular Library Board of Trustees' meeting dates and times. Publish approved Board Meeting Dates Ordinance on the website and post on the bulletin board in the entryway. Complete Staff Evaluations. Send out Director Evaluation forms to the Board. Next year's working budget to the board to finalize, voting on the budget at the June board meeting. Staff raises are recommended at the May board meeting voting on approval at the June board meeting. Summer Reading begins as an eight week reading program.

- **June:** The Board needs to approve participating in the Illinois Library Systems' Non-Resident Card Program and post the Ordinance on the bulletin board and the fee on the RAILS Website. Director Evaluation during June Board Meeting. Run fiscal year end reports and have ready for auditors Cavanaugh, Davies, Blackman & Cramblet, Monmouth, IL for Annual Financial Audit. Set up the new budget in quickbooks for the following fiscal year. Send fiscal year end reports to attorney, Phil Lenzini (see list in the attorney binder).
- **July:** Summer Reading end. Beginning of new Fiscal Year. IPLAR Minutes audit with two board members to read the minutes. Begin work on the IPLAR (Illinois Public Library Annual Report). Publish the notice of the meeting of the Budget & Appropriation Ordinance Hearing in The Quill Newspaper.
- **August:** Annual Budget & Appropriations Hearing, no formal action can be taken at the hearing. Approve Levy Ordinance, Secretary's Certificate of Levy, the Presiding Officer's Certificate of Levy and submit to Peoria County Clerk and Illinois State Library. Submit a certified copy of the Budget to Peoria County Clerk and Illinois State Library. Finish and submit IPLAR.
- **September:** Special meeting to adopt the Annual Budget & Appropriations Ordinance along with the Secretary's Certificate. Once the board adopts the Budget & Appropriations Ordinance it must be published in one newspaper The Quill. File the Annual Budget & Appropriations Ordinance with the Henderson County Clerk. Hand deliver and take a copy for the clerk to stamp received and dated. Place the copy in this fiscal year's audit folder. Approve Levy Ordinance, Secretary's Certificate of Levy, the Presiding Officer's Certificate of Compliance with Truth in Taxation of Levy and submit to Henderson County Clerk. Hand deliver and take a copy for the clerk to stamp received and date. Place the copy in this fiscal year's audit folder. Work must begin on the Illinet Inter-Library Loan Statistical Survey to be completed after the fiscal year. Review Per Capita board requirement.
- **October:** Finalize plans for Gingerbread Houses and Santa. Order supplies. Review Per Capita board requirements.
- **November:** Holiday/Closings dates. Prepare for Gingerbread Houses and Santa plans. Review policies.
- **December:** Annual Gingerbread House Decorating Days held three days the first weekend in December. Breakfast with Santa the second Saturday in December. Review Per Capita. Review Closed Minutes. Review/Approve Annual Financial Audit Report and the library auditors will file this report.

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