



DIRECTOR SUCCESSION PLAN

Purpose

This plan is intended to establish procedures and contingencies due to the non vacation or personal time absence or departure, either planned or unplanned, of the Director and to facilitate the transition to both interim and long-term leadership.

Temporary, Planned Absence – Short Term

A temporary absence is one of three months or less, unless otherwise authorized, in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. The Director will be responsible for organization and assigning the following prior to going on leave:

- Distribution of duties
- Strategic plan objectives
- Administration responsibilities
- Accounting and payroll approval responsibilities
- Temporary assignment of Acting Director(s) current managerial duties

Temporary, Unplanned Absence – Short Term

A temp Director will return to their position once the events precipitating the absence are resolved. If the temporary absence of the Director is unplanned, the Library Board of Trustees, with assistance from the Management Team, will implement the terms of this succession plan.

In the event of an unplanned absence of the Director, the Director or Assistant Director is to immediately inform the Board President (or another member of the Board of Trustees) of the absence. The President should convene a meeting with the assistant director and one additional board member to make modifications as the Committee deems appropriate. An emergency meeting can be called with the full board provided there has been notice posted for the required 48 hours.

At the time this plan was approved, in the event of a planned or unplanned temporary absence, the position of Acting Director would be:

- Ashley Meyer, Assistant Director

Should the assistant director be unable to serve, the back-up appointee will be:

- Crystal McRell, Youth Services librarian

Authority and Compensation of the Acting Director(s)

The person(s) acting as Acting Director shall have full authority for decision-making and independent action as the regular Director.

The Acting Director(s) may be offered:

A bonus of \$25.00 per day during the Acting Director period

Board Oversight

The Library Board of Trustees President is responsible for monitoring the work of the Acting Director(s).

Communications Plan

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

As soon as possible after the Acting Director(s) begin(s) covering the unplanned absence, the Board President and the Acting Director(s) shall communicate the temporary leadership structure to the following key external supports of the Library, including but not limited to: attorney, accountant, auditor, bank, insurance provider, CCS, RAILS.

Completion of Temporary Absence: Short-Term

The decision about when the absent Director returns to lead the Library should be determined by the Director and the Board. They will decide upon a mutually agreed upon schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the Director to work their way back to a full-time commitment.

Temporary Absence – Long Term

A long-term planned or unplanned absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting Director, to temporarily fill the position left vacant by the Acting Director or hire an interim library director and/or a consultant to assist the Acting Co-Director(s). This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Director(s) to carry out the duties of both positions, and, depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

If a planned short-term leave turns into a long-term leave, the Board will discuss the need for an Interim Director, consultant, or temporary management position as soon as they are made aware that the amount of leave needed has changed.

Determination if an Interim Director is Needed

The criteria that the Board and Acting Director(s) should consider when determining whether to hire an Interim Director (or consultant to the Acting Director(s)) are as follows:

1. Time of year – are major deadlines pending?
2. Required fiscal responsibilities – consider the status of budget preparation and/or audit
3. Special projects currently in progress or upcoming

The Board should consider the following when evaluating a potential Interim Director:

- Experience as the director of an Illinois library (village or district)
- Schedule flexibility to allow for an on-site presence and to attend meetings of the Library Board of Trustees
- Previous interim director experience

Completion of Temporary Absence – Long Term

The decision about when the absent Director will return to lead the Library will be determined by the

Director and the Board. They will decide upon a mutually agreed schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the Director to work back up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Director

A permanent change is one in which it is firmly determined that the 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 30 days to plan and carry out a transition to a new Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board’s capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Director if one is not already in place.

Document Information

Supporting documentation including, but not limited to, organization and financial information, Director job description, and organizational charts are on the website toulonpld.org under board of trustees policies.

The Emergency Succession Plan and the supporting documents will be revised as needed.

If you are feeling overwhelmed, reach out to Beth Dutlinger (Princeville Public) or the RAILS helpdesk. RAILS has a group that will work with libraries who have a sudden departure of the director.

Signatures of Approval

Board President: _____ Date: _____

Director: _____ Date: _____

Acting Director: _____ Date: _____

Alternate Acting Director: _____ Date: _____

LIBRARY BOARD OF TRUSTEES INFORMATION

The Library Board of Trustees meets on the 2nd Monday of each month. Board packets must be prepared for pick up at the Library, delivery to trustee homes, or sent electronically by end of day on the T before the meeting.

Cheryl Hurst 7392 Wallace Hwy, Toulon Illinois 61483 cherylhurst79@gmail.com; 309-286-7129	President	2029
Roberta Cinnamon 809 E. Thorne Ave, Toulon Illinois 61483 r.cinnamon@hotmail.com: 309-286-4031	Secretary	2027
Janet Curry 7511 Wallace Highway, Toulon Illinois 61483 acurry1246@gmail.com; 309-286-7117	Treasurer	2029
Wendy Wagner 110 W. Prairie St, Toulon Illinois 61483 wwagner610@yahoo.com; 309-286-3004	Vice President	2027
Mary Zehr 613.5 E. Jefferson St, Touon Illinois 61483 7 th .zehr@gmail.com; 309-253-0419	Trustee	2027
Rob Finney 219 Oak Ridge Rd, Toulon Illinois 61483 Robfinn51@yahoo.com; 309-286-3211	Trustee	2029
Karen Seckman 426 E. Jefferson St, Toulon Illinois 61483 kareenseckman@gmail.com; 309-854-3365	Trustee	2027

MINUTES and OTHER BOARD RELATED DOCUMENTS

Minutes of the Board of Trustee meetings are available online from 2015 to the present. Minutes from meetings prior to that date are available in paper form in the Administration and Director offices.

Links to the Bylaws, and all plans and procedures are available on the Library website Board of Trustees page. Additional support documents are located within the director.toulonpld@gmail.com Google Drive.

FOIA & FINANCIAL TRANSPARENCY RECORDS

Financial and other related documents such as approved budgets, copies of the annual audits, Decennial Committees on Local Government Efficiency Act Final Report, and a link to the information related to Illinois Public Act 97-0609 that requires posting of total compensation for employees having a total compensation package that exceeds \$75,000 are available on the Library website FOIA & board of trustees pages.

The Director serves as the Library's Freedom of Information Officer. A link to the FOIA Request Form and other information on FOIA requests can be found on the Library website FOIA & Transparency page. FOIA requests made using the online FOIA Request Form are sent directly to the Director email account.

FINANCIAL INFORMATION

FEIN (36-3773514):

TAX EXEMPT CERTIFICATE

Available in the cashbox and director.toulonpld@gmail.com email address/.

FINANCIAL STATEMENTS

Monthly financial statements including bank account balances, check register, and income statement are reconciled and prepared by the Library accountant, Tammy Brody from Compton's Accounting Altona. These statements are included in the Board packets and reviewed and approved at the Board meetings.

FISCAL AUTHORITY

Board of Trustee Officers (President, Secretary, Treasurer) and the Director are authorized to sign checks and make transfers. In the absence of the Director, the assistant director does have access to a signature stamp. Approval to use the stamp must be given by the Director or one of the Board officers.

LEGAL

Phil Lenzini is the library lawyer. He can be reached at plenzini@heyloyster.com. He is with the firm Heyl and Royster in Peoria.

INVOICE PROCESSING

Invoices and checks are processed weekly by the Business Manager and reviewed and signed by the Director and the Board Treasurer.

AUDITS

Managed primarily by the Business Manager. Previous years' audits are available on the Library website. Those prior to 2020 are located in the local history section and are also available to the public

Accountant

Tammy Brody
(844) 484-8881
<https://comptonaccounting.liscio.me/authenticate/og>

Auditor

Simic Irwin & Associates
222 North Main St PO Box 249 Kewanee IL
309-852-5515
dawn@SimicirwinCPA.com

BANKING

The library has a safe deposit box at the State Bank of Toulon. It holds nothing of any use.

State Bank of Toulon – All finances are here. Jodi Dienst is our usual representative.

CONTRACTS

Nick Phillips does our mowing. Mitch Hulsey does our snow removal. Pat Fickling does our landscaping. Toni Nowlan is our safety and sanitation janitor.

HUMAN RESOURCES INFORMATION

PERSONNEL RECORDS

Employee records, personnel information, I-9s, and other related documents are housed in the Director's office and maintained by the director.

PAYROLL

The Library's payroll provider is Compton's Accounting.

CONTACT: Tammy Brody
(844) 484-8881
<https://comptonaccounting.liscio.me/authenticate/login>

IMRF**Authorized Agent:**

Michael Baumann, Director

Tammy Brody is responsible for the monthly IMRF wage reports and for paying our bill.

FACILITIES**INSURANCE**

Policy binder is located in the director's Office and or directors file behind the circulation desk. Policies are also available in the Director's electronic Google Drive.

AGENT:

Ben Leezer
Leezer Agency

Adopted 12/8/2025