

## **Policies Committee Meeting**

Sunday, November 17, 2024 1:00 PM

Addison Public Library - Large Meeting Room 1st floor, 4 Friendship Plaza,  
Addison, IL 60101

### **1. Call To Order**

1.A. Roll Call/Establishment of Quorum

### **2. Approval of Agenda**

### **3. Public Comment**

### **4. Review of Board Bylaws**

### **5. Review of Board Policies**

### **6. Additional Discussion**

### **7. Adjournment**

## **Bylaws of Addison Public Library**

### **Article I - Establishment**

The Addison Public Library is established and conducted as a village library in accordance with the Local Library Act, which is codified in 75 ILCS, and the Open Meetings Act. The Library is established for the use and benefit of its eligible users, exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. The Library is financed primarily by property taxes levied by the Village of Addison and collected by DuPage County on taxable property within the Village, pursuant to statutes. Unless indicated to the contrary, where reference is made to state statutes, these bylaws merely repeat the requirements of the statute for reference, and it is the intent of this Board that any future amendments to state statutes are incorporated herein by present reference to such statutes. All statutory references are to 75 ILCS unless indicated to the contrary.

### **Article II - Board of Trustees**

#### **Section 1: Definition of the Board**

The Board of Trustees is comprised of seven qualified individuals residing within the Village limits of Addison.

#### **Section 2: Qualifications to Be a Trustee**

An individual must be at least 18 years of age, a United States citizen, a registered voter, and a resident of Addison for one year.

#### **Section 3: Candidacy for Elections**

Once qualifications are established, residents may become candidates for open positions by petition, signed by the minimum number of legal voters prescribed by law (to conform to state statutes) residing in the Village and filed with the Village Clerk within the time prescribed by the general election law.

#### **Section 4: Elections**

As provided by statute, elections of Trustees shall take place in accordance with the general election law.

#### **Section 5: Oath of Office**

The Trustees shall take their oath of office as prescribed in Illinois law.

**Section 6: Term of Office**

The regular term of office of a Trustee shall be six years.

**Section 7: Vacancies**

Vacancies shall be declared in the office of Trustee by the Board in conformance with 75 ILCS 5/4-4. Appointments shall be decided by a majority vote of the Board. These appointments shall be effective until the end of the term or such earlier date at which an election to fill the unexpired term would be required under the Consolidated Election Laws of the State of Illinois.

The Board may request the resignation of any member who fails to attend three consecutive meetings or is absent six times in a calendar year. Vacancies shall be declared in the office of Trustee by the Board when the elected or appointed Trustee declines or is unable to serve, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a Trustee by the Local Library Act, or becomes a nonresident of the Village of Addison, or who fails to pay the library taxes levied by the corporate authorities.

**Section 8: Compensation and Expenses**

As provided by statute, Trustees shall serve without compensation but shall be reimbursed from Library funds for their actual and necessary expenses incurred in the performance of their duties.

**Section 9: Ethics Statement**

All Board members are required to file the Statement of Economic Interest as required by 5 ILCS 420/4A et. seq.

**Section 10: Duties and Responsibilities**

Each Trustee shall carry out the spirit and intent of the Illinois Local Library Act in establishing, supporting, and maintaining the Addison Public Library as a provider of library service and, in addition to but without limiting other powers conferred by 75 ILCS 5/4-7, shall have the following powers:

- (a) To make and adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as may be expedient, not inconsistent with this Act;
- (b) To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;

- (c) To have the exclusive control of the construction of any library building and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose;
- (d) To purchase or lease real or personal property, and to construct an appropriate building for the use of a library;
- (e) To remodel or reconstruct a building erected or purchased by the board when such building is not adapted to its purposes or needs;
- (f) To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes;
- (g) To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary;
- (h) To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act;
- (i) To exclude from the use of the library any person who willfully violates the rules prescribed by the board;
- (j) To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the incorporated village;
- (k) To invest funds;
- (l) To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources;
- (m) To establish and review at least biennially a written policy for the selection of library materials and the use of library materials and facilities.

In carrying out its duties, the Board shall always act as a whole, no individual member or committee having power to act except as specifically granted by the Board.

## Article III - Officers

### Section 1: Officers

The officers shall be the President, Vice-President, Secretary, and Treasurer. Each office shall be held by a different Trustee.

### Section 2: Duties of Officers

The duties of the officers of the Board are as provided by 75 ILCS 16/30-45:

- (a) The President shall preside over all meetings, appoint members of committees authorized by the Board, and perform other duties specified by library's regulations, ordinances, or other appropriate action. The President shall not have or exercise veto powers.
- (b) In the President's absence, the Vice President shall preside at meetings, and shall have such other duties and responsibilities as the Board may determine.
- (c) The Secretary has the responsibility to see that adequate minutes of meetings of the Board are taken and maintained as a public record. The Secretary signs minutes of meetings after their approval by the Library Board. The Secretary also certifies documents on behalf of the Board, including levy requests, grant applications and annual reports.
- (d) The Treasurer has the responsibility to see that accounts and records of the Library are kept and maintained; indicating in those accounts and records a record of all receipts, disbursements, and balances in any funds. The Treasurer shall, at every Board meeting, present an account of the status of the treasury at the date of such accounting and the balance of money in the treasury. The Treasurer shall be chairman of the Finance Committee. In accordance with Illinois law, the Treasurer will be bonded or insured.

### Section 3: Election of Board Officers

Officers of the Board shall be nominated and elected according to normal parliamentary procedures at the May meeting of the Board to serve until the election at the May meeting of the following year. If there are more than one candidate, there shall be a written ballot; otherwise, election shall be by voice vote.

### Section 4: Vacancies

Should an office of the Board become vacant prior to the May meeting, the Board shall, at the first regular meeting held after such vacancy occurs, elect a Trustee to fill the unexpired term.

**Section 5: Absence of Officers**

Should both the President and Vice President be absent from a duly constituted regular or special meeting at which a quorum is present, the attending Trustees shall choose from among their number a temporary presiding officer who shall be designated chair pro tem. Should the Secretary be absent from any meeting, the presiding officer shall appoint from among the Trustees present a secretary pro tem, who shall perform the duties of Secretary during the meeting. Should the Treasurer be absent from any meeting, the Trustees present shall appoint a treasurer pro tem to perform the duties of office.

**Section 6: Eligibility**

All members of the Board shall be eligible to be officers of the Board.

**Article IV - Meetings****Section 1: Open Meetings**

The Secretary shall give public notice of the schedule of regular meetings at the beginning of each fiscal year and shall state the regular dates, times, and places of such meetings as required by the Illinois Open Meetings Act (5ILCS 120/1 through 120/6). An agenda for each regular meeting shall be posted at least 48 hours in advance of such meeting. Executive sessions or closed meetings shall conform to the requirements of the Open Meetings Act. The Board of Trustees is authorized but is not required to hold a closed meeting to consider the following subjects:

- (a) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Addison Public Library, including hearing testimony on a complaint lodged against an employee to determine its validity;
- (b) Collective negotiating matters between the Addison Public Library and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- (c) The selection of a person to fill a public office as defined in the Open Meetings Act, including a vacancy or the discipline, performance, or removal of the occupant of a public office;
- (d) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined by the Act, provided that the library prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
- (e) The purchase or lease of real property for the use of the library, including meetings held for the purpose of discussing whether a particular parcel should be acquired;
- (f) The setting of a price for sale or lease of property owned by the library;

- (g) The sale or purchase of securities, investments, or investment contracts;
- (h) Emergency security procedures and the use of personnel and equipment to respond to actual danger to the safety of employees or public property provided that a description of the actual danger shall be made a part of the motion to close the meeting;
- (i) Litigation, when an action against, affecting , or on behalf of the library has been filed and is pending before a court or administrative tribunal, or when the library finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;
- (j) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice, or communication from or with respect to any insurer of the library or any intergovernmental risk management association or self insurance pool of which the library is a member.
- (k) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by the library with criminal investigatory responsibilities.
- (l) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence;
- (m) Self evaluation, practices, and procedures or professional ethics, when meeting with a representative of a statewide association of which the library is a member.
- (n) Discussion of minutes of meetings lawfully closed under the Act, whether for purposes of approval by the Trustees of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

## Section 2: Regular Meetings

Regular meetings shall be held once per calendar month in the Addison Public Library or elsewhere as the Board may decide. The day and time of the meetings shall be established at the annual meeting.

## Section 3: Special Meetings

Special meetings may be held at any time at the call of the President or upon written request of any three Board members, provided that notice thereof is given in compliance with the Open Meetings Act of the State of Illinois. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the meeting.

**Section 4: Annual Meeting**

The annual meeting shall be held in May, at which time the Library depository and related signatories shall be designated.

**Section 5: Closed Meetings**

Attendance at executive sessions of the Board shall be limited to the Board of Trustees and others specially invited by the President with the concurrence of the Board to attend for specific reasons.

The Board of Trustees may hold a meeting closed to the public or close a portion of a meeting to the public upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by the Open Meetings Act. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of the Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting (5 ILCS 120/1 through 120/6). No final vote may be taken in a closed session.

**Section 6: Quorum**

As provided by statute, a quorum shall consist of a majority of Trustees.

**Section 7: Voting**

A motion is not before the Board until it has been seconded. A motion may be withdrawn by the proposer at any time before a vote is called. An amendment to modify an original motion shall be in order, but no amendment shall be made that changes the intent of the original motion. The President or other presiding officer shall be permitted to vote. A simple majority of votes from members present who vote "aye" or "nay" shall be necessary to carry a motion, unless otherwise provided by statute or bylaw. A roll call vote shall be required on resolutions, on any matter creating a liability or expenditure, or upon request of any Trustee. If a Trustee has a conflict of interest, that Trustee shall not participate in the deliberation of nor vote on the matter. The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting.

**Section 8: Order of Business**

The order of business for regular meetings shall include, but not be limited to, those items specified by state statute and any other items determined by the Board from time to time in the order determined by the Board.

**Section 9: Suspension of Rules**

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension shall be taken only at a meeting at which two-thirds of the

members of the Board shall be present and two-thirds of those present shall so approve. Statutory requirements may not be suspended.

## Article V - Committees

### Section 1: Executive Committee

The Executive Committee shall consist of the officers of the Addison Public Library Board. This committee shall meet as necessary to prepare issues to be presented to the full Board and/or to make emergency decisions on behalf of the Board when it is not possible to assemble a quorum of the Board. This committee shall have no power other than emergency action or other powers that full Addison Public Library Board may delegate to it from time to time.

### Section 2: Standing Committees

For all standing committees, the Library Board of Trustees shall function as a committee of the whole. The standing committees shall be as follows:

- Finance
- Policies and Planning
- Personnel

### Section 3: Special Committees

Special committees may be constituted for specific purposes as the business of the Board may require from time to time.

### Section 4: Appointment

The President of the Board shall appoint the chair of each committee and the members of each special committee. Standing committees chairs shall be appointed no later than the regular meeting following the annual meeting of each fiscal year. Vacancies on the committees shall be appointed also by the President. Each committee member shall have one vote.

### Section 5: Powers

No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## Article VI - Records of the Board

### Section 1: Custody and Access

All records and accounts of the Library and of the Board shall be kept in the Library Administration office in the custody of the Library Director. All such records and accounts shall be open to the inspection and use of all of the members of the Board at all reasonable times. Such records shall include the financial reports, the minutes of all meetings, and all other pertinent written matter as affect the operation of the Library. The minutes of the Board shall be available to the public during normal business hours, and records and accounts shall, in all circumstances, be subject to the Illinois Freedom of Information Act.

### Section 2: Audits

Financial records shall be audited by a CPA under the direction of the Director. An audit shall be conducted each fiscal year.

## Article VII - Director

### Section 1: Duties and Responsibilities

The Director shall be considered the executive officer of the Board and shall have the sole charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the building and equipment; for the employment, direction, removal of staff members; for recommendations to the Board of such policies and procedures as, in the opinion of the Director, will promote the efficiency of the Library in its service to the people of the community; and for the submission to this Board of a monthly and annual report. The Director is responsible for the financial operation of the Library within the limitations of the budgeted appropriation. The Director may be authorized to sign checks and vouchers.

## Article VIII - Parliamentary Authority

### Section 1: Conduct of Meetings

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Board or the Local Library Act.

### Section 2: Parliamentarian

The President may appoint a member to act as Parliamentarian.

## Article IX - Amendments

### Section 1: Procedure

The bylaws may be amended by a vote of five members of the Board, provided the amendment is proposed at any regular meeting of the Board of Trustees and adopted at the next succeeding regular meeting.

## Article X - Bylaws Adoption

### Section 1: Adoption

These bylaws shall be in full force and effective upon their adoption, and all prior bylaws are hereby repealed.



**REVIEW OF BOARD BYLAWS – NOTES FROM DIRECTOR  
NOVEMBER 2024**

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While there does seem to be some overlap between the Board's bylaws and policies, it is important to have both and to understand that they serve different purposes.

Bylaws define the organizational structure, decision-making process, and operating procedures for an organization.

Policies define the day-to-day operations, what is allowed and not allowed, and how to comply with laws and regulations.

In my review, I found just one recommendation for change in the Board's Bylaws:

**Article V, Section 2:** In Board Policies, the standing committees are listed as

- Finance
- Facilities
- Policies
- Strategic Planning

To be consistent, I recommend Personnel be deleted from the committee list in the Bylaws and Facilities and Strategic Planning committees be added. (Or the Board should consider revising the list of committees in the Policies to be consistent with the Bylaws.)

## Library Board Bylaws

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

### Regular Meetings

The regular meeting of the Board of Library Trustees of the \_\_\_\_\_ Public Library shall be on the [insert day] of each month. The meeting shall be at the library at \_\_\_\_\_ o'clock. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the board shall, by ordinance, specify regular meeting dates and times. The secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library and the offices of the corporate authority, if different, with dates, times, and places of such meetings.

### Special Meetings

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

### Annual Meeting

An annual meeting shall be held in [insert month] for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. -A copy should be kept on file in the library.

### Quorum

A quorum at any meeting shall consist of [insert number] Board members.

### Board of Library Trustees

The Board of Library Trustees of the \_\_\_\_\_ Public Library is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public and noticed in advance. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director one week prior to meetings. Any Board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library-related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a

timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library-related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library-related) workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

### **Officers and Elections**

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for (insert number) year terms at the regular meeting in the month of \_\_\_\_\_. The president shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

#### **President**

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board. The president shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

#### **Vice President**

The vice president, in the absence of the president, shall assume all duties of the president.

#### **Secretary**

The secretary shall keep minutes of all board meetings, record attendance, and record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the Board.

#### **Treasurer**

The treasurer is authorized by the Board to sign checks, shall serve on the finance committee, and shall draw up checks. The treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign all the checks on the authorization of the Board, and report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the president or vice president may perform the duties of the treasurer. The treasurer shall be bonded in the amount to be approved by the Board and according to statute requirement. The treasurer is authorized to pay salaries and insurance bills as they come due.

### **Standing and Special Committees**

The standing committees shall be appointed annually in the month of \_\_\_\_\_ and shall consist of three members including the Library Director. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

### **Finance Committee**

The Finance Committee shall be comprised of two members of the Board of Library Trustees including the Treasurer and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.

### **Personnel Committee**

The Personnel Committee shall be comprised of two members of the Board of Library Trustees including the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

### **Policy Committee**

The Policy Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff and a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire Library Policy must be approved by Board vote and made readily available to the public.

### **Building and Grounds Committee**

The Building and Grounds Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

### **Librarian Search Committee**

When the position of Librarian falls vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of Librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Librarian, after which the Search Committee is dissolved.

## **Order of Business**

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports, in order of their appearance in the bylaws
- Unfinished business
- New business
- Other
- Adjournment

## **Parliamentary Procedure**

*Robert's Rules of Order, Revised* shall govern the parliamentary procedure of the Board, unless otherwise specified in the bylaws.

## **New Trustees**

The librarian shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

## **Duties of the Librarian**

The librarian shall administer the policies adopted by the Board. Among duties and responsibilities of the librarian shall be that of [making recommendations for] hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedure as will promote the efficiency and service of the library.

## **Amendments**

Amendments to these bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present, providing they represent a quorum.

## **Copyright and Copying**

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

## **Administrative Records**

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings, and actions and other such items as the Board or Librarian shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or authorized persons shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Librarian, shall be kept in the library, and only members of the Board shall have access to these records.

## **Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library Attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

## SECTION I

# INTRODUCTION

### LIBRARY MISSION STATEMENT

The mission of the Addison Public Library is to foster a love of reading, to promote lifelong learning, and to provide recreational resources.

### LIBRARY VISION STATEMENT

The Addison Public Library is the heart of a diverse community, connecting people with ideas and information.

### PROCESS FOR DEVELOPING BOARD POLICY

The Board of Trustees, as the governing body, is entrusted with the authority to establish policy for the governance of the Addison Public Library. Board policy establishes the parameters and guidelines for Board members, committees, management, and staff.

The Addison Public Library Board makes an important distinction between Board policies and management policies. Board policies establish the broad parameters within which Board, management, and staff will operate. Management policies, developed and implemented by the Director, outline the specifics of how the organization and staff will operate within Board policy.

Once the Board officially adopts a new Board policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the Board that is not in line with existing policy, the issue is out of order and will be considered only in terms of policy change.

### MAJORITY VOTE FOR APPROVAL

All policy decisions will be made by majority vote of the Board and only at Board meetings. Before adopting any policy, all Board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

### SOURCE OF POLICIES

Polices may be recommended to the Board by committees of the Board, individual Board members, or the Director. All proposed polices will be researched to ensure that they are legal and do not contradict already established policy or bylaws of the Addison Public Library. If approved by the Board, policies will be written, coded, dated at time of approval, and included in all copies of the Board handbook.

### CONSIDERATIONS FOR ALL POLICIES

All policies proposed to the Board should be tested to consider if the proposed policy is:

- Consistent with the mission statement;
- Within the scope of Board authority;
- Consistent with local, state, and federal law;
- Compatible with other policies of this Board;
- Necessary for good operations of the Addison Public Library;
- Broad enough to cover the subject completely.

## **ACCOUNTABILITY FOR CARRYING OUT POLICIES**

The Director will be accountable to the Board for carrying out these policies, advising the employees of the policies, and making every reasonable effort to see that they are understood, accepted, and complied with.

## **DISTRIBUTION OF POLICY MANUAL**

At all times a copy of the Board Policy Manual will be available in the Addison Public Library office for review and inspection by employees and Board members. An electronic copy will be maintained on the library's board/staff intranet.

## **AMENDMENT OR SUSPENSION OF POLICY**

Illinois Statutory law requires the Board to establish and review at least biennially a written policy for the selection of library materials and the use of library materials and facilities. Policies will be considered for their accuracy and appropriateness, and recommendations will be made to the Board for amendment, addition, or elimination. Except as otherwise provided by law, any policy of the Board may be suspended, repealed, amended, or waived by a majority vote of the Board, provided that at least two full weeks advance notice has been given of the intention to consider revocation, repeal, waiver, or amendment.

## SECTION II

# BOARD ORGANIZATION

## RIGHTS AND COMMIMENTS

### **Establishment**

The Addison Public Library is established under the Illinois Local Library Act (75 ILCS 5). The Board of Trustees is established as the authority to operate the Addison Public Library in accordance with bylaws and Board policies.

The Addison Public Library business shall be conducted in accordance with the laws of this state, bylaws, Board policies, and generally accepted business practices that shall accomplish the Addison Public Library mission.

### **Board Member Commitment**

Serving as a Board member of the Addison Public Library involves the following commitments:

- Adherence to the Addison Public Library's mission;
- Preparation, attendance and active participation in all of the Board's meetings;
- Notification of anticipated absence to the President or Director;
- Active participation in at least one committee;
- Action taken only with the full Board, not individually, unless authorized to do so by the full Board;
- Spokesperson for the full Board only when the full Board sanctions that Board member to do so.

### **Board Delegation of Policy Interpretation to Staff and Public**

The Board delegates to the Director responsibility for policy interpretation to the staff and public and for rule making, issuance of procedural directives and guides not specifically covered or detailed in the *Board Policy Manual*. Such interpretations, rules, and directives have the force of Board regulations unless and until superseded by Board action.

### **Board Member Rights**

Members of the Addison Public Library Board are granted certain specific rights. All Board members have the right to:

- Receive notice of Board meetings and the agenda;
- Attend and participate in Board meetings;
- Examine Addison Public Library's books, records, meeting minutes, financial statements and contracts;
- Place items on the Board meeting agenda at the appropriate time.

## RESEARCH

### **Board Directed**

Members of the Addison Public Library Board of Trustees conducting research at the request of the majority of the Library Board of Trustees will receive all necessary photocopies free of charge.

## **Independent**

Members of the Addison Public Library Board of Trustees conducting independent research for any purpose, other than as stated above, are subject to all services, regulations, and fees governing the actions of any member of the public conducting research for any purpose.

## **ETHICAL OBLIGATIONS**

The Addison Public Library Board of Trustees adheres to the "Ethics Statement for Public Library Trustees" of the American Library Association:

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library Board responsibilities are expected to perform all the functions of library trustees.

The following Regulations, as stated in Addison Public Library Resolution # 2004/05 – 004 are hereby adopted in compliance with the requirements of [Article 70](#) to the State Officials and Employees Ethics Act, ([5 ILCS 430](#)).

### **DEFINITIONS**

For purposes of this policy, the following terms shall be given these definitions:

- "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
- "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).
- "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

- "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Resolution, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
- "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
- "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- "Employee" means a person employed by the Addison Public Library, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- "Employer" means the Addison Public Library.
- "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- "Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
- "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
- "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
- "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS

5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

- "Prohibited political activity" means:
  - (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
  - (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
  - (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
  - (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
  - (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
  - (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
  - (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
  - (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
  - (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
  - (10) Preparing or reviewing responses to candidate questionnaires.
  - (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
  - (12) Campaigning for any elective office or for or against any referendum question.
  - (13) Managing or working on a campaign for elective office or for or against any referendum question.
  - (14) Serving as a delegate, alternate, or proxy to a political party convention.
  - (15) Participating in any recount or challenge to the outcome of any election.

- "Prohibited source" means any person or entity who:
  - (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
  - (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
  - (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
  - (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

### **PROHIBITED POLITICAL ACTIVITIES**

- No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Addison Public Library in connection with any prohibited political activity.
- At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Resolution.
- No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

### **GIFT BAN**

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit

or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

**Exceptions.** The Gift ban, as outlined above, is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed is mutually exclusive and independent of every other.

An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### **ETHICS ADVISOR**

The President of the Board of Trustees, with the advice and consent of the Board of Trustees shall designate an Ethics Advisor for the Addison Public Library. The duties of the Ethics Advisor may be delegated to an officer or employee of the Addison Public Library unless the position has been created as an office by the Addison Public Library.

The Ethics Advisor shall provide guidance to the officers and employees of the Addison Public Library concerning the interpretation of and compliance with the provisions of this Resolution and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

#### **PENALTIES**

A person who intentionally violates any provision of the Prohibited Political Activities portion of this policy may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

A person who intentionally violates any provision of the Gift Ban portion of this policy is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

Any person who intentionally makes a false report alleging a violation of any provision of this policy to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of the Prohibited Political Activities portion of this policy shall be prosecuted as a criminal offense by an attorney for the Addison Public Library by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Resolution may be prosecuted as a quasi-criminal offense by an attorney for the Addison Public Library, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of the Prohibited Political Activities or Gift Ban portions of this policy is subject to discipline or discharge.

## **CONFLICT OF INTEREST**

- A. Illinois Governmental Ethics Act [\[5 ILCS 420/\]](#)  
All elected officials, candidates for office, and certain appointed officers and employees of the Addison Public Library, as set forth in the Illinois Governmental Ethics Act, shall file by May 1 annually the Statement of Economic Interest in the form set forth by statute.
- B. No Interest in Contracts-Exceptions  
No person holding any office either by election or by appointment within the Addison Public Library may be in any manner interested, either directly or indirectly, in the officer's own name or in the name of any other person, association, trust or corporation, in any contract or the performance of any work in the making or letting of which such officer may be called upon to act or vote. No such officer may represent, either as agent or otherwise, any person, association, trust or corporation, with respect to any application or bid for any contract or work in regard to which such officer may be called upon to vote. Nor may any such officer take or receive, or offer to take or receive, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing the vote or action in his official character. Any contract made and procured in violation hereof is void. [50 ILCS 105/3\(a\)](#).

The following are exceptions to the foregoing general rule:

1. provision of materials, merchandise, properties, services, or labor by an interested official if
  - a. the ownership interest of that person is less than seven and one-half percent;
  - b. the interested member makes public disclosure of the nature and extent of the interest before or during deliberations concerning the award of the contract;
  - c. the interested member abstains from voting;
  - d. the contract is approved by a majority vote of the corporate authorities;
  - e. the contract is awarded after sealed bids to the lowest responsible bidder if exceeding \$1,500, but may be awarded without bidding if the amount is less than \$1,500; and
  - f. the award of the contract would not cause the aggregate amount of all contracts so awarded to exceed \$25,000 in the same fiscal year;
2. provision of materials, merchandise, property, services, or labor if
  - a. the award of the contract is approved by a majority vote of the governing body of the municipality with the interested member abstaining from voting;
  - b. the amount of the contract does not exceed \$2,000;
  - c. the award of the contract would not cause the aggregate amount of all contracts so awarded in the same fiscal year to exceed \$4,000; and
  - d. the interested member publicly discloses the nature and extent of interest and abstains from voting on the award;

3. deposit of money, loans, or other financial services with a local bank or savings and loan association as long as the interested official's ownership interest is less than seven and one-half percent of the bank or savings and loan association (this exception also requires public disclosure of the nature and extent of the interest and abstention from participation or vote on any proposed contract); and
4. a contract for the procurement of public utility services as long as the interested person has no more than seven and one-half percent ownership interest in the public utility company or the municipality has a population of less than 7,500 and the public utility's rates are approved by the Illinois Commerce Commission.

## **ANNUAL MEETING**

There shall be an annual meeting of the Board held in May of each year. At this meeting the Board shall elect officers for the new fiscal year.

The following resolutions shall also be approved:

- Resolution authorizing transfer of amount without increasing the total appropriation for the preceding fiscal year;
- Resolution comprising statement of financial requirements of the library for inclusion in the appropriation of the corporate authority for library purposes for new fiscal year and statement as to accumulations and reason therefor;
- Resolution amending building plan, providing for accumulation of funds, and authorizing expenditure from reserve fund for building purposes.

In addition, the Board shall examine the preceding fiscal year's annual report and select Board meeting dates as well as library depositories and related signatories for the new fiscal year.

## **MEETING ATTENDANCE REQUIREMENT**

It is the policy of the Addison Public Library Board that Board members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they shall vote, and to meet their responsibility to contribute to the decisions the Board is required to make.

If a Board member shall be absent from all or part of any meeting, the Board member is expected to contact the Board President or the Director as soon as the need to be absent is known.

## **COMPENSATION AND EXPENSES**

In accordance with [75 ILCS 5/4-5](#), Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds.

### **Travel Reimbursement**

Within the constraints of each year's annual budget, the library will pay the cost of travel, conference, and meeting expenses so long as the travel, conference, or meeting clearly serves the objectives of the library. Board members may be reimbursed only for out-of-pocket expenses actually incurred. Original receipts must document claimed expenses where possible.

No expenses shall be reimbursed for friends or relatives accompanying a Board member on Addison Public Library business. No expenses shall be reimbursed for non-business-related travel or extension of stay beyond completion of the business of the Addison Public Library.

All taxi fares, parking expenses, and highway tolls incurred as a result of library travel will be reimbursed. Expenses for meals and lodging incurred as a result of library travel will be reimbursed at the same rate of reimbursement extended to library employees, as outlined in Section 5 of the [Addison Public Library Personnel Policy Manual](#).

## **ERRORS AND OMISSIONS INSURANCE**

It is the policy of the Addison Public Library to provide the directors' and officers' liability insurance. Insurance requirements shall be reviewed each time the policy is due for renewal.

## **BOARD LEGAL COUNSEL**

The Board shall designate legal counsel to serve the needs of the Addison Public Library. Legal counsel may be asked to attend Board meetings by request of a majority of the Board members or at the mutual agreement of the Board President and the Director.

Only the Board President, the Director, or their designee may contact legal counsel on behalf of the Board. Costs billed to the Addison Public Library and associated with individual Board members contacting legal counsel, auditors, or other professional consultants without specific authority from the Board of Trustees shall be billed to the Board member making the unauthorized contact.

## **BOARD CORRESPONDENCE**

Correspondence from the Board shall be by the authority of the Board President. Except for reports that are legally required to be sent under the secretary's or treasurer's name, all correspondence from the Board shall be signed by the President. All correspondence from the Board shall be written on Addison Public Library stationery and shall be prepared by the office of the Director. Use of the Addison Public Library letterhead shall be limited to official library business only.

The Addison Public Library web site will contain a link to offer direct contact with the full Board. The Board President will acknowledge all communication regarding the library that is sent through the Board of Trustees link. When appropriate, the topic of the communication will be added to the next month's agenda.

No material or information disclosed in executive sessions of the Board shall be released except as provided by law.

## **ORIENTATION AND DEVELOPMENT**

The Addison Public Library Board believes that professional development for Board members is vital to good governance of the Addison Public Library. Therefore, new Board members shall be given within 40 days of election or appointment a thorough orientation about Addison Public Library, Board operations, finance, Board ethics, responsibility, and liability.

The Board shall also include in the annual budget of the Addison Public Library a line item for Board development. The line item shall be used to pay for publications and materials to assist the Board to learn the job, training, and in-service programs oriented to Board operations and travel to conferences and conventions that shall assist Board members to develop their governance skills.

## **MANAGEMENT OF PUBLIC COMPLAINTS**

When a Trustee is contacted by a member of the general public who has a concern or complaint about the Addison Public Library or persons within Addison Public Library, the Board member needs to report that communication directly to the Director or advise the person about the formal complaint process. The Board member shall follow these guidelines:

- Remember that individual Board members have no power or authority to speak or act for the full Board.
- Listen to the person's concern;
- Express a desire to reach a satisfactory solution;
- Explain that the Board and management have established a process for handling concerns, which starts with the person most immediately responsible. Suggest that the concern be discussed with the person immediately responsible;
- Refer public complaints to the official complaint forms available at the library public service desks or to the link to the Board of Trustees on the library website. One form is for dealing with challenged materials; the other is for all other issues;
- Inform the Director of the complaint or concern.

### **Guidelines for Processing Public Complaints**

From time to time situations may occur that create legitimate complaints on the part of the public or constituents relative to the Addison Public Library. Complaints must be aired so that all sides of the issue may be heard and a rational procedure/solution found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms are available at all public service desks in the library. The person originating the complaint must sign all complaint forms. The nature of the complaint should be stated as well as the relief sought.

### **Process for Dealing with Complaints Other Than Challenged Library Materials**

1. The complaint form shall be filed with the Director.
2. Where appropriate, the Director shall refer the complaint form to the relevant Department Head.
3. The Director will secure a resolution or response to the complaint.
4. The Board will be informed about the complaint and the proposed remedy.

[See [Materials Selection Policy](#) for process for dealing with challenged materials.]



## SECTION III

# BOARD MEETINGS

## ADMINISTRATION OF MEETINGS

Meetings shall be conducted in an orderly manner. Discussion of agenda items shall be limited to communication among Board members; between the Board and the Director; and among the Board, Director, and those members of the public who are duly recognized at the appropriate time.

## MEETING AGENDA AND INFORMATION PACKET

All matters to be considered by the Board at the meeting shall be included on the agenda. All informational materials needing to be reviewed before the meeting will be posted on a secure online repository four days prior to the meeting. The Addison Public Library Board meeting agenda shall approximate the following outline:

- Opening Items
  1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Approval of Agenda
  5. Comments from the Public
- Financial Report by Treasurer
- Consent Agenda
  1. Minutes
  2. Treasurer's Report
- Reports
  1. Director and Staff Reports
  2. Friends of the Library Report
- Unfinished Business
- New Business
- Closed Session – if needed
- Correspondence and Announcements
  1. Libraries in the News
  2. Other Correspondence
  3. Monthly Statistics
- Additional Discussion
- Adjournment

Any item on the agenda requiring action by the Board will be marked as *ACTION ITEM*. Board members wishing to add something to the agenda need to notify the Director by the Thursday before the Board meeting.”

## REMOTE PARTICIPATION

A member of the Board (or any committee associated with the Addison Public Library which is subject to the provisions of the Open Meetings Act) may attend and participate in any open or closed meeting of that covered body from a remote location via telephone, video, or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

A member of the Board shall be provided the opportunity to attend an open and closed meeting if the member meets the following conditions and a majority of a quorum of the Board votes to approve the remote attendance:

- The member must notify the Board President and Library Director at least 24 hours before the meeting unless advance notice is impractical;
- The member must meet one of three reasons described herein why he or she is unable to physically attend the meeting, including either:
  - (1) that the member cannot attend because of personal illness or disability;
  - (2) the member cannot attend because of employment purposes or the business of the Addison Public Library;
  - (3) the member cannot attend because of a family or other emergency; and
- A quorum of the Board must be physically present at the location of the meeting as posted in the meeting notice.
- The member participating remotely and other members of the Board must be able to communicate effectively, and members of the audience must be able to hear all communications.

**Voting Procedures:** After roll call, if a quorum has been established among those board members who are physically present at the meeting, a vote of the Board shall be taken, considering the prerequisites set forth above, on whether to allow an off-site board member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise, a vote must be taken to allow each instance of remote participation. A vote of a majority of a quorum shall be necessary to decide the issue. For the meeting to continue there shall always need to be a quorum physically present.

**Minutes:** The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

**Rights of Remote Member:** The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

## **MINUTES OF THE BOARD MEETING**

Records of all actions of the Board shall be set forth in the minutes of the meeting. Minutes shall be kept on file as the official record of the Addison Public Library Board. Minutes shall be recorded in writing during each meeting by a member of the Addison Public Library staff when available, or by a member of the Board if necessary.

Minutes of the meeting are a record of the actions of the Board, not a record of discussion. Minutes of the Addison Public Library Board meetings shall include:

- Date, time, and place the meeting was called to order;
- Type of meeting – regular, special, or continued;
- Name of presiding officer;
- Names of those Board members present (whether physically or electronically present) and the names of those Board members absent from the meeting;
- Precise wording of all motions, whether passed or failed;
- Roll call vote recorded by name;
- Disposition of each motion made – passed or failed;
- Notation of each committee report;
- Notation of time of adjournment of the meeting.

This is a list of the minimum information required.

The Secretary of the Board or the chair of the committee shall record closed session minutes. The minutes from the closed session must be approved in open session at the next regular meeting of the Board of Trustees. These minutes shall then be sealed in an envelope with date and topic recorded on the outside and locked in an administrative file. Closed sessions shall also be audio recorded, and such recordings shall be preserved for at least eighteen months. The Board may approve destruction of a closed session recording without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting if the Board has approved minutes of the closed session that meet the written requirements of the Illinois Open Meetings Act. The minutes of all closed sessions will be reviewed by the Board no less than once every six months as to whether or not the minutes should remain sealed or can be publicly disclosed.

## **PUBLIC COMMENT**

The Board of Trustees of the Addison Public Library welcomes comments from the public and will hear from any interested individual who wishes to address the Library pursuant to the guidelines outlined in this policy.

Public comment at meetings of the Library shall be restricted to civil discourse, free from disparaging remarks or inferences toward any person or organization. Speakers who fail to observe this protocol will be ruled out of order. The individuals appearing before the Library are also expected to follow these guidelines:

1. Members of the public may address the Library only at the appropriate times as indicated on the agenda, and when recognized by the Board President or meeting chair.
2. Individuals are expected to identify themselves by full name. Individuals are also requested to provide their address.

3. The time allowed for each individual to speak shall be limited to 3 minutes. A speaker may not cede time to another speaker.
4. No more than 20 minutes shall be allowed for public comment at each meeting.
5. There shall be no expectation of immediate response on any matters raised during public comment. The Board may, however, refer any matter of public comment to the Library Director, Library staff, another appropriate individual or agency, or may place the matter on a future meeting agenda for reply.
6. The Board President or meeting chair shall have the authority to determine procedural matters regarding public comment at Library meetings not otherwise defined in Board policy.

## SECTION 4

# **DIRECTOR'S RESPONSIBILITIES & FUNCTION**

### **BOARD/DIRECTOR RELATIONSHIP**

The Board of Trustees shall communicate with the Director in establishing policies, following these guidelines:

- Good management is recognized as one of the key factors in the success of the organization. The Board reserves the authority to establish policies and approve plans, delegating authority to the Director.
- The Board shall approve policies and long-range plans for the Addison Public Library, delegating authority to the Director to implement these policies and plans. The Director shall be responsible for hiring capable personnel within the limitations of Board policy and budget constraints, determining the appropriate compensation, training, supervision, discipline, and termination, if necessary.
- Board members shall refrain from individually discussing management and personnel issues with Addison Public Library personnel other than the Director. The Board, in consultation with the Director, may confer with key personnel at regular or special meetings of the Board.
- Authority for management of the Addison Public Library shall be through the Board of Trustees to the Director. The Board shall require full and timely information from the Director concerning pertinent matters that relate to the management of the Addison Public Library.
- The Board recognizes that efficient management of Addison Public Library can exist only through mutual understanding and cooperation between the Board and the Director. The Board also recognizes that the Director is accountable to the Board to show results but must be given latitude to exercise independent judgment in executing Board policy in order to perform effectively. Therefore, the Board grants that latitude of judgment and discretion, expecting full accounting of performance from the Director.
- The Board recognizes its position as the employer of the executive and shall be responsible for a systematic annual evaluation of the executive's performance. The evaluation shall be for the purpose of improving the Director's performance and to provide a basis for consideration of the executive's salary for the next year.
- The Director's employment with Addison Public Library may be terminated upon written notice to the Director.

## SECTION V

# COMMITTEES

### **COMMITTEE PURPOSE**

It shall be the purpose of any committee appointed by the Addison Public Library Board to assist the Board of Trustees in governing more efficiently and effectively. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, and analyze special issues on behalf of the Board.

### **COMMITTEE ACCOUNTABILITY**

Any committee established by the Board shall have only the powers specifically delegated to it by the Board. Functions of each committee shall be in writing as part of Board policy or recorded in the minutes of the meeting that the committee was established.

Committees are a subsidiary of the Board and shall be expected to report their work to the full Board on a regular basis. Each committee shall be expected to make recommendations to the Board for action in the form of a motion at a full Board meeting.

### **APPOINTMENT OF SPECIAL COMMITTEES**

Special committees of the Board may be created from time to time as the Board may decide and direct. Special committees shall be considered discharged upon completion of the purpose for which they were appointed and after their final report is made to the Board.

The President of the Board shall appoint the chair and all members. When appropriate, non-Board members may also be appointed as members. Each committee shall consist of at least two trustees and the President acting ex-officio.

### **EX-OFFICIO COMMITTEE MEMBERS**

The President of the Board shall be an ex-officio voting member of all committees.

### **GUIDELINES FOR COMMITTEE CHAIR**

The committee chair shall be expected to lead the committee just as the President is expected to lead the Board. The committee chair is accountable for ensuring the productivity of the committee by:

- Planning the agenda for the committee meetings;
- Ensuring that all members of the committee are notified of committee meetings;
- Convening committee meetings and keeping them on track;
- Appointing a member of the committee to keep a written record of committee actions;
- Encouraging the committee to take action on the issues discussed by the committee;
- Ensuring that reports and recommendations for action from the committee are presented to the full Board;

- Leading the committee to evaluate its own operations.

## **DUTIES OF COMMITTEE MEMBERS**

### **General Duties**

Duties of the members of individual Board committees shall vary, but certain basic responsibilities remain the same for all committees. Those responsibilities include:

- Attend all meetings of the committee to which the Board member is assigned;
- Prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings;
- Actively participate in discussions at committee meetings;
- Follow through promptly on any assignments for the committee;
- Support committee recommendations before the full Board.

No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

### **Executive Committee**

The Executive Committee shall consist of the officers of the Addison Public Library Board. This committee shall meet as necessary to prepare issues to be presented to the full Board and/or to make emergency decisions on behalf of the Board when it is not possible to assemble a quorum of the Board. This committee shall have no power other than emergency action or other powers that full Addison Public Library Board may delegate to it from time to time.

### **Standing Committees**

**Finance Committee** - The Committee shall consist of at least two Library Trustees, the Library Director, and at least one additional staff member. The Finance Committee shall have the following responsibilities:

- Approve the assumptions for the preparation of the operating budget, review the complete budget, and recommend a budget to the Board;
- Monitor the library's fiscal performance prior to submission of reports and recommendations to the Board and recommend action as needed;
- Determine the financial appropriateness of expenditures and recommend for approval those expenditures in accordance with prevailing policies and procedures;
- Review and recommend to the Board matters dealing with insurance.

**Facilities Committee** - The Committee shall consist of at least two Library Trustees, the Library Director, and at least one additional staff member. The Facilities Committee shall have the following responsibilities:

- Address major and special projects pertaining to the Library building and/or grounds (Duties do not involve routine repairs and maintenance.)

**Policies Committee** - The Committee shall consist of at least two Library Trustees, the Library Director, and at least one additional staff member. The Policies Committee shall have the following responsibilities:

- Review current library policies and make recommendations to the Board for policy changes and also to make recommendations for new policies;

**Strategic Planning Committee** - The Committee shall consist of at least two Library Trustees, the Library Director, and at least one additional staff member. The Strategic Planning Committee shall have the following responsibilities:

- Developing strategic plans, monitoring progress, and making recommendations to the Board with regard to the future needs of the library;

#### **Special Committees**

Special committees of the Board may be created from time to time as the Board may decide and direct. Special committees shall be considered discharged upon completion of the purpose for which they were appointed and after their final report is made to the Board.

### **COMMITTEE MEETINGS**

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. Meeting dates shall be coordinated with the Director to avoid conflict and/or to ensure completion of staff support and research for the committee. All committee meetings are subject to the Illinois Open Meetings Act. Minutes shall be kept of committee meetings.

## SECTION VI

# **FINANCE**

### **FINANCIAL MANAGEMENT**

The Addison Public Library's fiscal year shall be the first day of May to the last day of April. Financial resources are the responsibility of the Board of Trustees. The Board shall:

- Have a clear plan for acquisition of financial resources to pay for the programs and services provided by the Addison Public Library;
- Provide guidelines for management and allocation of financial resources which shall produce optimum benefit for those it serves;
- Monitor and evaluate the financial plans and guidelines of the Addison Public Library to ensure the financial integrity of the Addison Public Library.

### **BUDGETING**

An annual operating budget shall be prepared by the Director and presented to the Board for final approval at the annual meeting. The budget shall reflect the cost of carrying out the programs and services of the Addison Public Library for the fiscal year. This budget shall also reflect the anticipated revenues of the Addison Public Library.

The budget shall be viewed by the Board as its financial plan for the Addison Public Library, and approval of the budget by the Board shall be authority for the Director to manage the Addison Public Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously appropriated. However, the Director shall keep the Board well informed of the ongoing status of the financial plan and shall not make expenditures outside the budget plan without seeking Board approval to amend the budget. Amendments to the budget shall be presented to the Board for approval for any of the following reasons:

- Addison Public Library enters into contracts that were not included in the approved budget;
- Management proposes a major expenditure that was not included in the approved budget;
- Significant unanticipated revenues are received or expenses are higher than projected.

According to the Illinois Local Library Act the Board of Trustees shall provide a statement of financial requirements for the library in its appropriation within 30 days after the expiration of each fiscal year.

### **FUND BALANCES**

Maintaining stable and adequate fund balances is necessary to ensure financial stability, cash flow for operations and the assurance that the Library will be able to respond to emergencies with fiscal strength. Unreserved fund balance at year-end, defined as unreserved cash available at the completion of each fiscal year, can permit

expenditures to temporarily exceed revenue until a permanent revenue enhancement or expenditure control is put into place.

The Library will strive to maintain a balance for every fund, with the exception of the Capital Improvement Fund, that is between 50-100% of average annual expenditures for the prior three years. Unexpected situations may cause fund balances to fall below the minimum level.

The Library Director is responsible for monitoring revenue and expenditures. If during the year, projections suggest that revenue will not meet expectations, the Director will take the following actions:

- Review expenses with Department Heads
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals, and
- Present to the Board of Trustees other expenditure control options, including those that might modify the goals established in the adopted budget.

Any time the unreserved fund balance for the General Corporate Fund drops below the minimum targeted level of 50%, the Library Director will inform the Library Board of Trustees.

The Board will review all fund balances on an annual basis in conjunction with the annual budget review. Balances in excess of the required amount will be transferred to the Capital Improvement Fund each year following this annual review.

## **CAPITAL IMPROVEMENT FUND**

The Addison Public Library maintains a working capital reserve in accordance with 75 ILCS 5/5-8 for the purposes authorized by statute. The Board of Trustees in its annual appropriation determination shall specify for what purposes these special funds are being accumulated and shall amend its building plan based upon an asset replacement schedule, reserving the right to alter or amend the plan as circumstances may require and as the Board may determine appropriate.

The Board also reserves the right to continue to reserve funds pursuant to 75 ILCS 5/5-8 without making any expenditure until such time as the Board determines the specific expenditures to be appropriate.

## **ACCOUNTING**

The accounting system used by the Addison Public Library shall utilize generally accepted accounting principles that are required by regulatory agencies for government units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The accounting practices and procedures used by the Addison Public Library shall allow for adequate management of the Addison Public Library's revenues and expenditures and shall provide adequate systems of monitoring by the Board of Trustees as well as outside auditors.

Reporting Entity - As required by generally accepted accounting principles, the financial statements include all accounts of the Addison Public Library. The library has a separately elected Board from that of the Village of Addison and provides services to residents within the geographic boundaries of the Village.

Measurement Focus, Basis of Accounting, and Basis of Presentation - The accounts of the library are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. The account group is a reporting device to account for certain assets of the governmental funds not recorded directly in those funds.

Governmental funds are used to account for the library's general governmental activities. Governmental fund types follow the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transactions can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The library considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes and interest are susceptible to accrual. Other receipts, such as fines and other taxes, become measurable and available when cash is received by the library and are thus recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Governmental funds include the following fund types:

- General Fund is the library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- Special Revenue Funds account for revenue sources that are legally restricted to expenditures for specific purposes.
- Capital Improvement Fund accounts for the acquisition of fixed assets or construction of major capital projects.

## **FINANCIAL REPORTS AND AUDITS**

Reports reflecting the financial condition of the Addison Public Library shall be presented to the Board monthly. These financial reports shall include:

- Monthly revenue and expenditure statements for the month and year-to-date with comparison to the budget in all funds;
- Payroll distribution summary;
- Disbursement report for the month.

An independent auditor appointed by the Board shall conduct an annual audit of Addison Public Library's finances in accordance with the law and generally accepted accounting principles. The scope of those audits shall be determined from time to time by the Board.

## **SIGNING CHECKS**

The Director is authorized to sign checks under \$500 for all fund accounts. Checks that are \$500 or more must be signed by any two authorized signatories as follows: the President of the Board, the Treasurer of the Board, optional other Board member(s) designated as signatories by the Board, and the Director. The All Disbursements Report for the month is approved at the Board meeting before checks are distributed to the vendors.

It is the responsibility of the Director to ensure that signatures are procured from appropriate signatories so that payment can be made on obligations of the Addison Public Library. It is also the responsibility of the Director to establish adequate controls and safeguards to ensure disbursement of funds only for proper purposes.

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

## **ROUTINE BILL PAYMENT**

At each regular meeting of the Board of Trustees, routine bills are presented for consideration and approval by the Board.

If a quorum of the Board is not available or a regular monthly meeting is cancelled, the Finance Committee (a standing committee under Article V of the Addison Public Library By-Laws) is delegated the authority to meet to review and authorize payment of all routine bills that are within the Budget, and not exceeding it. The full Board will ratify such payment at the next regularly scheduled meeting of the Board. In such cases, the Finance Committee (a standing committee under Article V of the Addison Public Library By-Laws) will schedule a meeting in compliance with the Open Meetings Act.

### **Monthly General Disbursements**

1. Librarian's Checking Account - Checks from the *Librarian's Account* are issued with the approval of the Library Director or, in the Director's absence, the approval of the Assistant Director. With approval of the Monthly General Disbursements, the Board will ratify disbursements that have been made since its last meeting.
2. General Disbursements - The Board approves disbursements to vendors for good and services that are billed to the library since its last meeting.

### **Monthly Payroll Disbursements**

1. Payroll Checks - The Board will ratify the payroll disbursements that have been paid according to the adopted compensation plan.

## **USE OF LIBRARIAN'S CHECKING ACCOUNT, PETTY CASH, AND CREDIT CARDS**

### **Librarian's Checking Account**

The Board has established a librarian's checking account, which is funded at a maximum of \$1,000 to cover expenses that require payment before the next regularly scheduled Board meeting. Such expenditures include professional growth activities, programming materials, purchases of coins for the cash registers, refreshments for meetings, etc. Checks to be written must be approved and signed by the Director as well as being under \$500 each. The Board of Trustees shall review these activities posted in the All Disbursements Report monthly and reimburse the account so that it is funded at \$1,000.

### **Petty Cash**

The Library shall maintain petty cash to be accountable to the Board and to be used only for those items that are impractical to use a credit card or check. Normally each transaction should be less than \$20.

### **Credit Cards**

The Director, Assistant Director, and Administrative Assistant shall be authorized to use the Addison Public Library's credit card. The Director may recommend to the Board other staff members authorized to use the Addison Public Library's credit card as well. The Board shall approve these recommendations prior to cards being issued and maintain a list of authorized individuals.

The card shall only be used for appropriate Addison Public Library business, and all uses shall be properly documented. The Addison Public Library credit card shall not be used for personal expenditures.

Monthly credit card billings shall be documented in the All Disbursement Report to the Board each month.

## **INVESTMENTS**

### **Scope**

This Investment Policy applies to the investment activities of all funds of the Addison Public Library. All financial assets of these funds, including the General Fund, Special Revenue Funds, Capital Improvement Fund, Debt Service Funds, Special Assessment Funds, and other funds that may be created from time to time, shall be administered in accordance with the provisions of this policy.

### **Objectives**

The purpose of the Investment Policy of the Addison Public Library is to establish cash management and investment guidelines for the Addison Public Library Board of Trustees and staff responsible for the stewardship of public funds. Specific objectives include:

- Safety of principle is the foremost objective of the Investment Policy of the Addison Public Library. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.
- The library's investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements that may be reasonably anticipated in any library fund.
- The investment portfolio of the library shall be designed with the objective of regularly exceeding the average return of three (3) month U.S. Treasury Bills. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.
- In managing its investment portfolio, library officials shall avoid any transaction that might impair public confidence in the management of the library. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### **Compliance**

The policy shall at all times comply with all applicable laws and statues, bylaws, and resolutions of the Addison Public Library.

### **Responsibility for the Investment Program**

The Board of Trustees shall designate those officers and employees as having the authority and responsibility for implementing the policy.

Board of Trustees and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and Board of

Trustees shall disclose to the authorized administrator of the policy any material financial interest in financial institutions that conduct business with this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio. Employees and Board of Trustees shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

### **Accounting**

The Addison Public Library maintains its accounting records on the basis of funds and account groups, each of which is considered a separate accounting entity. All investment transactions shall be recorded in the various funds of the library in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.

### **Financial Institutions**

The Board of Trustees shall approve all financial institutions with which the Addison Public Library deals. The library staff shall recommend to the Board those financial institutions that best meet the objectives of the policy.

It shall be the policy of the library to select financial institutions on the following basis:

- **Security:** The library shall not maintain funds in any financial institution that is not a member of the FDIC. Furthermore, the library shall not maintain funds in any financial institution that is not willing and capable of posting required collateral for funds in excess of the FDIC insurable limits.
- **Size:** The library shall not select as depository any financial institution in which the library funds on deposit shall exceed fifty percent (50%) of the institution's capital stock and surplus.
- **Statement of Condition:** The library shall maintain for public and managerial inspection current statements of condition for each financial institution named as depository. If, for any reason, the information furnished is considered by the Board of Trustees or the authorized administrator to be insufficient, the library may request additional data. The refusal of an institution to provide such data upon request may serve as sufficient cause for the withdrawal of library funds.
- **Services and Fees:** Any financial institution selected by the library shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, purchase and sale of investment securities and safekeeping services. Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Addison Public Library official.

### **Investment Selection**

The Board of Trustees of the Addison Public Library shall approve a list of permitted investment instruments which shall meet all legal standards stated under the Compliance section and the prudent person standard stated under the Objectives section herein. [See Appendix A.]

### **Diversification and Maturities of Investments**

Diversification and maturities management are two key aspects of prudent investment practices. Properly balanced, they help to minimize institutional and interest-rate risk and help to ensure liquidity.

The extent to which the Addison Public Library can vary investments shall be determined by the size of the investment portfolio. Diversification for its own sake may not always be practical if it requires that the library purchase smaller lower-yielding investments.

A careful analysis of the library's short-, mid-, and long-term cash needs is the basis for developing the maturity structure.

### **Collateral**

It is the policy of the Addison Public Library to require that funds on deposit in excess of FDIC or FSLIC limits be secured by some form of collateral. The library shall accept any of the following assets as collateral:

- U. S. Government Securities;
- Obligations of Federal Agencies;
- Obligations of Federal Instrumentalities;
- Obligations of the State of Illinois;
- General Obligation Bonds of Illinois Municipalities rated "A" or better;
- Any other collateral identified in Illinois Compiled Statutes as acceptable for use by the Treasurer of the State of Illinois.

The amount of collateral provided shall be not less than one-hundred-ten percent (110%) of the fair market value of the net amount of public funds secured. Pledged collateral shall be held by the library or in safekeeping and evidenced by a safekeeping agreement.

### **Documentation**

The library staff shall develop appropriate procedures for the legal and financial review and approval of all documents entered into to implement the policy.

### **Reporting**

The Addison Public Library staff shall report periodically to the Board the state of the various funds of the investment portfolio.

The investment report shall be used to measure performance and to demonstrate the degree of compliance with the policy.

In addition to interim reports an annual review shall be prepared. This report shall focus on the overall performance of investments during the year as well as a projection of what may be anticipated in the future.

### **Indemnification**

The authorized administrator of the investments and employees of the Addison Public Library acting in accordance with this Investment Policy and written procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

### **Amendment**

This policy shall be reviewed from time to time and revisions shall be presented to the Board of Trustees for its approval.

## **FIXED ASSETS**

### **Purpose**

The purpose of the Fixed Asset Policy of the Addison Public Library is threefold:

1. To facilitate the accounting for fixed assets;
2. To maintain fiduciary responsibility for these assets;
3. To maintain a list of the particular projects and needs for expenditures from the Capital Improvement Fund.

Depreciation of the Addison Public Library fixed assets is not required under generally accepted accounting principles, since the library is categorized as a governmental fund type. Thus, depreciation is not addressed in this policy.

### **Criteria for Capitalization**

All fixed assets that are purchased or received as gifts or donations shall be recorded as expenditures in the fund that paid for the fixed asset. Those fixed assets, equaling or exceeding \$1,000, shall be capitalized and recorded in the library's Asset Replacement Schedule on a timely basis.

The library shall maintain detailed asset records, listing the following information:

- Fixed asset category;
- Brief description;
- Date of acquisition;
- Purchase price;
- Life expectancy.

However, it is understood that for assets acquired earlier, all the above information may not be available. Every effort shall have been made to acquire or estimate the information.

Library books and other library audiovisual material are not capitalized in the Asset Replacement Schedule.

### **Definitions/Descriptions of Fixed Asset Categories**

Each fixed asset capitalized in the Asset Replacement Schedule shall be classified in the following categories for financial reporting purposes:

- HVAC Equipment;
- Building and Grounds;
- Automation: Hardware/Software;
- Furniture and Equipment.

### **Accounting for Disposals/Retirements of Fixed Assets**

When the Board of Trustees has determined to sell or otherwise dispose of fixed assets that it deems no longer necessary or useful for library purposes, the library shall adhere to 75 ILCS 5/4-16 in the sale or disposition of such property. As fixed asset items are disposed of or retired, they shall be eliminated from the Asset Replacement Schedule on a timely basis.

### **Reconciliations**

On a periodic basis, at least annually, the Asset Replacement Schedule shall be reconciled. To assure that the reconciliation process is properly completed, the Library shall take a physical inventory comparing the fixed assets per the Asset Replacement Schedule to what actually exists at the library. Adjustments to the Asset Replacement Schedule shall be made as appropriate.

## **SPENDING AUTHORIZATIONS**

The Director may make expenditures consistent with the Board-approved budget without further Board approval. However, expenditures that are not within the Board approved budget must be formally approved by the Board of Trustees.

A list of anticipated major capital expenditures should be included with the annual budget and the yearly updated long range plan that are submitted to the Board for approval.

Unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately and cannot be practically submitted to the Board for approval may be authorized by the Director. The Board of Trustees shall be informed of the expenditures as soon as possible.

## **INSURANCE/BONDING PROTECTION OF THE ADDISON PUBLIC LIBRARY**

In compliance with 75 ILCS 5/4-9 the Director shall recommend to the Board all necessary bonding of Board and staff members who handle Addison Public Library funds and also any appropriate insurance protection to protect the finances of the Addison Public Library.

## **BAD DEBTS OWED TO THE ADDISON PUBLIC LIBRARY**

Delinquent accounts may be assigned for collection to either legal counsel or a collection agency, or taken to small claims court as the Director deems appropriate. Collection efforts for accounts

past due of \$50 or more shall continue until actually collected or the attorney, collection agency, or small claims court deems further efforts shall be futile or not cost-effective.

## **RECOGNITION AND REWARDS**

The Addison Public Library acknowledges that as a public entity, it must be a steward of the public funding it receives and ensure that the expenditures of Library funds are consistent with its statutory authority, which includes the establishment, maintenance and operation of a public library; as well as the performance of activities necessary for conducting library services.

The Library also recognizes the invaluable contributions made by its staff, volunteers and supporters, and recognizes that maintaining the morale of staff and volunteers is a necessary component to its success. The Addison Public Library hereby finds that maintaining the morale of its staff and volunteers is necessary for conducting library services. For these reasons, the Addison Public Library adopts this policy. No gift shall be provided to employees, volunteers or library supporters contrary to this policy.

Employee Service Awards - In December of each year the Library recognizes employees based on their years of service at the Library. Each employee who has completed five years of service at the Library (or an increment of five years) in that calendar year is recognized at the Library staff recognition event with a certificate of appreciation and a gift. Funds for these awards shall be paid from the budgeted funds of the Library. The Library shall determine the type of gift to be given. Gifts of cash or gift certificates will be avoided because such gifts are taxable income.

Employee and Employee Team of the Year Awards - The library staff will annually select one individual and one staff team to be recognized as *Employee of the Year* and *Team of the Year* who have given exemplary service to the Library and its users. These awards will be presented at a staff appreciation luncheon held each year during National Library Week. Funds for these awards shall be paid from the budgeted funds of the Library. The Library shall determine the type of gift to be given. Gifts of cash or gift certificates will be avoided because such gifts are taxable income.

Volunteers - Recognition is an important component of the Addison Public Library's volunteer program. The Library recognizes that volunteer services are a necessary component to providing an adequate level of service to library patrons. Although individual, informal recognition of volunteers may occur on a regular basis, it is important that the Library formally recognize volunteers as a group on a regular basis, at least annually. It is the policy of this Board to formally recognize volunteers. It shall also be the policy of this Board to formally recognize volunteers and library supporters who have given extraordinary service to the Library by approving resolutions of the Board commemorating such service and dedicating books in the Library's collection in honor of these individuals.

Retirement - The library will not give gifts of cash or tangible personal property to employees upon retirement. Employees with ten or more years of service to the library will be recognized

upon retirement by a formal resolution from the Board. All employees will be recognized upon retirement with a book to be placed into the library's collection in their honor.

Trustees - Trustees serve without any expectation of compensation in accordance with state statute, however, upon retirement the Board may decide to recognize an individual trustee at its discretion.

All recognition awards are at the discretion of the Board and based on available funds, staffing levels, and the needs of the Library. Programs and awards may be discontinued at any time with no expectations of grand-fathering clauses.

## **Appendix A:**

<https://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=496&ChapterID=7>

### **(30 ILCS 235/) Public Funds Investment Act.**

(30 ILCS 235/0.01) (from Ch. 85, par. 900)

Sec. 0.01. Short title. This Act may be cited as the Public Funds Investment Act.

(Source: P.A. 86-1324.)

(30 ILCS 235/1) (from Ch. 85, par. 901)

Sec. 1. The words "public funds", as used in this Act, mean current operating funds, special funds, interest and sinking funds, and funds of any kind or character belonging to or in the custody of any public agency.

The words "public agency", as used in this Act, mean the State of Illinois, the various counties, townships, cities, towns, villages, school districts, educational service regions, special road districts, public water supply districts, fire protection districts, drainage districts, levee districts, sewer districts, housing authorities, the Illinois Bank Examiners' Education Foundation, the Chicago Park District, and all other political corporations or subdivisions of the State of Illinois, now or hereafter created, whether herein specifically mentioned or not. This Act does not apply to the Illinois Prepaid Tuition Trust Fund, private funds collected by the Illinois Conservation Foundation, or pension funds or retirement systems established under the Illinois Pension Code, except as otherwise provided in that Code. This Act does not apply to the Illinois State Treasurer, whose investment of State funds shall be governed by the Deposit of State Moneys Act.

The words "governmental unit", as used in this Act, have the same meaning as in the Local Government Debt Reform Act.

(Source: P.A. 102-297, eff. 8-6-21.)

(30 ILCS 235/2) (from Ch. 85, par. 902)

Sec. 2. Authorized investments.

(a) Any public agency may invest any public funds as follows:

(1) in bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;

(2) in bonds, notes, debentures, or other similar

obligations of the United States of America, its agencies, and its instrumentalities;

(3) in interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;

(4) in short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the public agency's funds may be invested in short-term obligations of corporations under this paragraph (4);

(4.5) in obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature more than 270 days but less than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the public agency's funds may be invested in obligations of corporations under this paragraph (4.5); or

(5) in money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.

(a-1) In addition to any other investments authorized under this Act, a municipality, park district, forest preserve district, conservation district, county, or other governmental unit may invest its public funds in interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality, park district, forest preserve district, conservation district, county, or other governmental unit, or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

(b) Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation. Any public agency may invest any public funds in short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of such governing authority, the public funds so invested will be required for expenditure by such public agency or its governing authority. The expressed judgment of any such governing authority as to the time when any public funds will be required for expenditure or be redeemable is final and conclusive. Any public agency may invest any public funds in dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such

credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

(c) For purposes of this Section, the term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

(d) Except for pecuniary interests permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, no person acting as treasurer or financial officer or who is employed in any similar capacity by or for a public agency may do any of the following:

(1) have any interest, directly or indirectly, in any investments in which the agency is authorized to invest.

(2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.

(3) receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

(e) Any public agency may also invest any public funds in a Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. Any public agency may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

(f) To the extent a public agency has custody of funds not owned by it or another public agency and does not otherwise have authority to invest such funds, the public agency may invest such funds as if they were its own. Such funds must be released to the appropriate person at the earliest reasonable time, but in no case exceeding 31 days, after the private person becomes entitled to the receipt of them. All earnings accruing on any investments or deposits made pursuant to the provisions of this Act shall be credited to the public agency by or for which such investments or deposits were made, except as provided otherwise in Section 4.1 of the State Finance Act or the Local Governmental Tax Collection Act, and except where by specific statutory provisions such earnings are directed to be credited to and paid to a particular fund.

(g) A public agency may purchase or invest in repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued thereunder. The government securities, unless registered or inscribed in the name of the public agency, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

(h) Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, no public agency may purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of any public agency unless the instrument and the transaction meet the following requirements:

(1) The securities, unless registered or inscribed in the name of the public agency, are purchased through banks or trust companies authorized to do business in the State of Illinois.

(2) An authorized public officer after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, which acts for the public agency in connection with repurchase agreements involving

the investment of funds by the public agency. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements. To the extent the Treasurer acts in this capacity, he is hereby authorized to pass through to such public agencies any charges assessed by the Federal Reserve Bank.

(3) A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the public agency on the records of the custodial bank and the transaction must be confirmed in writing to the public agency by the custodial bank.

(4) Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.

(5) The security interest must be perfected.

(6) The public agency enters into a written master repurchase agreement which outlines the basic responsibilities and liabilities of both buyer and seller.

(7) Agreements shall be for periods of 330 days or less.

(8) The authorized public officer of the public agency informs the custodial bank in writing of the maturity details of the repurchase agreement.

(9) The custodial bank must take delivery of and maintain the securities in its custody for the account of the public agency and confirm the transaction in writing to the public agency. The Custodial Undertaking shall provide that the custodian takes possession of the securities exclusively for the public agency; that the securities are free of any claims against the trading partner; and any claims by the custodian are subordinate to the public agency's claims to rights to those securities.

(10) The obligations purchased by a public agency may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the public agency or officer authorized to make such investments.

(11) The custodial bank shall be liable to the public agency for any monetary loss suffered by the public agency due to the failure of the custodial bank to take and maintain possession of such securities.

(i) Notwithstanding the foregoing restrictions on investment in instruments constituting repurchase agreements the Illinois Housing Development Authority may invest in, and any financial institution with capital of at least \$250,000,000 may act as custodian for, instruments that constitute repurchase agreements, provided that the Illinois Housing Development Authority, in making each such investment, complies with the safety and soundness guidelines for engaging in repurchase transactions applicable to federally insured banks, savings banks, savings and loan associations or other depository institutions as set forth in the Federal Financial Institutions Examination Council Policy Statement Regarding Repurchase Agreements and any regulations issued, or which may be issued by the supervisory federal authority pertaining thereto and any amendments thereto; provided further that the securities shall be either (i) direct general obligations of, or obligations the payment of the principal of and/or interest on which are unconditionally guaranteed by, the United States of America or (ii) any obligations of any agency, corporation or subsidiary thereof controlled or supervised by and acting as an instrumentality of the United States Government pursuant to authority granted by the Congress of the United States and provided further that the security interest must be perfected by either the Illinois Housing Development Authority, its custodian or its agent receiving possession of the securities either physically or transferred through a

nationally recognized book entry system.

(j) In addition to all other investments authorized under this Section, a community college district may invest public funds in any mutual funds that invest primarily in corporate investment grade or global government short term bonds. Purchases of mutual funds that invest primarily in global government short term bonds shall be limited to funds with assets of at least \$100 million and that are rated at the time of purchase as one of the 10 highest classifications established by a recognized rating service. The investments shall be subject to approval by the local community college board of trustees. Each community college board of trustees shall develop a policy regarding the percentage of the college's investment portfolio that can be invested in such funds.

Nothing in this Section shall be construed to authorize an intergovernmental risk management entity to accept the deposit of public funds except for risk management purposes.

(Source: P.A. 102-285, eff. 8-6-21.)

(30 ILCS 235/2.5)

Sec. 2.5. Investment policy.

(a) Investment of public funds by a public agency shall be governed by a written investment policy adopted by the public agency. The level of detail and complexity of the investment policy shall be appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio. The policy shall address safety of principal, liquidity of funds, and return on investment and shall require that the investment portfolio be structured in such manner as to provide sufficient liquidity to pay obligations as they come due. In addition, the investment policy shall include or address the following:

- (1) a listing of authorized investments;
- (2) a rule, such as the "prudent person rule", establishing the standard of care that must be maintained by the persons investing the public funds;
- (3) investment guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio;
- (4) a policy regarding diversification of the investment portfolio that is appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio;
- (5) guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to this Act, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral;
- (6) a policy regarding the establishment of a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity;
- (7) identification of the chief investment officer who is responsible for establishing the internal controls and written procedures for the operation of the investment program;
- (8) performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio;
- (9) a policy regarding appropriate periodic review of the investment portfolio, its effectiveness in meeting the public agency's needs for safety, liquidity, rate of return, and diversification, and its general performance;
- (10) a policy establishing at least quarterly written

reports of investment activities by the public agency's chief financial officer for submission to the governing body and chief executive officer of the public agency. The reports shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date;

(11) a policy regarding the selection of investment advisors, money managers, and financial institutions; and

(12) a policy regarding ethics and conflicts of interest.

(a-5) The investment policy shall include a statement that material, relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

(b) For purposes of the State or a county, the investment policy shall be adopted by the elected treasurer and presented to the chief executive officer and the governing body. For purposes of any other public agency, the investment policy shall be adopted by the governing body of the public agency.

(c) The investment policy shall be made available to the public at the main administrative office of the public agency.

(d) The written investment policy required under this Section shall be developed and implemented by January 1, 2000.

(Source: P.A. 101-473, eff. 1-1-20.)

(30 ILCS 235/2.10)

Sec. 2.10. Unit of local government; deposit at reduced rate of interest. The treasurer of a unit of local government may, in his or her discretion, deposit public moneys of that unit of local government in a financial institution pursuant to an agreement that provides for a reduced rate of interest, provided that the institution agrees to expend an amount of money equal to the amount of the reduction for senior centers.

(Source: P.A. 93-246, eff. 7-22-03.)

(30 ILCS 235/3) (from Ch. 85, par. 903)

Sec. 3. If any securities, purchased under authority of Section 2 hereof, are issuable to a designated payee or to the order of a designated payee, then the public agency shall be so designated, and further, if such securities are purchased with money taken from a particular fund of a public agency, the name of such fund shall be added to that of such public agency. If any such securities are registerable, either as to principal or interest, or both, then such securities shall be so registered in the name of the public agency, and in the name of the fund to which they are to be credited.

(Source: Laws 1943, vol. 1, p. 951.)

(30 ILCS 235/4) (from Ch. 85, par. 904)

Sec. 4. All securities purchased under the authority of this Act shall be held for the benefit of the public agency which purchased them, and if purchased with money taken from a particular fund, such securities shall be credited to and deemed to be a part of such fund, and shall be held for the benefit thereof. All securities so purchased shall be deposited and held in a safe place by the person or persons having custody of the fund to which they are credited, and such person or persons are responsible upon his or their official bond or bonds for the safekeeping of all such securities. Any securities purchased by any such public

agency under authority of this Act, may be sold at any time, at the then current market price thereof, by the governing authority of such public agency. Except as provided in Section 4.1 of "An Act in relation to State finance", all payments received as principal or interest, or otherwise, derived from any such securities shall be credited to the public agency and to the fund by or for which such securities were purchased.

(Source: P.A. 84-1378.)

(30 ILCS 235/5) (from Ch. 85, par. 905)

Sec. 5. This Act, without reference to any other statute, shall be deemed full and complete authority for the investment of public funds, as hereinabove provided, and shall be construed as an additional and alternative method therefor.

(Source: Laws 1943, vol. 1, p. 951.)

(30 ILCS 235/6) (from Ch. 85, par. 906)

Sec. 6. Report of financial institutions.

(a) No bank shall receive any public funds unless it has furnished the corporate authorities of a public agency submitting a deposit with copies of the last two sworn statements of resources and liabilities which the bank is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency. Each bank designated as a depository for public funds shall, while acting as such depository, furnish the corporate authorities of a public agency with a copy of all statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency; provided, that if such funds or moneys are deposited in a bank, the amount of all such deposits not collateralized or insured by an agency of the federal government shall not exceed 75% of the capital stock and surplus of such bank, and the corporate authorities of a public agency submitting a deposit shall not be discharged from responsibility for any funds or moneys deposited in any bank in excess of such limitation.

(b) No savings bank or savings and loan association shall receive public funds unless it has furnished the corporate authorities of a public agency submitting a deposit with copies of the last 2 sworn statements of resources and liabilities which the savings bank or savings and loan association is required to furnish to the Commissioner of Banks and Real Estate or the Federal Deposit Insurance Corporation. Each savings bank or savings and loan association designated as a depository for public funds shall, while acting as such depository, furnish the corporate authorities of a public agency with a copy of all statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate or the Federal Deposit Insurance Corporation; provided, that if such funds or moneys are deposited in a savings bank or savings and loan association, the amount of all such deposits not collateralized or insured by an agency of the federal government shall not exceed 75% of the net worth of such savings bank or savings and loan association as defined by the Federal Deposit Insurance Corporation, and the corporate authorities of a public agency submitting a deposit shall not be discharged from responsibility for any funds or moneys deposited in any savings bank or savings and loan association in excess of such limitation.

(c) No credit union shall receive public funds unless it has furnished the corporate authorities of a public agency submitting a share deposit with copies of the last two reports of examination prepared by or submitted to the Illinois Department of Financial Institutions or the National Credit Union Administration. Each credit union designated as a depository for public funds shall, while acting as such depository, furnish the corporate authorities of a public agency with a copy of all reports of examination prepared by or furnished to the Illinois Department of Financial Institutions or the National Credit Union Administration; provided that if such funds or moneys are invested in a credit union account, the

amount of all such investments not collateralized or insured by an agency of the federal government or other approved share insurer shall not exceed 50% of the unimpaired capital and surplus of such credit union, which shall include shares, reserves and undivided earnings and the corporate authorities of a public agency making an investment shall not be discharged from responsibility for any funds or moneys invested in a credit union in excess of such limitation.

(d) Whenever a public agency deposits any public funds in a financial institution, the public agency may enter into an agreement with the financial institution requiring any funds not insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer to be collateralized by any of the following classes of securities, provided there has been no default in the payment of principal or interest thereon:

(1) Bonds, notes, or other securities constituting direct and general obligations of the United States, the bonds, notes, or other securities constituting the direct and general obligation of any agency or instrumentality of the United States, the interest and principal of which is unconditionally guaranteed by the United States, and bonds, notes, or other securities or evidence of indebtedness constituting the obligation of a U.S. agency or instrumentality.

(2) Direct and general obligation bonds of the State of Illinois or of any other state of the United States.

(3) Revenue bonds of this State or any authority, board, commission, or similar agency thereof.

(4) Direct and general obligation bonds of any city, town, county, school district, or other taxing body of any state, the debt service of which is payable from general ad valorem taxes.

(5) Revenue bonds of any city, town, county, or school district of the State of Illinois.

(6) Obligations issued, assumed, or guaranteed by the International Finance Corporation, the principal of which is not amortized during the life of the obligation, but no such obligation shall be accepted at more than 90% of its market value.

(7) Illinois Affordable Housing Program Trust Fund Bonds or Notes as defined in and issued pursuant to the Illinois Housing Development Act.

(8) In an amount equal to at least market value of that amount of funds deposited exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer: (i) securities, (ii) mortgages, (iii) letters of credit issued by a Federal Home Loan Bank, or (iv) loans covered by a State Guarantee under the Illinois Farm Development Act, if that guarantee has been assumed by the Illinois Finance Authority under Section 845-75 of the Illinois Finance Authority Act, and loans covered by a State Guarantee under Article 830 of the Illinois Finance Authority Act.

(9) Certificates of deposit or share certificates issued to the depository institution pledging them as security. The public agency may require security in the amount of 125% of the value of the public agency deposit. Such certificate of deposit or share certificate shall:

(i) be fully insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Share Insurance Fund or issued by a depository institution which is rated within the 3 highest classifications established by at least one of the 2 standard rating services;

(ii) be issued by a financial institution having assets of \$15,000,000 or more; and

(iii) be issued by either a savings and loan

association having a capital to asset ratio of at least 2%, by a bank having a capital to asset ratio of at least 6% or by a credit union having a capital to asset ratio of at least 4%.

The depository institution shall effect the assignment of the certificate of deposit or share certificate to the public agency and shall agree that, in the event the issuer of the certificate fails to maintain the capital to asset ratio required by this Section, such certificate of deposit or share certificate shall be replaced by additional suitable security.

(e) The public agency may accept a system established by the State Treasurer to aggregate permissible securities received as collateral from financial institutions in a collateral pool to secure public deposits of the institutions that have pledged securities to the pool.

(f) The public agency may at any time declare any particular security ineligible to qualify as collateral when, in the public agency's judgment, it is deemed desirable to do so.

(g) Notwithstanding any other provision of this Section, as security a public agency may, at its discretion, accept a bond, executed by a company authorized to transact the kinds of business described in clause (g) of Section 4 of the Illinois Insurance Code, in an amount not less than the amount of the deposits required by this Section to be secured, payable to the public agency for the benefit of the People of the unit of government, in a form that is acceptable to the public agency.

(h) Paragraphs (a), (b), (c), (d), (e), (f), and (g) of this Section do not apply to the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, the Cooperative Computer Center and public community colleges. (Source: P.A. 95-331, eff. 8-21-07.)

(30 ILCS 235/6.5)

Sec. 6.5. Federally insured deposits at Illinois financial institutions.

(a) Notwithstanding any other provision of this Act or any other statute, whenever a public agency invests public funds in an interest-bearing savings account, demand deposit account, interest-bearing certificate of deposit, or interest-bearing time deposit under Section 2 of this Act, the provisions of Section 6 of this Act and any other statutory requirements pertaining to the eligibility of a bank to receive or hold public deposits or to the pledging of collateral by a bank to secure public deposits do not apply to any bank receiving or holding all or part of the invested public funds if (i) the public agency initiates the investment at or through a bank located in Illinois and (ii) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

(b) Nothing in this Section is intended to:

(1) prohibit a public agency from requiring the bank at or through which the investment of public funds is initiated to provide the public agency with the information otherwise required by subsection (a), (b), or (c) of Section 6 of this Act as a condition of investing the public funds at or through that bank; or

(2) permit a bank to receive or hold public deposits if that bank is prohibited from doing so by any rule, sanction, or order issued by a regulatory agency or by a court.

(c) For purposes of this Section, the term "bank" includes any person doing a banking business whether subject to the laws of this or any other jurisdiction.

(Source: P.A. 98-703, eff. 7-7-14; 98-756, eff. 7-16-14; 99-78, eff. 7-20-15.)

(30 ILCS 235/7) (from Ch. 85, par. 907)

Sec. 7. When investing or depositing public funds, each custodian shall, to the extent permitted by this Act and by the lawful and reasonable performance of his custodial duties, invest or deposit such funds with or in minority-owned financial institutions within this State.

(Source: P.A. 84-754.)

(30 ILCS 235/8)

Sec. 8. Consideration of financial institution's commitment to its community.

(a) In addition to any other requirements of this Act, a public agency shall consider the financial institution's record and current level of financial commitment to its local community when deciding whether to deposit public funds in that financial institution. The public agency may consider factors including, but not necessarily limited to:

(1) for financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;

(2) any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;

(3) the financial impact that the withdrawal or denial of deposits of public funds might have on the financial institution;

(4) the financial impact to the public agency as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and

(5) any additional burden on the resources of the public agency that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

(a-5) Effective January 1, 2022, no public funds may be deposited in a financial institution subject to the federal Community Reinvestment Act of 1977 unless the institution has a current rating of satisfactory or outstanding under the Community Reinvestment Act of 1977.

(a-10) When investing or depositing public funds, the public agency may give preference to financial institutions that have a current rating of outstanding under the federal Community Reinvestment Act of 1977.

(b) Nothing in this Section shall be construed as authorizing the public agency to conduct an examination or investigation of a financial institution or to receive information that is not publicly available and the disclosure of which is otherwise prohibited by law.

(Source: P.A. 101-657, eff. 3-23-21.)

(30 ILCS 235/9)

Sec. 9. Municipal and county investment in not-for-profit community development financial institutions. Municipalities and counties may invest up to \$250,000 per year in public funds in not-for-profit community development financial institutions across all institutions. These financial institutions must have at least \$5,000,000 in net assets and have earned at least an "A" rating by an investment rating organization that primarily provides services for community development financial institutions. Investments made under this Section shall be made for a term and at a rate acceptable to the municipality or county and the municipality or county may set benchmarks in order to continue investing in the not-for-profit community development financial institution.

(Source: P.A. 99-676, eff. 7-29-16.)

## 5—Financial Management

Adequate financial support is necessary to operate the Palatine Public Library District (Library) and to provide a quality program of service. Sound budgeting, accounting, and reporting procedures contribute to the effective use of Library funds.

Efficient methods of business management and effective controls are employed by the Executive Director for business practices and support services. Complete and accurate records of all transactions are kept for audit purposes.

### 5-1 Budget and Appropriation

The Board of Library Trustees (Board) will, within the first quarter of each fiscal year (July 1–June 30), and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Public Library District Act [75 ILCS 16/30-85].

A certified copy of such ordinance will be published once, and the Board will then ascertain the total amount of the appropriation made for all purposes permitted by this Act, and the total amount of moneys necessary to be raised therefore. The Secretary files a certified copy of the Budget and Appropriation Ordinance with the County Clerk within 30 days of its adoption (along with the Treasurer's Estimate of Revenues).

#### 5-1.1 Levy

By the first Tuesday in December, after publication of the appropriation ordinance, the Board will enact a levy ordinance incorporating the appropriation ordinance by reference, and will levy not to exceed the total amount of such appropriation, taking into consideration moneys to be raised from other than tax sources, upon all property subject to taxation within the Library District as that property is assessed and equalized for state and county purposes for that year.

The Secretary will file, on or before the last Tuesday of December, certified copies of the appropriation and levy ordinances with Cook County and make such available to public inspection at all times. (4-9-86, Last Revised 2-20-24, Effective 3-1-24)

### 5-2 Working Budget

The Executive Director presents a detailed working budget for approval by the Board. This budget clearly identifies each category and the amount requested. Managers submit requests to the Executive Director for

consideration and possible inclusion in the working budget. The Board may transfer funds in the established working budget from one line item to another. (4-9-86, Last Revised 9-17-19, Effective 10-1-19)

### 5-3 Tax Revenues

The proceeds of all taxes collected for Library purposes, and all other moneys belonging to the Library, are deposited with the Library and kept in separate funds. The Treasurer will establish a library fund and one or more such separate funds as deemed necessary and as may be required by law, but no part of any such fund or funds may be expended by the Treasurer except upon warrants certified as correct by the Executive Director and approved by the Board.

Funds involved in accumulations as herein provided, or donations to the Library, may be kept in separate and interest-bearing accounts in one or more banks or financial institutions in which public funds may be deposited, or invested as provided by law. (4-9-86, Last Revised 2-20-23, Effective 3-1-24)

### 5-4 Fund Balances

The Library's fund balance will be composed of three primary categories:

1. Non-spendable Fund Balance is the portion of a Governmental Fund's fund balance that are not available to be spent, either in the short term or long term, or through legal restrictions (e.g. inventories, prepaid items, land held for resale, and endowments).
2. Restricted Fund Balance is the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor, and property tax levies).
3. Unrestricted Fund Balance is made up of three components:
  - a. Committed Fund Balance is the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision-making through formal Board action. The same action is required to remove the commitment of fund balance.
  - b. Assigned Fund Balance is the portion of a Governmental Fund's fund balance that denotes an intended use of resources but with no formal Board action.

- c. Unassigned Fund Balance consists of the available expendable financial resources in the General Fund that are not the object of a tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned). The Library assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

In order for the Library to maintain adequate fund balances for operational purposes and to provide residents throughout the service area with continuous, sustained library service, the Library maintains four major funds and six special revenue funds. The four major funds are used as follows:

- The Corporate Fund is the library's primary operating fund. It is used to account for administrative, maintenance, library, and all financial resources except those accounted for in another fund. Unrestricted fund balance targets should represent no less than three months and no more than twelve months of operating expenditures.
- The Special Reserve Fund is used for capital maintenance and repair, construction, and renovation. The fund is financed by debt financing, grants, or interfund transfers.
- The Capital Projects Fund is used for certain capital projects, as established by the Board.
- The Bond Fund is used to pay the debt on any bonds issued.

Six special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Fund balances are derived from specific line items in the annual property tax levy and are therefore legally restricted to the purpose of the fund.

- The Audit Fund is used for the sole purpose of paying for the Library's annual audit.
- The Building & Maintenance Fund is used for non-capital building repairs and ongoing maintenance.
- The Illinois Municipal Retirement Fund Fund is used for expenditures resulting from the Library's participation in the Illinois Municipal Retirement Fund.

- The Social Security Fund is used for expenditures for payroll taxes required by the Federal Insurance Contributions Act.
- The Tort Immunity Fund is used for insurance expenditures related to Library risk-management activities.
- The Unemployment Fund is used for expenditures for the employer's tax liability in relation to unemployment insurance.

Funds are held in reserve to avoid, insofar as possible, the need for short-term borrowing due to the known unpredictability of the timing of receipt of tax levy payouts.

The Board will seek to retain a reserve balance in the corporate fund equal to an amount needed to continue library operations for a period of six months. At the end of each fiscal year (June 30), the Executive Director will project the minimum amount needed to operate the library for a six-month period and an assessment of the fund balance will be made at that time.

If the corporate fund balance falls below the amount needed to operate the library for six months, any unexpended balance of the proceeds received from the previous fiscal year's public library taxes up to the amount needed to reach the six-month operating figure will generally remain in the corporate fund balance.

If the corporate fund balance exceeds the amount needed to operate the Library for six months, any additional amount of unexpended funds from the previous fiscal year may be transferred to (1) any special revenue fund where funds are needed, or (2) the Library's special reserve fund. The Board will consider any anticipated need for capital expenditures in the upcoming fiscal year when making a decision about retaining funds in the corporate fund balance or transferring allowable funds to the special reserve fund [75 ILCS 16/40-50].

In any case of reduction in the amount of funding available to the Library, funds will be allocated to cover operational expenses in order to make every attempt to fulfill the Library's Board-adopted mission statement. While the Library seeks to maintain a six-month or greater corporate fund balance, unforeseeable expense increases may prevent attainment of that goal.

The Library makes information pertaining to budget establishment and management available to the public and posts the Library's working budget online. (Approved 11-12-08, Last Revised 2-20-24, Effective 3-1-24)

## 5-5 Grants

Upon receipt, grant funds will be deposited in an approved financial institution. When appropriate, separate accounts for grants will be maintained. Disposal of items purchased with grant funds is subject to the specific grant provisions as well as to the provisions of the Library District Act [75 ILCS 16/30-55.32] relating to the sale or disposition of library property. (4-9-86, Reapproved 12-14-16)

## 5-6 Gifts, Memorials, and Bequests

The Library may, by action of the Board, accept gifts, grants, donations, memorials, bequests, and titles to property. Only those gifts that the Board, with advice from the Executive Director, deems consistent with the policies, programs, and interests of the Library, and with applicable laws and statutes, will be accepted.

The responsibility for the selection of memorial materials rests with the Executive Director following consultation with the donor. Memorial plates may be attached to items or suitably displayed.

The Board, with advice from the Executive Director and staff, reserves the right to use any unrestricted donation received by the Library in any manner it deems appropriate. Unless a donor requests anonymity, names of donors may be publicized.

Once accepted, donations are the property of the Palatine Public Library District.

The Library may replace any donation with an in-kind item or may dispose of any donation at any time it no longer remains consistent with policies, programs, and interests of the Library.

Staff will thank and recognize donors following the donation procedures. (4-9-86, Last Revised 9-17-19, Effective 10-1-19)

### 5-6.1 Naming Rights

The Board shall consider recognition of those who have given gifts or service to the Library, or those whose accomplishments or generosity advance the mission of the Library, further the capacity of the Library to meet its goal to serve the library community, or enhance the reputation of the Library.

The Board shall also evaluate proposals for naming and name recognition for those corporations that are compatible with the Library's mission and

reflect a positive influence on the Library. Such corporations must have a high ethical standard of business practice.

Gifts with naming opportunities that are made to the Palatine Public Library District Foundation as the 501(c)(3) arm of the Library will be recommended to the Board of Trustees for final approval.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

There are four categories that may be named:

1. Portable Items—Examples are art prints, artifacts, furniture, and equipment.
2. Tribute Markers—Examples are plaques or other markers in association with trees, benches, sculpture, and other such items.
3. Inside Spaces—Examples are reading rooms, classrooms, boardrooms, galleries, and lounges.
4. Outdoor Spaces—Examples are buildings, courtyards, and gardens.

Naming and signage shall be approved by the Board. Signage for named spaces and items shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

The duration of naming rights, including honorary naming rights, will be determined at the time of donation. The Library reserves the right, at its sole discretion, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. As determined at the sole discretion of the Board, the naming or name recognition of any of the four categories shall end under the following circumstances:

- an item in any of the four categories is to be demolished or drastically altered through construction
- an item in any of the four categories changes function to the extent that the purpose for the naming or name recognition is no longer relevant
- if the individual or corporation is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library

During their tenure, members of the staff, the Board, and elected officials are not eligible for a naming under categories 3 and 4.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board. (Last Revised 1-17-23, Effective 2-1-23)

## 5-7 Investments

### 5-7.1 Investment Policy

The Library will invest all funds under its control in a manner expected to provide the highest investment return using authorized instruments, while meeting the Library's daily cash flow demands and in conformance with all state statutes governing the investment of public funds.

This policy applies to all investments entered into on or after the effective date of this policy. Until the expiration of investments made prior to the effective date of this policy, such investments will continue to be governed by the policies in effect at the time such investments were made.

The Library will comply with the Illinois Public Funds Investment Act [30 ILCS 235].

### 5-7.2 Investment Guidelines

The primary objective in the investment of Library funds is managing liquidity to pay the financial obligations of the Library. Safety of principal is the secondary objective. Within those objectives, the Library will seek the highest investment return using authorized instruments.

#### 5-7.2.1 Liquidity

The investment portfolio must remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably projected.

#### 5-7.2.2 Safety

Library investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 5-7.8 of this policy, is required to ensure that the Library prudently manages market, interest rate, and credit risk.

#### 5-7.2.3 Return on Investment

The investment portfolio will be designed to obtain the highest available return, taking into account the Library's investment risk constraints and cash flow needs and the Library's desire to promote fiscal responsibility. The portfolio will be structured to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 5-7.1.0 of the investment policy.

The performance of the Library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

#### 5-7.2.4 Periodic Review of Investment Portfolio

The Finance Manager will report to the Executive Director as needed and will provide a written report to the Board at least monthly.

At least once a year, the Finance Committee will make a periodic review of the Library's investment portfolio; the general performance of the portfolio; and its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, and diversification.

#### 5-7.3 Prudence

The "prudent person" standard will be used by all investment officers of the Library and will be followed in making investments for the Library and in managing those investments. Investments are made with the judgment and care, under the prevailing circumstances, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment. Consideration is given to the probable preservation of capital as well as the probable income to be derived.

#### 5-7.4 Ethics and Conflicts of Interest

Authorized investment officers of the Library and employees in policy-making positions must not engage in personal business activity that could conflict, or give the appearance of a conflict, with proper execution of the investment program or that could impair their ability to make impartial investment decisions. Such individuals must disclose to the Library any material financial interests in financial institutions that conduct business with the Library, and they must further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals must subordinate their personal investment transactions to those of the Library's investment portfolio, particularly with regard to the time of purchases and sales. In any case, the Public Officer Prohibited Activities Act [50 ILCS 105 3 (a)] must be followed.

No person acting as Treasurer or financial officer for the Library, or who is employed in any similar capacity by or for the Library, may do any of the following:

- have any interest, directly or indirectly, in any investments in which the Library is authorized to invest
- have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments
- receive, in any manner, compensation of any kind from any investments in which the Library is authorized to invest

#### 5-7.5 Authorized Broker/Dealers and Financial Institutions

The Library Board has the sole responsibility to select which financial institutions (Illinois Funds, banks, credit unions, and others) will be depositories for the Library. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for Library funds. The Library will take into consideration security, size, location, financial condition, service fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories along with any additional requirements of the Public Funds Investment Act [30 ILCS 235/6].

#### 5-7.6 Authorized and Suitable Investments

As of the effective date of this policy, the list of authorized investments will include all those as authorized by Section 2 of the Public Funds Investment Act [30 ILCS 235/2].

### 5-7.7 Collateralization

At all times, in order to meet the objective of safety of capital, the Library will require deposits in excess of the federally insured amount to be collateralized to the extent of 110% and evidenced by an approved written agreement. Approved types of collateralizations are found in 30 ILCS 235/6(d).

### 5-7.8 Diversification

The investment portfolio will be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

- The Library will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers, and broker/dealers.
- No investment will exceed three years maturity.
- The allocation of assets within investment categories will be approved by the Board.

### 5-7.9 Safekeeping and Custody

Third-party safekeeping is required for all securities, as per Section 4 of the Public Funds Investment Act [30 ILCS 235/4]. Safekeeping will be documented by an approved written agreement.

### 5-7.10 Internal Controls

The Treasurer along with the Executive Director and Finance Manager will establish internal controls that will be reviewed by the Library's audit firm annually. The controls will be designed to prevent losses of public funds arising from fraud; employee error; misrepresentation by third parties; or imprudent actions by Trustees, staff, or authorized investment advisors.

### 5-7.11 Indemnification

Authorized Trustees and staff acting in accordance with written procedures and this policy and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

#### 5-7.12 Delegation of Authority

The Board may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board will require the investment advisors selected and working on behalf of the Library to meet the following conditions:

- to take actions that in their best professional judgment are in the best interests of the Library and in accordance with this policy, including but not limited to (a) the allocation of Library funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention, or disposition of investments; and (c) the recommendation of the addition, deletion, or modification of authorized investments
- to execute all investment transactions on behalf of the Library at the best net price, using such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities or valuable information with respect to the economy, at the lowest cost to the Library
- such additional responsibilities as are set forth in such investment advisor's written contract with the Library

(Adopted 12-12-73; Last Revised 1-17-23, Effective 2-1-23)

#### 5-8 Sale of Real and Personal Property

The Board is empowered to sell or otherwise dispose of real or personal property deemed no longer necessary or useful for Library purposes under such terms as the Board deems best but in no event on contracts extending over a period of more than 20 years [75 ILCS 16/30-55.30]. The Board may lease to others any real property not immediately useful to the Library for which plans for ultimate use have been adopted.

Such property may be sold or disposed of at a public sale as follows:

- Personal property having a value of \$1,000 or less may be disposed of by the Executive Director.
- Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed on the Library's website or at the Library, and a public notice of its availability and the date and the terms of the proposed sale will be posted.

- In all other cases, the Board will publish public notice of the availability and location of the real or personal property and the date and the terms of the proposed sale, giving the notice once each week for two successive weeks.
- On the day of the sale, the Board will proceed with the sale and may sell the property for a price determined by the Board, or to the highest bidder.
- Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale. [75 ILCS 16/30.55.32]

(4-9-86, Last Revised 9-17-19, Effective 10-1-19)

## 5-9 Expenditures

The Board will abide by all laws and regulations relating to purchases by the Library. The purchases of goods and services will be accomplished in accordance with sound business practices.

The Board has the exclusive control of the expenditures of all Library funds. Procedures for expenditures are as follows:

- Funds may be disbursed for goods and services by check or other electronic payment. The Library may make wire transfers or electronic payments for expenses previously approved during meetings of the Library's Board of Trustees in the monthly disbursements, or prior to Board meetings for expenses as noted below.
- All outstanding bills will be checked by a member of the Board prior to the meeting at which the bills are presented for payment.
- A warrant of bills and salaries to be paid is prepared by Administration for each monthly period.
- Such warrant will be presented to the Board at its next regularly scheduled meeting.
- Payments may be disbursed if authorized by two Trustees, without prior approval of the warrant by the Board, if (1) a regular Board meeting is postponed beyond the third Tuesday of any month, or (2) a delay in disbursing a payment may result in an additional charge or delay in service. Any such payment or purchase will be ratified and confirmed by the Board at its next regular or special meeting.

- The Executive Director will establish all staff salaries within the framework of the salary schedule established by the Board.

All Trustees will be authorized to sign checks. Each check must have two Trustee signatures.

A petty cash account is maintained by the Finance Manager or designee in an amount to be determined by the Treasurer, with no single payment to exceed \$50.

An imprest fund is maintained in an amount not to exceed \$3,000, with no single payment to exceed \$500. The Executive Director or designated staff member signs imprest fund checks. (4-9-86, Last Revised 2-20-24, Effective 3-1-24)

#### 5-10 Outstanding Checks

When a check is outstanding for more than six months, the Finance Manager or designee shall notify the payee by first-class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Finance Manager or designee shall prepare a listing of all checks that have been outstanding for more than six months. A journal entry will be done to deposit the funds into the Library's unclaimed liability account.

Once a year, the Finance Manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account and will send checks dated three years or older to the State of Illinois Unclaimed Property Division, per state statute. (Adopted 09-17-19, Effective 10-01-19)

#### 5-11 Purchasing Policy

It is the policy of the Board to follow the most responsible business practices when purchasing goods and services, in addition to complying with any statutory requirements. Statutory requirements will supersede policy provisions (Local Government Prompt Payment Act [50 ILCS 505/1]).

The Board shall establish and approve an annual working budget and ensure adequate funding for all expenditures. The Executive Director administers the budget established by the Board. Approval of the budget

by the Board shall be authority for the Executive Director to manage the Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously appropriated.

In order to support the Library's mission and strategic plan, staff will seek to obtain quality products and services at the lowest possible cost while also considering durability, performance, compatibility, delivery, service, and vendor location. (Last Revised 11-17-20, Effective 11-1-20)

## 5-11.1 Purchasing Authority

### Emergencies

In the event of an emergency, the Library Board may hire or purchase any goods or services costing \$25,000 or more in order to resolve the emergency (anything of a life-threatening nature, anything that requires immediate repair, anything that would bring considerable expense if delayed). Such expenditure must be approved by a three-fourths vote at an emergency Board meeting. Any emergency expenditure under \$25,000 would follow "Items Not Budgeted" (below).

### Competitive Bids/Quotations

Non-emergency purchases, contracts, and expenditures of funds in the amount of \$25,000 or greater will be awarded following procedures required by Illinois law. Architectural, engineering, or land surveying services will be awarded following Local Government Professional Services Selection Act [50 ILCS 510/]. Construction, improvements, or equipment will be awarded following the bidding process outlined in Bids for Construction, Improvements, or Equipment Purchases [75 ILCS 16/40-45]).

### Expenditures Not Requiring a Competitive Bid Process

- Budgeted Items—Items previously approved by the Board in the working budget may be approved by the Executive Director or Assistant Director if \$10,000 or over, or by a department manager if under \$10,000.
  1. Renewal or Extension of Contracts—The Executive Director (or designee) is authorized to renew or extend existing contracts for a term not to exceed three years. Contract renewals or extensions that would cause expenditures to exceed the budget line must come before the Board for prior approval.

2. New Contracts—Entirely new contracts for products or services requiring a new budget line, or in excess of the current budget line, or in an amount \$25,000 or over must come before the Board for prior approval.
- Items Not Budgeted—Items not approved by the Board as part of the annual budget must be approved by the Executive Director if under \$10,000 or by the full Board if \$10,000 or over.
  - Competitive Pricing—Whenever possible, the Library will seek multiple proposals for large purchases.
    1. For items \$10,000 or more but less than \$25,000, the Library will seek three competitive proposals received in writing from potential vendors. If three proposals cannot be obtained, a listing of all vendors contacted for proposal requests will be maintained, noting price quotes from responsive vendors.
    2. For items less than \$10,000, the Library may proceed without competitive proposals but will consult with more than one source whenever possible.
    3. Government Pricing—Where a reputable vendor is able to provide established government pricing, competitive proposals are not necessary.

(Adopted 9-15-10; Last Revised 1-17-23, Effective 2-1-23)

#### 5-11.2 Credit Cards

The Library issues credit cards to authorized employees for business purchases. The credit card issued to the employee is the property of the Library and can be canceled at any time. The issuance of credit cards is designed to accommodate online transactions that cannot be completed otherwise and to reduce the need to use personal funds for business purchases. Whenever possible, employees are encouraged to use a corporate account or purchase order.

The Executive Director, Assistant Director, and other selected staff members shall be issued a Library credit card at the discretion of the Executive Director. The list of staff credit cards and spending limits shall be documented in Administration. Each card shall be used only for appropriate Library business, and all uses shall be properly documented with receipts. The Library credit card shall not be used for personal expenditures. Monthly credit card bills shall be documented in the

accounts payable approval listing for the Board each month. (Adopted 09-17-19, Last Revised 11-17-20, Effective 12-01-20)

## 5-12 Capital Assets

Capital assets are major assets that benefit more than a single accounting period. They include land, land improvements, buildings, building improvements, construction in progress, equipment, and furniture. A capital asset is to be reported and, with some exceptions, depreciated in the Library's financial statements. Assets that are not capitalized are expended in the year of acquisition.

For purposes of this policy, the Library will use the following capital asset categories:

- buildings
- building improvements
- furniture and equipment
- computers and electronics

### Capitalization Threshold

The Library will capitalize all assets that have a useful life greater than one year and meet the following dollar thresholds:

<u>Asset Category</u>	<u>Threshold</u>
Buildings	\$ 25,000.00
Building Improvements	\$ 25,000.00
Furniture and Equipment	\$ 5,000.00
Computers and Electronics	\$ 5,000.00

Asset improvement costs over the appropriate asset category threshold will be capitalized if the estimated life of the asset is extended by more than 25%; the cost results in an increase in the capacity of the asset; or the improvement significantly changes the asset.

### Recording Capital Assets

All assets that meet the above definitions and thresholds will be recorded at historical cost or estimated historical cost. In the case of a donated asset, it shall be recorded at the estimated fair value at the

time of acquisition. The following parameters further refine the recording of capital assets:

- Buildings shall be recorded at historical cost and depreciated. Cost should include architectural and engineering fees, permits, etc., as well as actual construction cost.
- Building improvements shall be recorded at historical cost and depreciated if they have an expected life span. If not, they are not depreciated.
- Furniture, computers, electronics, and equipment shall be recorded at historical cost and depreciated. Cost should include purchase price as well as any charges related to acquiring the asset such as freight and getting it ready for operation.

An inventory record will be maintained on each capital asset that will include, depending on the type of asset, the following information:

- description
- type of asset
- acquisition date
- useful life
- acquisition cost
- date, method, and authorization of disposal

#### Estimated Useful Lives

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. Estimated useful lives for the category of assets identified in this policy are as follows:

<u>Asset Category</u>	<u>Useful Life</u>
Buildings	40 years
Building Improvements	15 years
Furniture and Equipment	10 years
Computers and Electronics	5 years

#### Depreciation

Assets subject to depreciation will be depreciated using a straight-line method. The cost of the asset will be written off evenly over the useful life of the asset. For purposes of depreciation, half of the annual

depreciation will be recorded in the year of purchase and half in the final year of depreciation.

### Exceptions

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in the external financial reports due to their relatively low value. (Adopted 11-17-20; Effective 12-1-20)

### 5-13 Prevailing Wage

In accordance with Illinois law [820 ILCS 130] and the Illinois Department of Labor regulations, the Library requires that contractors pay the prevailing rate of wages to all laborers, workers, and mechanics employed by or on behalf of the Library. (Adopted 12-14-05, Last Revised 12-21-21, Effective 1-1-22)

Policy 5 Comprehensive Review: Adopted 4-9-86; Last Revised 2-20-24, Effective 3-1-24.

## **Addison Public Library**

Minutes of Regular Board Meeting – May 16, 2017

### **CALL TO ORDER**

President Sandra Super called the meeting to order at 7:31 p.m. in the Board Room on the third floor at the Addison Public Library, 4 Friendship Plaza, Addison, IL.

### **ROLL CALL**

Roll call noted the following trustees were in attendance: Marianne Fotopoulos, Sandra Super, Rob Kepka, Lisa Knauf, Linda Durec and Maria Sinkule. Kathi Reed was absent and excused.

Staff: Library Director Mary Medjo Me Zengue and Donna Quick were present.

Public: Lucille Zucchero, Village of Addison Clerk was present.

### **PLEDGE OF ALLEGIANCE**

All in attendance rose and recited the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

**A motion was made by Trustee Lisa Knauf to approve the agenda for the May 16, 2017 Board meeting as presented.**

**The motion was seconded by Linda Durec.**

**The motion carried by consensus.**

### **OATH OF OFFICE**

**Linda Durec was sworn in as Addison Public Library Board of Trustee by Lucille Zucchero, Addison Village Clerk, at the May 16, 2017 Policies and Planning Committee Meeting earlier in the evening.**

### **ELECTION OF OFFICERS**

President Sandra Super asked for nominations for the officers of the Board of Trustees of the Addison Public Library for fiscal 2017/2018.

**Lisa Knauf nominated Robert Kepka to the office of Board President. Linda Durec seconded the nomination. Robert Kepka accepted the nomination.**

Sandra Super moved to close nominations for office of Board President.

**The motion carried by consensus.**

**With nominations being closed, Robert Kepka was elected to the office of President by consensus.**

Expenditures in April 2017: (Year-to-date total of \$5,553,471.89)	\$ 253,020.81
General disbursements in April 2017	\$ 152,123.67
Payroll for the month of April 2017	\$ 174,766.78
Total of all Disbursements for the month of April 2017 (includes Payroll):	\$ 326,890.45

The detail to reconcile the April 2017 expenditures and disbursements reports was provided to the Board, as was the investments summary report. Mary Medjo added the two AT&T bills questioned at last month's meeting are included in the reports. These two bills are for two separate months, but have the same dollar amount.

## CONSENT AGENDA

- A. Minutes – Regular Board Meeting – April 18, 2017
- B. Treasurer's Report
  - i. Monthly General Disbursements
  - ii. Monthly Payroll Disbursements

**Trustee Sandra Super moved to approve the Regular Board Minutes and all of the items on the Consent Agenda as presented.**

**The motion was seconded by Lisa Knauf.**

Aye – Fotopoulos, Super, Kepka, Knauf, Durec and Sinkule.

Nay – None

Abstain – None

**Motion carried.**

## REPORTS

- A. Mary Medjo Me Zengue reported the library has submitted its application to co-sponsor Rock n' Wheels at the Village of Addison June 1st, June 8<sup>th</sup> and June 15<sup>th</sup> to promote summer reading. Maria Sinkule stated she enjoyed reading the reports and seeing all the contributions the staff made to the community this past month. Mary Medjo Me Zengue thanked Maria Sinkule for her assistance introducing Yesenia Nunez, the library's social worker, to District 4 so she can help families outside the assistance the school district provides. Robert Kepka questioned the difference in circulation numbers pertaining to eBooks. Mary Medjo Me Zengue explained that eBooks are not included in the circulation number due to the fact that IPLAR wants these numbers separate.

Nay –None

Abstain – None

**Motion carried.**

- C. ACTION ITEM: Appointment of Ethics Officer – Robert Kepka asked Sandra Super if she would be willing to accept the appointment of the Board’s Ethics Officer. Sandra Super accepted the appointment to serve as Ethics Officer for fiscal year 2017/2018.
- D. ACTION ITEM: Appointment of Committee Chairpersons – Robert Kepka asked the following trustees to head the committees as noted below:
  - a. Policies & Planning – Chair, Lisa Knauf
  - b. Finance – Chair, Marianne Fotopoulos
  - c. Personnel – Chair, Linda Durec

Each trustee accepted the appointment. Each committee is a committee of the whole.

- E. ACTION ITEM: Selection of Board meeting times and dates FY 2017/2018 –

**Trustee Lisa Knauf moved to maintain the meetings of the Addison Public Library Board of Trustees on the third Tuesday of each month at 7:30 p.m.**

**The motion was seconded by Maria Sinkule.**

**Motion carried by consensus.**

- F. ACTION ITEM: Librarian’s Checking Account –

Robert Kepka explained BMO Harris Bank has raised the minimum balance to \$1,500 otherwise a service fee will incur in the Librarian’s Checking Account. This issue was discussed at the Policies and Planning meeting prior to the Board of Trustees meeting to increase the balance to \$2,000.

**Trustee Marianne Fotopoulos moved to approve a maximum balance of \$2,000 in the Librarian’s Checking Account.**

**The motion was seconded by Sandra Super.**

Aye – Fotopoulos, Super, Kepka, Knauf, Durec and Sinkule.

Nay –None

Abstain – None

**Motion carried.**

- G. ACTION ITEM: Smoking Policy

## **250 / Board of Trustees**

### ***Electronic Communications Policy & Administrative Procedure***

It is the goal of the Board of Library Trustees of the Villa Park Public Library to keep its members, as well as the Library Director informed about matters affecting the Board's work. However, the Board must all be mindful of the requirements imposed by the Illinois Open Meetings Act, Freedom of Information Act and the Local Records Act, particularly as they apply to communication among Board members outside scheduled Library Board meetings.

Generally, Board members shall not use electronic communications, including e-mail or text messages, or other electronic forms of communication, to conduct library business (see Article II, Paragraph 6). Under no circumstances shall Board members use electronic communications to discuss among themselves public business that is required to be discussed in an open meeting according to the Open Meetings Act. Electronic communication to, by and between Board members is permitted on a limited basis for non-substantive matters such as:

- Agenda item suggestions;
- Reminders regarding meeting times, dates and places;
- Board Meeting agenda or public record information concerning agenda items; or
- Responses to questions posed by the community, administration or staff, subject to this policy's first section.

Electronic communications sent between and among Board members regarding non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by electronic communication.

Under the Freedom of Information Act and a currently binding Attorney General's Opinion, electronic communications that have been prepared, or have been or are being used, received, possessed or under the control of any public body or member of a public body and that pertain to the transaction of public business are public records even if sent or received on personal, non-library owned electronic communication devices. As such, the communications will be subject to disclosure in response to a FOIA request, unless an exemption applies. Communications may also be subject to disclosure in the context of litigation or in response to a court order.

#### ***Procedure***

The Board of Library Trustees hereby adopts the following procedures with regard to the use of e-mail, text messaging and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act, Freedom of Information Act and Local Records Act.

- The Board finds that electronic "chat rooms and blogs" are inherently detrimental to the open meetings process and will not utilize "chat rooms and

blogs” to conduct library business or deliberations.

- “Bulletin boards” or other similar formats, which permit the development of “discussion threads” among Board members, also will not be utilized to conduct library business or library deliberation; however, Board members may read the comments of others who are not Board members as they see fit.
- The Library Director may provide information relating to library business to Board members using electronic communications, attachments or other electronic methods. Any response from Board members regarding these communications must be sent only to the Library Director (i.e., no “reply to all” responses). An appropriate record of these communications will be maintained in the library files to assure compliance with state law.
- A Board member may send electronic communications to all other Board members with items of passing interest provided that no response is requested or required. Such electronic communications should clearly state that no response should be made. It is required that any such electronic communications be sent to the Library Director for storage.
- A Board member may send electronic communications to all other Board members regarding scheduling issues. Board members may reply to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.
- Board members may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act.
  - Example 1: On a committee of three Board members, communications between two Board members on this committee about substantive committee business constitutes a violation of the Open Meetings Act.
  - Example 2: Any communication among three Board members about substantive library business constitutes a violation of the Open Meetings Act (three Board members constitute a majority of a quorum of a seven-member Board).
  - Example 3: Two Board members (not members of the same committee) may correspond between themselves on substantive library business without violating the Open Meetings Act.
- Electronic communications to the Board will be copied to all Board members and the Library Director. When electronic communications from the public require Board response, the President or his designee will respond, and will copy the other Board members and the Library Director.
- Any item of business for a Board agenda shall be directed to the President and the Library Director so that it may be included in the Board’s agenda. Action items shall be prepared and distributed by the Library Director in

accordance with the Board's established procedures.

- The Library Director shall maintain a system to store official electronic communications as described herein. This record shall be maintained indefinitely. If software changes require this record to be transferred to paper, the records shall be maintained for ten years or such other time period as may be established by the State of Illinois.

Approved 08/27/2008

Revised 02/22/2012

# Library Board of Trustee E-mail Communication

It is the goal of the Board of Library Trustees of the Gail Borden Public Library District to keep its Board members, as well as the Library Director, informed about matters affecting the Board's work. However, the Board must be mindful of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communications among Board members outside normal Library Board meetings.

1. Generally, trustees shall not use e-mail to conduct Library business (see Article II, Paragraph 6). E-mail communication to, by and between the Board members is permitted on a limited basis for non-substantive matters such as:

- Agenda items suggestions;
- Reminders regarding meeting times, date, and places;
- Board meeting agenda or public record information concerning agenda items; or
- Responses to questions posed by the community, administration or staff.

E-mail sent between and among trustees regarding such non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by e-mail.

2. The Board finds that electronic "chat rooms" and "bulletin boards" are inherently detrimental to the open meetings process and will not utilize such methods to conduct library business or deliberations.

3. The Library Director may provide information relating to library business to Board members using e-mail. Any response from Board members regarding these communications must be sent only to the Library Director (no "reply to all" responses). An appropriate record of these communications will be maintained in the district files to assure compliance with open records laws.

4. A Board member may send e-mail items to all other Board members with items of passing interest provided that no response is requested or required. Such e-mails should clearly state that no response should be made. It is required that any such e-mails be copied to the Library Director for storage.

5. A Board member may send e-mail to all other Board members regarding scheduling issues. Board members may reply to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.

6. Trustees may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act.

7. E-mails from the public to the Board will be copied to all trustees and the Library Director. When e-mails from the public require Board response, the President or his designee will respond, and will copy the other trustees and the Library Director.

8. Any items of business for a Board agenda shall be directed to both the Board President and the Library Director so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library director in accordance with the Board's established procedures.

9. The Library Director shall maintain a separate e-mail address to store official e-mail records as described herein. This record shall be maintained indefinitely. If software changes require this record to be transferred to paper, the records shall be maintained for such time period as may be established by the State of Illinois.

## **1.6 Communications To and From the Library Board of Trustees**

### Communications to the Library Board

The Library Board of Trustees generally meets twice a month in the Library Meeting Room and visitors are welcome to attend those meetings. Meeting times and agendas for all library board meetings are posted in the library and on the library's web site. All meetings are open to the public, with the exception of occasional closed meetings or closed parts of meetings for purposes allowed by the Open Meetings Act. All open meetings include an opportunity for public comments on subjects related to the library.

Comments can also be mailed to the Library Board in care of the Library or be emailed to the Library Board email address. Mail and email sent to the Library Board will be distributed to all of the Library Trustees.

Individual trustees do not speak for the Library Board. If questions or comments about the library are submitted to an individual trustee, those questions will be referred to the Board as whole for consideration, or to the Library Administration for a response, as appropriate.

### Communication from the Library Board

Library trustees are expected to promote the mission, vision, and programs of the Library; however, they should be very careful to refrain from comments on matters of policy, controversy, or dispute. All communications on specific issues will be made by the Library Director or the President of the Library Board of Trustees, unless another trustee has been designated as the spokesperson for a particular project or issue. Most questions about day to day library operations will be referred to the Library Administration.

### Communications by email

Email sent to the Library Board email address will be distributed to all trustees. If a response is required, the Library Board President will determine the most appropriate way to respond. Depending on the subject matter of the email, the President will respond to the email, bring it to a Library Board meeting for discussion by the full Board, or refer the matter to the Library Administration.

To ensure that a record is maintained of any official communication of library policy or the Board's position on an issue, any email response from the Board President or other authorized trustee should be sent from the Library Board email account, not from the trustee's personal email.

Adopted 3/9/2011

Original policy adopted 1/28/1986, current revision approved 5/12/2010