

# BYLAWS OF THE PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## I. Purpose of the Prairie Skies Public Library District shall be to:

- Focus public attention on the library.
- Stimulate the use of the library's resources and services.
- Provide library materials to satisfy the reference, recreational, and research needs of the people in the library district.
- Provide library materials for students at every educational level through their supplemental use of public library services.
- Provide an adequate stock of books and other library materials sufficient in size and varied in kind and subject matter to satisfy the library needs.
- Foster the economic and efficient utilization of public library funds.
- Promote the full utilization of local pride, responsibility, initiative, and support of library services and at the same time employ state aid as a supplement to local support.
- Receive and encourage gifts, endowments, and bequests to the library.
- Provide library services for the geographic area legally defined as the Prairie Skies Public Library District.

## II. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit space and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*(Cited in "Serving Our Public: Standards for Illinois Public Libraries".)*

**III. 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.**

**1. Regular Meetings**

The regular meeting of the Board of Library Trustees of the Prairie Skies Public Library District shall be on the 2nd Tuesday of each month. The meeting shall alternate between library locations at 6:00 PM o'clock. The meetings shall be open to the public and advance notice given. 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 on the website. Both notices shall have the dates, times, and places of such meetings.

**2. Special Meetings**

Special meetings shall be held at any time when called by the president, 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 and on the website except in the case of a bona fide emergency.

**3. Annual Meeting**

An annual meeting shall be held in July 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.

**4. Quorum**

A quorum at all board meetings shall consist of Four Board members of a Seven Member Board.

**5. Board of Library Trustees**

- a. The Board of Library Trustees of the PSPLD is charged with the responsibility of the governance of the library. The Board will hire a qualified 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 notice given forty-eight hours in advance.
- b. At the Board's discretion, a Clerk of the Board (non-voting member) may be hired to assume clerical and financial duties. The Clerk is an employee of the Board and

is bonded in the amount approved by the board and according to statute requirement. The Library will pay for this bond.

- c. The Library Director will distribute the agenda and/or information packet for the meetings to the Board prior to meetings. Any Board member wishing to have an item placed on the agenda will contact 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 notify the Library Director as soon as possible to indicate that he or she will be absent.
- d. 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. Board members attending any Library System (or other library related) workshop, seminar, or meeting using their own vehicle will be reimbursed at the rate allowed by the IRS for travel.
- e. Trustees and Employees must comply with the Ethics Ordinance # 2004-04 adopted April 13, 2004 and are expected to adhere to the ALA Ethics Standards.
- f. Trustee personal use of the library is restricted to regular operating hours. (*Passed March 11, 1997*)

## **6. Public Participation at Library Board Meetings and Petitions to the Board**

- a. At each regular and special open meeting, the members of the public and Library employees may comment on or ask questions of the Board, subject to reasonable constraints.
- b. The individuals appearing before the Board are expected to follow these guidelines:
- c. Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
- d. Identify oneself by full name and address and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period, such person may be allowed to speak for more than 5 minutes.
- e. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
- f. No more than 5 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Board.
- g. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
- h. Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

## 7. Governance

### a. *Board Responsibility*

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

### b. *Library Director Responsibility*

The Library Director shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Librarian shall attend all Board and committee meetings except those meetings or parts of meetings in which the Librarian's salary is discussed.

## 8. Officers and Elections

The officers of the Board shall be a president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for 1-year terms at the regular meeting in the month of June. 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.

### a. **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.

### b. **Secretary**

The secretary, in the absence of the Board Clerk, shall keep minutes of board meetings, record attendance, 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.

### c. **Treasurer**

The treasurer shall assume the duties of the President in his/her absence. In the absence of the treasurer or when he or she is unable to serve, the president may perform the duties of the treasurer. The treasurer will serve on the finance committee and will supervise the keeping and maintenance of such financial records of the operations as are directed by the Board of Trustees in accordance with the rules and regulations of the State Librarian.

## 9. BUDGET AND FINANCIAL REPORTING

- a. The Director shall prepare two annual budgets in consultation with Board Clerk and Board; first, the appropriation ordinance form which anticipates the needs for the coming year, and second, an operating budget, once the available revenues are determined. The Board shall work with the Director to formulate these budgets,

adequate to carry out the library's goals and objectives, within any limitations of the state law.

- b. An annual financial report representing all monies received and disbursed by the Prairie Skies Public Library District shall be presented to the Board of Trustees by the Board Clerk at the July regular meeting for the preceding fiscal year (July 1<sup>st</sup> -- June 30<sup>th</sup>).
- c. A Corporate Authorization Resolution form should be filed with the approved financial institution after every Executive Board is newly elected.

## **10. Banking**

- a. The funds of the Prairie Skies Public Library District shall be deposited in the bank designated by the Board of Trustees upon properly authenticated vouchers.
- b. All bank transactions are to be co-signed by 2 authorized signatures, per corporate resolution. Those authorized to sign are the 3 officers (stated above) and the Board Clerk.

## **11. Investment of Public Funds**

- a. Purpose: The purpose of this section is to outline the responsibilities, general objectives, and specific guidelines of the investment of public funds by the Prairie Skies Public Library District.
- b. Responsibilities: All investment policies and procedures of the Prairie Skies Public Library District will be in accordance with Illinois law. The authority of the Library Board of Trustees is to control and invest public funds as defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer and by the designation of the Library Director or clerk acting under the authority of the Library Board of Trustees. Investments, fund balances, and status of such accounts will be reported at each regularly scheduled meeting of the Library Board.
- c. Investments will be made only in securities guaranteed by the United States Government or in FDIC or FSLIC insured institutions.
- d. Authorized investments include and will primarily consist of Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

## **12. Maintenance of sufficient liquidity to meet current obligations**

- a. In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
- b. Return on investment within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments made. Available funds will be invested in interest bearing deposit accounts.
- c. The Prairie Skies Public Library District will require collateral in the form of pledged securities by any banking institution, which has on deposit funds in excess of the amount insured by FDIC or FSLIC coverage.

## **13. Internal Controls and Written Operational Procedures**

- a. The investment of funds will be determined based upon a majority vote of the Prairie Skies Public Library District Board of Trustees.
- b. The Board Clerk will carry out all investment requests that are determined by the Board.
- c. It is required that the Library Treasurer and the Board Clerk be bonded.
- d. Two authorized signatures are required on all checks written by the Board. All banking institutions used by the Library require signature cards. Authorized individuals are the Board President, Treasurer, Secretary, and Board Clerk.
- e. The library director of PSPLD is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.
- f. Tax disbursements will be received either by wire transfer, Direct Deposit, or mailed to the Prairie Skies Public Library locations and invested within two business days of receipt.

## **14. Purchasing**

- a. The Library Director shall be authorized to make reasonable purchases necessary for day to day operations without prior approval from the Board of Trustees. There will be up to a limit of \$500.00 for non-routine items.
- b. All other purchases or contracts must be approved by a majority of the Board at a regular or special meeting prior to making such purchases or entering into such contracts.
- c. All purchases or contracts, except those for professional services, i.e.; legal, engineering, etc., in excess of \$25,000 must be advertised for competitive bidding in accordance with the Public Library District Act (75 ILCS 16/Art. 40 heading) ARTICLE 40 BUILDINGS, EQUIPMENT AND ACCUMULATIONS .

- d. Competitive bidding may be waived by a 2/3-majority vote of the Board of Trustees at a called meeting only when a definite emergency condition exists which threatens the immediate safety of public health.

## **15. Special Committees**

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.

## **16. Standing Committees**

The standing committees shall be appointed annually in the month of July and shall consist of three members in addition to the Library Director and President. The standing committees at their first meeting shall elect a chairperson. The standing committees shall be the Finance Committee, Personnel Committee, Policy Committee, Technology Committee and the Building Committee. The Main library shall be the depository of all committee reports.

### **a. Finance Committee**

The Board Treasurer and Clerk serve on the Finance Committee. Its 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.

### **b. Personnel Committee**

The Personnel Committee's responsibilities are, 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 which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

### **c. By-Laws/Policy Committee**

The primary responsibility of the By-Laws/Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff, 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 as needed. 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.

d. **Building and Maintenance Committee**

The Building and Maintenance 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.

e. **Technology Committee**

The Technology Committee's responsibilities are to write a mission statement, review annually the technology plan, and make changes as needed, set goals and review technology inventory, current and projected. Ensure the library's technology meets the current needs of the patrons.

## 17. Order of Business

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

- i. Call to order
- ii. Roll call, recording both present and absent members
- iii. Secretary's report, approval of minutes as received or corrected
- iv. Correspondence, communications, and public comments
- v. Financial report, approval of bills payable
- vi. Director's report
- vii. Committee reports, in order of their appearance in the Bylaws
- viii. Unfinished business
- ix. New business
- x. Other
- xi. Adjournment

## 18. Parliamentary Procedure

Robert's Rules of Order revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

## 19. New Trustees

The Director 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.



## **20. Duties of the Director**

The Director shall administer the policies adopted by this Board. Among duties and responsibilities of the Director shall be that of hiring personnel (with Board approval), 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. The Director shall attend all board meetings (as a non-voting member) and serve on all committees.

## **21. 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 when adopted by a majority of those members present providing they represent a quorum.

## **22. RECORDS TO BE RETAINED**

Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075) The Prairie Skies Public Library District retains records in accordance with directives from the Local Records unit.

## **23. Administrative Records**

- a. Administrative records of the library shall be kept at the main branch of the Prairie Skies Public Library and shall be available to the 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 Director shall file there.
- b. Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or any person authorized by the Library Director shall have access to these records.
- c. Executive session written minutes may be stored in a locked fireproof file cabinet at the Main Branch . They will be reviewed by the secretary every 6 months, in accordance with the Illinois Open Meetings Act. The verbatim tape may be destroyed without notifying the State Archivist no less than 18 months after the meeting but only if the public body approves the destruction. Written minutes of the meeting will be retained.
- d. Unless the recording has been disclosed, the verbatim record is not open for public inspection or subject to discovery except in a lawsuit brought to enforce the Open Meetings Act, and then the court can review the tape to determine if there has been a violation of the Act. Per the Amendment "Illinois Open Meetings Act

Amendment (SB 1586) aka P.A. 93-0523 modifies Illinois Statute #5 ILCS 120/2.06 signed into law by Governor Blagojevich August 12, 2003.

## **24. Circulation Records**

- a. 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. *(The Library Records Confidentiality Act [75 ILCS 70/1] provides that registration and circulation records of a library are to be confidential and cannot be published or made available to the public except by a court order, or the rare example of someone's personal health and safety requiring that a sworn law enforcement officer be given the information of an individual's name and address based on a sworn statement by the officer of such need. Statistical reports of circulation and registration may be published if the reports do not identify particular individuals)*
- b. 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 discover procedures or legislative investigative power.
- c. 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, Library Director and the Library Attorney to insure 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.

## **25. FRIENDS OF THE LIBRARY**

- a. The Board of Library Trustees of the Prairie Skies Public Library District looks upon the establishment of the Friends of the Library as a worthwhile community endeavor which will benefit the library.
- b. Advance information regarding all Friends of Library projects shall be provided to the Library Director and the Board of Library Trustees of the Prairie Skies Public Library District. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of the Library.
- c. The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Prairie Skies Public Library District, and that the Friends of the Library has its own Board and its own goals and purposes.

- d. Friends of the Library is distinct and separate from the Library District, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Prairie Skies Public Library District.
- e. Friends of the Library is an organization comprised solely of volunteers distinct and separate from Library personnel.
- f. Friend's funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Prairie Skies Public Library District becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

## **26. LIBRARY POLICIES**

- a. Policies shall be designed to carry out the day-to-day intent of the By-Laws. Staff and Board shall review policies annually. All policies must have Board approval.
- b. By-Laws and/or policies may be amended by a majority vote at a regular meeting of the Board of Trustees of the Prairie Skies Public Library District provided written notice of the proposed amendment has been given to the Trustees prior to the meeting.

Revisions approved by Board 12/10/19