

PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

ASHLAND, ILLINOIS

BY-LAWS FY 2008/2009

ARTICLE I – NAME

The name of this organization shall be the Prairie Skies Public Library District.

ARTICLE II – PURPOSE

The 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.

ARTICLE III – ALA 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".)

ARTICLE IV – GOVERNING AUTHORITY

The public library is established and maintained according to the provisions of Illinois statutes. The governing body of the public library is the Library Board of Trustees. Board members are elected at nonpartisan elections in accordance with state law, and the board should observe its full legal responsibilities, duties and rights, employing such legal and other counsel as necessary, and attending board meetings regularly.

A four-year term of office was adopted by resolution on November 14, 2000.

Section 1 The terms of all trustees shall begin on the 1st Monday of the month next following the month of the election. *(Cited from "Illinois Library Law", 16/30-10 Election of Trustees section b)*

Section 2 Officers of this board shall be President, Secretary, and Treasurer.

Section 3 Officers shall be nominated at least two months before the fiscal year ends.

Section 4 The election of officers shall be held at the June meeting. The officers shall be elected for one year. No officer shall be elected to serve for more than two consecutive terms in the same office. A term of more than six months shall be considered a full term.

Section 5 The president shall appoint a nominating committee of no less than two Trustees at the March meeting who shall present a slate at the April meeting. New officers shall take office in July. Officers shall be elected in the following manner:

- (a) The nominating committee shall present its slate of candidates to the board.
- (b) Any Trustee may make additional nominations from the floor.
- (c) In no case will any person be nominated without his/her consent.
- (d) The Trustees shall then vote for candidates for the offices of President, Secretary, and Treasurer.

Section 6 In the event that the office of President becomes vacant, the Treasurer shall assume the duties of the President. In this event, the office of

Treasurer becomes vacant. The Board shall elect one of its members to fill the remainder of the term.

Section 7 The duties of the officers shall be as follows:

- (a) The President shall:
 - (1) Preside at the meetings of the Board of Trustees.
 - (2) Appoint the special committees.
 - (3) Be an ex-officio member of all committees.
 - (4) Perform all other duties as may be assigned by the board.
 - (5) Bring the Board nominations to complete unexpired Trustee terms. Board of Trustees shall then discuss and approve/disapprove those nominations.
- (b) The Secretary shall:
 - (1) Conduct the correspondence of the Board and record attendance.
 - (2) Record the proceedings of the meeting of the Board.
 - (3) Keep a copy of the By-Laws, Standing Rules, and Policies of the Board together with a record of any changes or amendments.
- (c) The Treasurer shall:
 - (1) Assume the duties of the President in his/her absence.
 - (2) Before entering upon his/her duties, be required to give a bond in the amount to be approved by the Board, conditioned that he/she will safely keep and pay over upon the order of the Board all funds received and held by him/her for the library. The Prairie Skies Public Library District will pay for this bond. 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.
 - (3) 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.
 - (4) Assume all responsibilities and duties as Ethics Advisor as stated in Article 15 of the Ethics Ordinance
 - (5) Shall serve on the Finance Committee

All bank transactions are to be co-signed by 2 authorized signatures, per corporate resolution. Those authorized to sign are 3 officers (stated above) and the clerk. Executive lock box may be accessed only by 3 officers (stated above). The general lock box may be accessed by the Library Administrator in addition to 3 officers stated above.

Section 8 Investment of Public Funds

Purpose: The purpose of this policy is to outline the responsibilities, general objectives, and specific guidelines of the investment of public funds by the Prairie Skies Public Library District.

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 Administrator 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.

Objectives: In selecting financial institutions and investment instruments to be used the following general objectives should be considered:

- Safety.
- Maintenance of sufficient liquidity to meet current obligations.
- Return on investment.
- Simplicity of management.
- Collateral Statement.
- Internal Controls and Written Operational Procedures.
- Ethics and Conflicts of Interest Statement.
- Financial Reports.

Guidelines: The following guidelines should be used to meet general investment objectives:

- A) Safety.
 - a. Investments will be made only in securities guaranteed by the United States Government or in FDIC or FSLIC insured institutions.
 - b. 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.
- B) Maintenance of sufficient liquidity to meet current obligations.

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
- C) 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.
- D) Simplicity of management.

The time required by library administrative staff to manage investments should be kept to a minimum.

E) Collateral Statement.

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.

F) Internal Controls and Written Operational Procedures.

1. The investment of funds will be determined based upon a majority vote of the Prairie Skies Public Library District Board of Trustees.
2. The Library Treasurer will carry out all investment requests that were determined by the Board.
3. It is required that the Library Treasurer be bonded.
4. 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.
5. All IPTIP funds will be directly deposited to the Prairie Skies Public Library District's bank account. The IPTIP account has a security code that can only be changed by a majority vote of the Board.
6. 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.

Section 9 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.

Section 10 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. (see copy of Code following by-laws)

Section 11 Trustee personal use of the library is restricted to regular operating hours. Persons presently holding keys to the library will continue to do so. (Passed March 11, 1997)

ARTICLE V – MEETINGS

Section 1 The meetings of the Prairie Skies Public Library District Board of Trustees shall be open to the public.

Section 2 Regular meetings shall be held on the second Tuesday of each month at 6:00pm in the Library. Meetings will be held at alternating library locations as of March 1992. All meetings in even months will be held in Ashland.

Section 3 Special meetings must be called by the Board president or Secretary upon the request of at least three trustees of the Board of Trustees. Forty eight hour notice shall be posted on the front door of the library, with the purpose of

such meetings; except in the case of a bona fide emergency, as defined by the open meetings act.

Section 4 A simple majority of the elected Trustees shall constitute a quorum for the conducting of any business of the Board.

Section 5 Vacancies (*refer to "Illinois library Laws and Rules" under 75 ILCS 16/30-10*)

ARTICLE VI – ORDER OF BUSINESS

The order of business at all regular meetings may be:

- a. Call to order.
- b. Recognize visitors
- c. Review of minutes
- d. Financial Report.
- e. Approval of Bills.
- f. Library Administrator report.
- g. Board President Report
- h. Committee Reports (in Order of listing)
- i. Unfinished Business
- j. New Business.
- k. Closed session
- l. Adjournment

ARITICLE VII – COMMITTEES

Section 1 The President, Secretary, and Treasurer shall constitute the Standing Committee to consider business between regularly scheduled meetings and shall be prepared to bring findings and recommendations to the Board of Trustees. This committee has the power to approve the monthly list of District expenditures. (Via Resolution 92-2 – Creation of Standing Committee June 9, 1992)

Section 2 Other committees may include Budget/Finance, Administrative/Personnel, Building & Maintenance, Long Range/By-Laws, Materials/Technology, Funding and Grants, and Nominating, or special committees as needed and assigned by the President.

Section 3 Every board member is assigned at the beginning of the fiscal year to serve on at least two committees. Each board member shall serve as chairperson of one of those committees.

ARTICLE VIII – RECORDS

All records and accounts of the Prairie Skies Public Library District shall be kept in the office of the Library and in the custody of the Library Administrator. All such records and accounts shall be open to inspection and use by all the members of the Board of Trustees and the public at reasonable times.

Executive session minutes should be stored in a locked fire proof file cabinet at the Main Branch and accessible by the standing committee. They will be reviewed by the standing committee every 6 months, In Accordance with the Illinois Open Meetings Act. Executive session tapes will be kept off site in a locked deposit box accessible by standing committee. 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 and written minutes meeting.

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 laws by Governor Blagojevich August 12, 2003.

Any governmental unit appropriating \$850,000 or more for any fiscal year shall comply with the requirements of Section 2 for audits and audit reports. (Taken from Illinois Compiled Statutes, p 604, 50 ILCS 310/3. Financial report)

ARTICLE IX – LIBRARY ADMINISTRATOR

Board will hire a Library Administrator who will be responsible for the day to day operations of the Library.

The duties and responsibilities of the Library Administrator shall be:

- (a) To be responsible for carrying out the policies of the Board of Trustees both as to their instruction and intent.
- (b) Carry out the Administrative Duties as described in the Personnel Manual.
- (c) Attend all Board meetings. He/she shall have no vote.
- (d) Act with all standing and special committees.
- (e) Give notice of all meetings at the direction of the proper officer or Trustee.
- (f) Be the chief administrative officer of the Library.
- (g) Certify all bills and monies expended and to present monthly progress reports to the Board of Trustees.

ARTICLE X – BUDGET AND FINANCIAL REPORTING

Section 1 The Library Administrator and Board of Trustees shall develop the annual library budget jointly.

Section 2 The budget shall be presented to the Board of Trustees for their approval at the June meeting for the annual appropriation and tax ordinances.

Section 3 The Tax Levy and Annual Appropriation Ordinance shall be read during July meeting and approved at the August meeting.

Section 4 The Board of Trustees shall review financial reports at their regular monthly meetings.

Section 5 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 August regular meeting for the preceding fiscal year (July 1st -- June 30th).

Section 6 A Corporate Authorization Resolution form should be filed with the approved financial institution after every Executive Board is newly elected.

ARTICLE XI – PURCHASING

Section 1 The Library Administrator shall be authorized to make reasonable purchases necessary for day to day operations without prior approval from the Board of Trustees. A limit of 500.00 for non-routine items falling under the committee's jurisdiction. The Library Administrator shall be authorized to purchase library materials up to the dollar limits established in the latest annual budget approved by the Board of Trustees.

Section 2 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.

Section 3 All purchases or contracts, except those for professional services, i.e.; legal, engineering, etc., in excess of \$10,000 must be advertised for competitive bidding in accordance with the Illinois Purchasing Act.

Section 4 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.

ARTICLE XII – LIBRARY POLICIES

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. *(See attached pages of Policies.)*

ARTICLE XIII – PETTY CASH

Petty cash monies are deposited from Ashland and Pleasant Plains locations on a timely basis and reported.

. Petty cash will be spent at the Library Administrator's discretion for miscellaneous library expenses. The amount is not to exceed the current auditor's recommendations.

ARTICLE XIV – GRIEVANCE PROCEDURES

Section 1 Employee Grievance Procedure as outlined in Personnel Manual.

Section 2 Formal Patron Grievance Procedure

If a patron has a grievance, it must be presented to the Library Administrator in written form. The Library Administrator will review it and respond to the patron. If the problem is not resolved to the patron's satisfaction, the written grievance may be forwarded to the Board. The Board will review the matter and give a final response to the patron and Library Administrator in a timely manner.

ARTICLE XV – PARLIMENTARY AUTHORITY

The rule contained in Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. At the Board's discretion a Parliamentarian may be appointed. A Board or staff member may fill this position.

ARTICLE XVI – FISCAL YEAR

The fiscal year of this library shall begin July 1st and end June 30th.

ARTICLE XVII – ADMENDMENTS

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 15 days prior to the meeting.

ARTICLE XVIII – CONFIDENCES OF LIBRARY USERS

1. 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 or qualified academic researchers.
2. 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 federal, state, or local law relating to civil, criminal, or administrative discovery procedures of legislative investigatory power.
3. 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 Director and/or President of the Board 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 of 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.
4. PSPLD will abide by the Illinois Library Records Confidentiality Act, Emergency Release of Information Identifying Individuals pursuant to PA 95-004. (Refer to Policy section 19 B)

ARTICLE XIX – ADOPTION

The Prairie Skies Public Library District Board of Trustees has adopted these By-Laws on this 12th day of February, 2008, and will replace all previous By-Laws.

Signed: _____
Board of Trustee – President Lois Greene

Signed: _____
Board of Trustee – Secretary Cynthia Ingles

By-Laws Amended and Revised 02/12/2008