

# South Holland Public Library

## 2.0 Board Bylaws and Governance



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1 | 2.0 Board Bylaws and Governance, adopted by the SHPL Board, revised and superseding all previous policies, [07.27.2023](#)

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### 2.0 SOUTH HOLLAND PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

Vanessa Bradley, President

[Trustees@shlibrary.org](mailto:Trustees@shlibrary.org)

Felicia Houston, Vice-President

All Trustees can be reached using this email.

Patricia McCreary Cannon, Treasurer

Elaine MacKenzie, Secretary

**Sonya Harrington, Trustee**

Janice Newman, Trustee

Angela Oldenkamp, Trustee

*This section revised by the Board of Trustees, 05.22.2023*

### 2.1 SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES FOR 2023

January 23, 2023

February 27, 2023

March 27, 2023

April 24, 2023

May 22, 2023

June 26, 2023

July 24, 2023

August 28, 2023

September 25, 2023

October 23, 2023

November 20, 2023

December 18, 2023

*This section revised by the Board of Trustees, 12.19.2022*

### 2.2 BOARD BYLAWS AND GOVERNANCE

The South Holland Public Library (Library) is established and operated in compliance with the Illinois Compiled Statutes. The Library is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Library is governed by a Board of Trustees (Board) created and maintained in compliance with Chapter 75 of the Illinois Compiled Statutes. The Board has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The Board reviews these bylaws in March of even-numbered years. The Board meets at least ten (10) times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The Board has exclusive control of all property owned by the Library and of all expenditure of monies collected, donated, or appropriated for the library fund.

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The Board has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. The Library is a member of the Reaching Across Illinois Library System (RAILS), an Illinois multi-type library system, and participates in resource sharing through interlibrary loan and reciprocal borrowing. The Library participates in the multi-type system by fulfilling member library responsibilities.

At least every ten years, the Board determines if the physical facility is adequate to meet the needs of the community and conducts a study to determine if the Library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the Board takes steps to correct any problems. The Board reviews policies at intervals not greater than three (3) years.

Members of the Board participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Each Board member participates in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters, and reports to the full Board.

The Board, along with the Library Director, develop and conduct a meaningful and comprehensive trustee orientation program for each new board member.

The Board conducts an annual review of the Library Director.

### 2.3 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.

#### 2.3.1 Meetings

All regular and special meetings of the Board and its committees shall be open to the public and to the press, except closed sessions as authorized by the State of Illinois, and shall comply with the Open Meetings Act. The Library Director shall post the agendas of meetings in the Library, on the Library's website, and send agendas to any news medium which has filed an annual request for notice under the Open Meetings Act. Minutes of open meetings are posted on the Library's website and made available for public inspection within seven (7) days of approval of said minutes.

##### 2.3.1.1 Regular Meetings

The regular meetings of the Board of the South Holland Public Library shall be on the fourth Monday of each month. The meetings shall be at the Library at **6:00 p.m.** The meetings shall be open to the public and agendas posted no less than 48 hours in advance of the meetings.

In December of each year, the Board shall specify regular meeting dates and times for the next calendar year. The Secretary of the Board shall then post the schedule of

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meetings in the Library, on the Library's website, and send the schedule to any news medium which has filed an annual request for notice under the Open Meetings Act, with dates, times, and places of such meetings.

Changes in the time and date of future single meetings may be made at any regular or special meeting of the Board.

### **2.3.1.2 Special Meetings**

Special meetings shall be held at any time when called by the President or Secretary or by any three (3) 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 news 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.

### **2.3.1.3 Organizational Meeting**

An organizational meeting is held in May of odd-numbered years to coincide with local municipal elections. The first action taken at the organizational meeting immediately after the swearing-in ceremony shall be the nomination and election of the President, Vice-President, Treasurer, Secretary and Open Meetings Act Officer to the length of terms in office as provided in these bylaws.

### **2.3.1.4 Annual Meeting**

The annual meeting will be held in June of each year for the purpose of accepting the Library's Annual Report, the Illinois Public Library Annual Report (IPLAR), and a summary of the year's work with a detailed account of the receipts and expenditures. Copies of the Annual Report will be forwarded to the Illinois State Library and RAILS as may be required and in accordance with Illinois Statutes.

### **2.3.1.5 Closed Meetings**

Closed meetings of the Board may be called in accordance with Illinois Statutes. At any Board meeting for which proper notice under the Open Meetings Act has been given, the Board may decide to close the meeting for any purpose authorized by Section 42 of the Open Meetings Act. The closed meeting must be approved in an open meeting by a majority vote and the purpose of the meeting recorded in the minutes of the open meeting. The call of the meeting must also indicate the applicable Statutory Section. The closed meeting agenda must indicate the subject matter to be discussed and enumerate all matters proposed, discussed or decided. Closed meetings must have minutes as well as be recorded verbatim (video or audio recording). No final action may be taken in a closed meeting. In the minutes, there is to be a record of any unofficial consensus votes,

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including names of presenters of motions, that is presented at the subsequent open meeting where an official vote on the subject matter of the closed meeting is taken.

All proceedings of a closed meeting shall be kept in strict confidence by all in attendance. Verbatim recordings must be retained a minimum of 18 months. Twice a year, minutes of all closed meetings shall be reviewed by the Board to determine if any minutes can be released to the public. That deliberation may be made in a closed meeting.

### **2.3.1.6 Quorum**

A quorum at meetings of the full Board shall consist of four (4) Board members.

### **2.3.1.7 Recording Meetings**

The Open Meetings Act gives the public the right to tape record the Board's public meetings. Recording may take place subject to the following:

- The Trustees or the Library Director can direct a reporter or an audience member to place their recording device in an unobtrusive position near the Board.
- The person(s) recording the meeting may also use a directional microphone.

### **2.3.1.8 Remote Attendance**

It is the policy of the South Holland Public Library that any member of the Board may attend and participate in any open or closed meeting of the Board 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.

#### **2.3.1.8.1 Prerequisites**

A member of the Board may attend a meeting from a remote location if the following conditions are met:

- a quorum is physically present throughout the meeting and
- a majority of a quorum of the Board votes to approve the remote attendance.
  - a. The member should notify the Secretary or President at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
  - b. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:
    - The member cannot attend because of personal illness or disability; or
    - The member cannot attend because of employment purposes or the business of the South Holland Public Library; or
    - The member cannot attend because of a family or other emergency.

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### **2.3.1.8.2 Voting Procedures**

After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

### **2.3.1.8.3 Adequate Equipment Required**

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. Before approving remote attendance at any meeting, the Board shall provide equipment adequate to accomplish this objective.

### **2.3.1.8.4 Minutes**

Any 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.

### **2.3.1.8.5 Rights of Remote Member**

A 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.

### **2.3.1.8.6 Meetings**

The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

### **2.3.1.8.7 Closed Meetings**

A quorum of the Board must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference, in the same manner as at an open meeting.

### **2.3.1.6.8 Committees, Boards and Commissions**



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This policy shall apply to all committees, boards, and commissions established by authority of the Board of Trustees. However, when remote attendance is possible only by audio connection and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the committee, board, or commission, remote attendance should not be approved.

### **2.3.2 Board of Library Trustees**

The Board of Library Trustees of the South Holland 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 the Friday before the Monday of the meeting. 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 contact 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-related workshop, seminar, or meeting. The Library Director will make the dates of these 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-related workshop, seminar, or meeting during each calendar year. The Library will pay for trustee membership dues in Illinois Library Association (ILA), as well as expenses incurred while attending related conferences. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any library-related workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

#### **2.3.2.1 Elections and Officers**

Trustees must be residents of the incorporated Village of South Holland and are elected at the municipal biennial election for a 6-year term. Newly-elected Trustees will be sworn in at the Organizational meeting in May of odd-numbered years. Those appointed to fill a vacancy will be sworn in at the next regular Board meeting after the meeting of their appointment and approval by a majority of the Board. An appointed Board member's term will expire April 30 of the odd-numbered year of the next municipal election. Their election, appointment for filing of vacancies or removal is held in accordance with the Statutes.

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No Trustee shall engage in any business or transaction or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. All Trustees are required to annually file a Statement of Economic Interest (SEI) with the Cook County Clerk's office.

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Those officers shall be elected by a vote for 2-year terms at the regular meeting in the month of May during odd-numbered years. The President shall not serve more than two (2) 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 vote at the next regular meeting.

### **2.3.2.1.1 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 in all advisory or disciplinary action directed to the staff.

### **2.3.2.1.2 Vice-President**

The Vice-President, in the absence of the President, shall assume all duties of the President.

### **2.3.2.1.3 Secretary**

The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other such clerical duties as may be assigned by the Board.

### **2.3.2.1.4 Treasurer**

The Treasurer is authorized by the Board to sign checks, shall serve as Chairperson of 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.

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### 2.3.3 Standing and Special Committees

The standing committees shall be appointed during odd-numbered years in the month of May and shall consist of three Trustees including the Library Director. The standing committees at their first meeting shall elect a chairperson, except for the Finance Committee, of which the Treasurer shall be the 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 and the Building and Grounds Committee. The Library shall be the depository of all committee reports.

#### 2.3.3.1 Finance Committee

The Finance Committee shall be comprised of two members of the Board including the Treasurer and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget and Budget and Appropriations Resolution 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.

#### 2.3.3.2 Building and Grounds Committee

The Building and Grounds Committee shall be comprised of two members of the Board 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.

### 2.3.4 Order of Business

The following order of business shall be followed at regular meetings:

1. Call to Order
2. Roll Call
3. Introduction of Guests
4. Public Comments
5. Correspondence & Communications
6. Approval of Minutes
7. Approval of Bills
8. Financial Reports
9. Committee Reports
10. Closed Session if necessary
11. Unfinished Business
12. New Business
13. Library Director's Report

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- 14. Announcements
- 15. Adjournment

### **2.3.5 Parliamentary Procedure**

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

### **2.3.6 Open Meetings Act (OMA)**

The South Holland Public Library Board will comply with the prevailing and current Illinois Open Meetings Act (OMA) for Board meetings which can be found online at <https://www.illinoisattorneygeneral.gov/government/open-meetings.html>.

According to Public Act 97-504, effective January 1, 2012, Library Trustees are required to successfully complete the electronic training for the Open Meetings Act and provide a copy of the certification to the Library Director. Trustees appointed or elected after January 2012 have 90 days to complete the training.

### **2.3.7 Public Comment at Meetings**

The meetings of the Board of Trustees of the South Holland Public Library are open to members of the public. Members of the public have a right to speak at all meetings of the Board. At each regular and special open meeting, members of the public may address the Board subject to reasonable constraints.

1. Members of the public may address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
2. All members of the public shall address their comments to the Board President. The Board President may request an appropriate member of the Board or Staff respond to the comment at the appropriate time.
3. Comments by members of the public are limited to three (3) minutes. Each member of the public may only speak once. A member of the public may not cede time to another member of the public.
4. Individuals are expected to identify themselves by full name.
5. The Board President shall preserve order and decorum. The Board President shall decide all questions of order.
6. When addressing the Board, members of the public shall avoid personal remarks, the impugning of motives, and merely contentious statements. If any member of the public indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Board and the meeting, the Board President may immediately terminate the opportunity to speak. This decision is at the discretion of the Board President or upon affirmative vote of two-third (2/3) of the Board present. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.

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7. Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.
8. Individuals may record the open portion of meetings. Recording shall not interfere with the overall decorum and proceedings of the meeting and shall not interfere with the rights of other individuals.
9. Individuals addressing the Board shall adhere to all Library policies.
10. The President shall have the authority to determine reasonable procedures regarding public participation not otherwise defined in Board policy.

### 2.3.8 New Trustees

The Library 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, and other pertinent information.

### 2.3.9 Division of Responsibilities

Under the Illinois Public Library Law (75 ILCS) the South Holland Public Library Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations... in order to render the use of the Library of the greatest benefit to the greatest number” and to “appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board and the Library Director, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the Library Director’s responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

#### 2.3.9.1 Goals and Objectives for the Library

*Board responsibility*—It shall be the duty of the Board to determine the goals and objectives of the Library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

*Library Director responsibility*—The Library Director shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

*Joint responsibility*—The Board shall relate the Library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Library Director who shall participate fully and prepare regular reports on current progress and future needs.

#### 2.3.9.2 Written Policies

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*Board responsibility*—The Board shall determine and adopt written policies to govern operation, use, and programs of the Library and shall adopt bylaws for Board procedures.

*Library Director responsibility*—The Library Director shall recommend needed policies to the Board and supply samples and sources of information. The Library Director shall carry out the policies as adopted by the Board with recommendations and materials for study and administer the Library within the framework of the Library’s goals, objectives, policies, and budget.

*Joint responsibility*—Both the Board and the Library Director shall know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries; and shall study library publications.

### **2.3.9.3 Governance**

*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.

*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 Library Director shall attend all Board and committee meetings except those meetings or parts of meetings in which the Library Director’s salary and tenure are discussed.

### **2.3.9.4 Financial Status of the Library**

*Board responsibility*—The Board shall keep aware of the financial status of the Library.

*Library Director responsibility*—The Library Director shall provide a report of budget status and expenditure at each Board meeting. The Library Director shall supply facts and figures to the Board to aid in interpreting the Library’s financial need.

*Joint responsibility*—The Library Director shall prepare two annual budgets in consultation with staff and Board; first, the appropriation resolution 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 Library Director to formulate these budgets, adequate to carry out the Library’s goals and objectives, within any limitations of the state law.

### **2.3.9.5 Budget Presentation**

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*Board responsibility*—The Board shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds, staff, and services, and shall explore all ways of increasing the Library’s income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

*Library Director responsibility*—The Library Director shall assist the Board in cooperating with other libraries and shall call the Board’s attention to ways of stretching the budget.

*Joint responsibility*—The Library Director shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Library Director shall see that complete and accurate record concerning finances, personnel, property inventory, and annual reports are on file at the Library.

### **2.3.9.6 Duties of the Library Director**

The Library Director shall administer the policies adopted by the Board. Among duties and responsibilities of the Library Director shall be that of hiring personnel, directing, supervising and disciplining of all staff members.

### **2.3.9.7 Succession Plan**

The Library Board President shall administer the policy adopted by the Board. This plan is to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long- term leadership. See Appendices 2.3.9.7.

### **2.3.10 Amendments**

Amendments to these bylaws, the Library policies, 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.

### **2.3.11 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 Library Director 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 Library Director, shall be kept in the Library, and only members of the Board shall have access to these records.



# South Holland Public Library

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### 2.4 AMERICAN LIBRARY ASSOCIATION ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

*Approved by the United for Libraries Board in January 2012. United for Libraries is an Association of Library Trustees, Advocates, Friends, and Foundations and is a division of the American Library Association.*



# South Holland Public Library

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### **2.5 A RESOLUTION IMPLEMENTING THE PROVISIONS OF THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 et seq.) FOR THE SOUTH HOLLAND PUBLIC LIBRARY**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (“Act”) which is a comprehensive revision of the State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees, and

**WHEREAS**, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt on or before May 19, 2004 an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provisions of the Act; and

**WHEREAS**, the Board of Directors of the South Holland Public Library desires to come into compliance with the provisions of the Act;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:**

**SECTION 1:** The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the “Act” in this Section) are hereby adopted by reference and made applicable to the officers and employees of the South Holland Public Library to the extent required by 5 ILCS 430/70-5.

- a. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act by any officers or any employee of the South Holland Public Library is hereby prohibited.
- b. The offering or making of gifts prohibited to be offered or made to an officer or employee of the South Holland Public Library is hereby prohibited.
- c. The participation in political activities prohibited under the Act by any officer or employee of the South Holland Public Library is hereby prohibited.
- d. For purposes of this Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5©.
- e. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.
- f. This Section does not repeal or otherwise amend or modify any existing resolutions or policies which regulate the conduct of officers and employees of the South Holland Public Library. To the extent that any such existing resolutions or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

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- g. Any amendment to the Act that becomes effective after the effective date of this Resolution shall be incorporated into this Resolution by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Resolution by reference without formal action by the Board of Directors.
- h. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Resolution shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearing. This Resolution shall be deemed repealed without further action by the Board of Directors if the Act is found unconstitutional by the Illinois Supreme Court.
- i. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Resolution shall remain in full force and effect; however, that part of this Resolution relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Board of Directors.

**SECTION 2:** This Resolution shall be in full force and effect upon its passage, approval and promulgation. Passed this 17<sup>th</sup> day of May, 2004.

### 2.6 NEPOTISM

The South Holland Public Library is committed to the hiring and employment of persons based upon merit. It is a goal of the Library to minimize action and employment decisions based on factors other than the efficient functioning of the Library and the highest quality of service to the public. In an effort to avoid employment and administrative decisions which may not be consistent with these objectives, the Library seeks to minimize certain employment circumstances wherein close, personal relationships and loyalties can become involved with or influence employment decisions or create an appearance of impropriety.

Therefore, it is the policy of the Library that family members or persons living in the same household or dwelling as a Trustee of the South Holland Public Library Board of Trustees shall not be employed by the Library, provided, however, that this policy shall in no way disqualify such family members or persons living in the same household or dwelling of a Trustee who are bona fide employees of the Library at the time of the election of said Trustee.

It is further the policy of the Library that family members or persons living in the same household or dwelling as a member of the Administrative Staff of the Library or a Library employee may be employed by the Library, but in no case shall a member of the Administrative Staff or a Library employee be involved in hiring or otherwise approve the hiring of immediate family members or persons living in the same household or dwelling, nor shall an Administrative Staff member or Library employee supervise another member of his or her family, or person living in the same

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household or dwelling. For the purposes of this policy family member means: parent, child, cousin, aunt, uncle, niece, nephew, any other blood relative, and in-law. Also, for the purposes of this paragraph, Administrative Staff means: Library Director, Managers, and Department Heads.

### 2.7 IDENTITY PROTECTION ACT

#### Article 1 Purpose

The South Holland Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act [5 ILCS 179/1 *et seq.*]. The Identity Protection Act requires each local government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers that agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local government agencies to assess their personal information collection practices and make the changes to those practices necessary to ensure confidentiality of SSNs.

#### Article 2 Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide this office with an SSN, the South Holland Public Library shall provide that individual with a statement of the purpose or purposes for which the South Holland Public Library is collecting and using the SSN. The South Holland Public Library shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

The South Holland Public Library shall not:

- Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or South Holland Public Library.
- Require an individual to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A Social Security number that is permissibly

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mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the South Holland Public Library shall not<sup>1</sup>:

- Collect, use, or disclose an SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the South Holland Public Library's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use his or her SSN to access an Internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

### **Article 3 Requirement to Redact Social Security Numbers**

The South Holland Public Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN.

South Holland Public Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the South Holland Public Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

### **Article 4 Employee Access to Social Security Numbers**

Only employees who are required to use or handle information or documents that contain SSNs will have access to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs.

<sup>1</sup>These prohibitions do not apply in the following circumstances:

- (1) The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
- (2) The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- (5) The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

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- (6) The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

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### 2.7.1 Statement of Purpose for Collection of Social Security Numbers Identity Protection Act

The Identity Protection Act [5 ILCS 179/1 *et seq.*] requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Public Library to provide your SSN or because you requested a copy of this statement.

Why does the South Holland Public Library collect your Social Security number? You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks; and/or
- Other.

What does the South Holland Public Library do with your Social Security number?

- We will use your SSN only for the purpose for which it was collected.
- We will not do any of the following:
  - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
  - Publicly post or publicly display your SSN;
  - Print your SSN on any card required for you to access our services;
  - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
  - Print your SSN on any materials that are mailed to you, unless State or Federal law requires the number be on the documents mailed to you or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose

Write to:

South Holland Public Library  
Attn: Library Director  
16250 Wausau Avenue  
South Holland, IL 60473

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### 2.8 INDEMNIFICATION AND INSURANCE

#### Section 1

South Holland Public Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Library) by reason of the fact that he or she is or was a trustee, officer, employee, or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Library, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

#### Section 2

The South Holland Public Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the Library to procure a judgment in its favor by reason of the fact that such person is or was a trustee, officer, employee, or agent of the Library, or is or was serving at the request of the Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, provided that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Library, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.



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### Section 3

To the extent that a trustee, officer, employee, or agent of the South Holland Public Library has been successful, on the merits or otherwise, in the defense of any action, suit, or proceeding referred to in Sections (1) and (2) of this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

### Section 4

Any indemnification under Sections (1) and (2) of this Policy or (unless ordered by a court) shall be made by the South Holland Public Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee, or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the board of trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit, or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

### Section 5

Expenses proceeding may be paid by the South Holland Public Library in advance of the final disposition of such action, suit, or proceeding as authorized by the board of trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Library as authorized in this Policy.

### Section 6

The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a trustee, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

### Section 7

The South Holland Public Library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee, or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify such person against such liability under the provisions of this Policy.



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### Section 8

For the purposes of this Policy, references to "the Library" shall include, in addition to the surviving Library, any merging Library (including any Library having merged with a merging Library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustees, officers, employees, or agents, so that any person who was a trustee, officer, employee, or agent of such merging Library, or was serving at the request of such merging Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving Library as such person would have with respect to such merging Library if its separate existence had continued.

### 2.9 INVESTMENT OF PUBLIC FUNDS

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the South Holland Public Library. Its scope is all public funds of the Library.

#### 2.9.1 Responsibilities

All investment policies and procedures of the South Holland Public Library will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

#### 2.9.2 Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program.

#### 2.9.3 "Prudent Person" Standard

All Library investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that 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. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's

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credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 2.9.4 Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

1. Legality (conforming with all legal requirements)
2. Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
3. Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
4. Yield (attaining a market rate of return on investments)
5. Simplicity of management

### 2.9.5 Guidelines

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

1. *Legality and Safety*
  - a. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC-insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral). Any credit union accounts would not exceed insured amounts and otherwise would be in complete compliance with the legal requirements for such accounts and 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.
2. *Liquidity*

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
3. *Yield - Return on investment*

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts.

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#### 4. *Simplicity of Management*

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

#### **2.9.6 Reporting**

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and general performance. These reports will be available to the general public upon request.

#### **2.9.7 Internal Controls**

In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

#### **2.9.8 Authorized Financial Dealers and Institutions**

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services,

#### **2.9.9 Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

#### **2.9.10 Sustainable Investments**

It is the South Holland Public Library's policy to invest public funds in a manner which shall provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library in conforming to all state and local statutes governing the investment of public funds. In addition, and consistent with the Illinois Sustainable Investment Act, material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Library, 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

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capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investment Act.

Approved by the Library Board of Trustees on August 24, 2020.

### **2.10 BUDGET AND FINANCE POLICY**

The South Holland Public Library has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board's finance committee, the Library Director, and additional staff members with responsibility for budgetary elements. Each year, the Board determines if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board takes action to increase the library's revenue.

On a monthly basis, the Library Director presents written reports on Library operations to the Board. These reports include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The Library maintains adequate records of library operations in a manner easily understood by the public as well as the Board and Library Director. This record of library operations is presented at each Board monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year-to-date expenditures.

### **2.11 ROUTINE BANKING PROCEDURES**

The Library Director, or designated representative, of the South Holland Public Library 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.

The Library Director, or designated representative, of the South Holland Public Library is authorized to transfer funds from one library account to another library account for payment of monthly bills which have been approved by the Board.

The Library Director of the Public Library is not authorized to sign checks or receive cash from library accounts except when the Board authorizes such action.

### **2.12 LIBRARY CREDIT CARD**

The Board of the South Holland Public Library shall authorize the use of a corporate credit card to build efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses. These policies are intended to ensure card users are responsible for exercising due care and judgment when using corporate credit cards. The Library Director will authorize specific individuals to utilize the corporate credit card only for official purposes directly related to their duties and the needs of the Library. The card users may not use the corporate credit card for personal purposes even if he or she plans to reimburse the Library. A lost, stolen

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or compromised card must be reported immediately to the Business Manager and the Library Director. The corporate credit card may be used only with prior authorization by the Library Director for specific purchases. This applies in all cases except purchases of collection development materials where the Library Director's general approval is sufficient.

Suitable uses of the corporate credit card include:

- Payment for travel, taxi fares, parking expenses and hired vehicles;
- Meal allowances;
- Hospitality expenses;
- Collection development of materials;
- Payment of course work/conference fees;
- Consumable items such as office supplies, postage stamps, etc.;
- Tokens of appreciation for voluntary services such as presentations, guest speakers and retirement presents; and
- Online purchases of materials and equipment.

The following purchases are not allowed on the corporate credit card:

- Personal purchases;
- Cash advances, travelers' checks or money orders;
- Payroll advances;
- Alcohol;
- Personal entertainment;
- Fuel for personal vehicles; and
- Any item inconsistent with the mission and values of the Library.

Misuse of the corporate credit card by an employee may result in loss of credit card use and/or disciplinary action against the employee, up to and including termination.

The employee:

- must read and understand this Credit Card Policy;
- use the credit card for official business purposes only;
- must get the approval of the Library Director before using the credit card for a purchase;
- must keep the original receipt giving the description of the purchase and certify by their signature that the transaction was incurred for official purposes and in accordance with this Policy and procedures; and
- must present the signed original receipt for any expenditure to the **Assistant Director** within five (5) business days.

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### 2.13 FRAUD PREVENTION

Procedures to prevent accounting fraud at the South Holland Public Library include the following:

1. Payments are supported by original invoices or contracts. We do not process payments from vendor monthly statements summarizing multiple charges. The exception is the Library's credit card account, which is supported by credit card authorization forms and supporting invoices.
2. For payments by check, the Library uses the Village of South Holland's fund accounting software and staff to cut the checks.
3. Each payment processed by check must be approved by the Library Director who initials the invoice with the fund number used to pay the invoice.
4. A warrant list of all transactions to be paid is available for Board review and authorization of expenditure on a monthly basis. Unusual vendors or significant amounts may be questioned, and the documentation for all of these transactions is available at the monthly Board meeting.
5. Expenditures are monitored on a monthly basis in comparison to an annual budget by line item. The Library's **Assistant Director** lists the Library expenditures by fund and presents this to the Board at the monthly Board meeting. Unusually large monthly expenses and any unfavorable variances may be questioned by the Board.
6. The Village accountant and Village support staff, rather than Library staff, process the monthly transactions.
7. The **Assistant Director** provides change to Circulation, Public, and Youth Services. These departments make or handle cash transactions and record daily totals. The **Assistant Director** checks and records the cash transactions on a weekly basis. The **Assistant Director** does not make cash transactions, except to provide change to the departments. There are two people present when change is made. Cash is kept in locked cabinets.
8. All of the Library's revenues (excluding property tax collections, replacement tax collections and investment) are directly deposited into the Village's depository account. The funds from this account are transferred twice a month by the Village's Treasurer into a general account. The general account is used to pay the Library's operating expenses, salaries and benefits. Funds cannot be transferred by any Library employee or Board member.
9. Library fund accounts are recorded on a monthly basis in the Budget Comparison Analysis by the Village's Treasurer and reconciled by the Library's **Assistant Director**. All bank statements are reconciled by the Village's Treasurer on a monthly basis.
10. Petty cash transactions must be supported with a receipt. A petty cash spreadsheet sheet is created by the **Assistant Director** and must be approved by the Library Director before being processed. Petty cash transactions have a **\$75 limit**.

# South Holland Public Library

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### 2.14 DISPOSAL OF SURPLUS EQUIPMENT

South Holland Public Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the Library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board of Library Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board or members of their immediate families who make bids on or purchase any Library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted.

### 2.15 PREVAILING WAGE [820 ILCS 130/0.01]

In accordance with the State Statute and the Illinois Department of Labor Regulations, Public Library annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of our compliance are sent to the Illinois Department of Labor and printed in a local newspaper.

### 2.16 PURCHASING (BIDS/QUOTATIONS) [30 ILCS 500/1 *et seq.*]

**[NOTE: All "public works" contracts, including demolitions, regardless of monetary size or any bidding or no bidding requirements, MUST comply with the Prevailing Wage Act as well.]**

1. Purchases of the South Holland Public Library are governed by the State of Illinois statutes. The statutes [30 ILCS 500/1 *et seq.*] currently require many contracts in excess of \$25,000 to be let by sealed bidding. It is the policy of the Board to use, in addition to any statutory requirements, the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder considering conformity with established specifications, terms of delivery, quality, and serviceability requirements. However, contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:
  - a. Contracts for the services of individuals possessing a high degree of professional skill where the ability of fitness of the individual plays an important part;



# South Holland Public Library

## 2.0 Board Bylaws and Governance



- b. Contracts for the printing of finance committee reports and departmental reports;
  - c. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
  - d. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
  - e. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
  - f. Contracts for duplication machines and supplies;
  - g. Contracts for utility services such as water, light, heat, or telephone;
  - h. Contracts for goods or services procured from another governmental agency;
  - i. Purchases of equipment previously owned by some entity other than the Library itself;
  - j. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
  - k. Contracts for emergency expenditures when the emergency expenditure is approved by 3/4 of the members of the Board of Trustees; and
  - l. Purchases as identified by this policy of less than \$25,000.
    - 1) The staff, as required by Board directive, shall seek bids (or quotations if bids are not specifically required) from the widest possible array of contractors, suppliers, and material providers that time permits. This practice will produce the most competitive offers and terms available from the of interested firms or individuals.
2. The Library may utilize a system of solicitation lists of the names, addresses, and phone numbers of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials which the Library seeks to purchase. The staff will add to each list of those expressing an interest, any firm or individual doing business which the staff determines should be added to such list. The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal.
- a. The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other public notification mandated. The Library shall, when advisable, publicize its system of lists so that any interested person or firm can ask to be added to the appropriate listing.
  - b. The inclusion of a firm or individual on a solicitation list shall not constitute any prequalification for bidding or release in any fashion the firm or individual from meeting any and all requirements set out in a particular contract, bid, quotation, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement or



# South Holland Public Library

## 2.0 Board Bylaws and Governance



notification requirements otherwise used, in order to avoid even the appearance of favoritism or lack of fair competition in the Library's purchases.

- c. No commitment for expenditures of Library monies, except from the petty cash fund, shall be made without authorization issued according to the following conditions:

1) **\$25,000 or More**

All expenditures of \$25,000 or more shall be made only with prior Board approval in the manner prescribed by State law and Board rules and regulations. Advertisements for sealed bids or requests for proposals will be properly handled through the public media. Sealed bids, based on authorized specifications, or requests for proposals shall be received at a public bid opening (see Procedure for details) and include all costs for labor and materials, Bid Bond, Performance Bond, and Certificate of Insurance. Bids will then be tabulated and submitted to the Board along with staff's recommendation for action. Formal contracts with appropriate signatures for both Board and Contractor are required.

1) **\$5,000 to \$24,999**

All expenditures of \$5,000 to \$24,999 shall be made only with Board approval. Staff shall obtain at least three (3) formal written quotations with the Contractor's signature applied to be submitted to the Board. Administrative staff will also submit a recommendation for Board action.

2) **Less than \$5,000**

All expenditures of less than \$5,000 for approved budget line items, can be made only at the discretion of the Library Director upon review of at least three (3) documented quotations received either in written form by the Contractor, by telephone, or by e-mail as submitted to the Library Director. The Director shall notify the Board of the intended purchase at the next regular Board meeting.

3) **\$500 or Less**

Expenditures of less than \$500 for approved budget line items, can be made at the discretion of Library staff members under supervision of the Library Director. The Library Director shall be responsible for monitoring and adhering to pertinent budget lines.

4) **Emergency Expenditures**

- a) Emergency expenditures over \$25,000 can be made only with the written approval of the Library Director and Board President and approved by three-fourths (3/4) majority of the members of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.
- b) Emergency expenditures under \$25,000 can be made only with the written approval of the Library Director and Board President. No Board pre-approval is required but the emergency purchase should be reported at the next meeting of the Board.

# South Holland Public Library

## 2.0 Board Bylaws and Governance



### 2.17 PUBLIC BIDDING

In conformance with 75 ILCS 16/40-45 for projects involving expenditures of over \$25,000 the project shall be advertised in a local English language newspaper of general circulation, at least 14 days in advance of the date announced for the receiving of bids, in an attempt to obtain competitive bids. The advertisement for bids shall be posted in a readily accessible place in the Library.

Advertisements for bids shall describe the character of the proposed contract or agreement in sufficient detail to enable the bidders thereon to know what their obligations will be, either in the advertisement itself, or by reference to detailed plans and specifications on file at the time of the publication of the announcement. Such advertisement shall also state the date, time, and place assigned for the opening of bids, and no bids shall be received at any time subsequent to the time indicated in the announcement.

#### 2.17.1 Opening of Bids

All sealed bids shall be publicly opened by a Trustee or authorized employee of the Library, and all such bids shall be open to public inspection in the Library business office for a period of at least 48 hours before award is made.

An extension of time may be granted for the opening of bids upon publication in a local English language newspaper of general circulation, of the date to which the bid opening has been extended. The time of the bid extension opening shall not be less than 5 days after the publication thereof, Sundays and legal holidays excluded.

#### 2.17.2 Rejection of Bids/Re-advertisement

Any and all bids may be rejected by the Board if the bidder is not deemed responsible, or the character or quality of the services, supplies, materials, equipment or labor does not conform to requirements or if the public interest may otherwise be served thereby.

When all bids are rejected, a re-advertisement for bids thereof shall be published in the same manner as the original advertisement. Proposals shall be publicly opened at the day, hour, and place specified in the solicitation for bids, or any extension thereof in accordance with this policy.

#### 2.17.3 Awarding of Contracts

All purchases, contracts, and expenditures shall be awarded by the Board to the lowest responsible bidder.

In determining the lowest responsible bidder, in addition to price, the Board shall consider:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

# South Holland Public Library

## 2.0 Board Bylaws and Governance



- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with the laws and ordinances relating to the contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. The number and scope of conditions attached to the bid;
- j. Such other factors as the Board shall deem appropriate.

Contracts must be awarded only on the basis of criteria which are publicly disseminated. The Library will not respond to requests to bidders or communicate with them in any way other than through the invitation to bid, written specifications, and pre-bid conference, the date and time of which must be advertised in the invitation to bid.

### **2.17.4 Tie Bids**

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder. Where the previous condition is not in effect, the Board shall award the contract to one of the tie bidders by drawing lots in public.

### **2.17.5 Contracts**

General conditions of the contract for construction, etc., and detailed procedures will be according to the recommendation and advice of the Library's attorney and consulting architect or engineer.

### **2.17.6 Specifications**

In case of contracts for the construction of buildings, or for other construction work in or about buildings and grounds, where the entire estimated cost of such work exceeds \$100,000, prospective bidders, as well as architects and engineers employed in connection with such project, must be pre-qualified to determine their responsibility. Separate specifications must be prepared for all equipment, labor and materials in connection with the following 5 subdivisions of the work to be performed:

- a. Plumbing;

# South Holland Public Library

## 2.0 Board Bylaws and Governance



- b. Heating, piping, refrigeration and automatic temperature control systems, including the testing and balancing of such systems;
- c. Ventilating and distribution systems for conditioned air, including the testing and balancing of such systems;
- d. Electric wiring; and/or
- e. General contract work.

Such specifications shall be so drawn as to permit separate and independent bidding upon each of the above 5 subdivisions of work; provided, however, if the total estimated cost of all such work is less than \$100,000, such separate and independent specifications and bidding shall not be required. All contracts awarded for any part thereof shall award the 5 subdivisions of such work separately to responsible and reliable persons, firms, or corporations engaged in these classes of work. Such contracts, at the discretion of the Board, may be assigned to the successful bidder on the general contract work, or to the successful bidder on the subdivision of work designated by the Board prior to bidding as the prime subdivision of work; provided that all payments will be made directly to the contractors for the 5 subdivisions of such work upon compliance with the conditions of the contract. A contract may be let for one or more buildings in any project to the same contractor. The specifications shall require, however, that unless the buildings are identical, a separate price shall be submitted for each building. The contract may be awarded to the lowest responsible bidder for each or all of the buildings included in the specifications.

### **2.17.7 Architects/Certificates of Payments**

Any contract entered into or expenditure of funds by the Library for the remodeling, renovation or construction, involving an expenditure in excess of \$50,000, shall be subject to the supervision of a licensed architect, engineer, or construction manager and no payment shall be paid for such remodeling, renovation or construction unless the vouchers or invoice for such work is accompanied by a written certificate of such licensed architect, engineer, or construction manager that the payment represents work satisfactorily completed; labor; or materials incorporated in or stored at the site of such work; provided, periodic payments can be made during the course of such work upon a certificate of such licensed architect, engineer, or construction manager and indicating the proportionate amount of the total work satisfactorily completed.

### **2.17.8 Requirements of Bidders**

#### **2.17.8.1 Sworn Statements**

Each bidder shall accompany his bid with a sworn statement, or otherwise swear or affirm, that he has not been a party to collusion among bidders, in the form prescribed by 65 ILCS 5/8-10-8.

# South Holland Public Library

## 2.0 Board Bylaws and Governance



Every bid submitted to and contract executed by the Library shall contain a certification (a "no violation" certificate) by the contractor that the contractor is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or 33E-4 of 720 ILCS 5133 E. The Library shall provide a form for such certification.

### **2.17.8.2 Bid Bonds**

Cash, cashier's check, a certified check, or a bid bond, in a reasonable amount, but not in excess of 10% of the contract amount, may be required of each bidder by the Library on all bids involving amounts in excess of \$50,000 and, if so required, the advertisement for bids shall so specify.

### **2.17.8.3 Performance/Payment Bonds**

Every contractor engaged by the Library for contracts exceeding \$50,000 shall be required to furnish, supply and deliver a bond to the Library. Performance and payment bonds will be required each in the amount of 100% of the contract price, or as fixed by the Board. Such bond, among other conditions, shall be conditioned for the completion of the contract, for the payment of material used in such work, and for all labor performed in such work, whether by subcontractor or otherwise. Each bond will contain the following provisions, in substance:

"The principal and sureties on this bond agree that all the undertakings, covenants, terms, conditions, and agreements of the contract or contracts entered into between the principal and the Library will be performed and fulfilled and to pay all persons, firms, and corporations having contracts with the principal or with subcontractors, all just claims due them under the provisions of such contracts for labor performed or materials furnished in the performance of the contract on account of which this bond is given, after final settlement between the Library and the principal has been made."

The bond may be acquired from the company, agent, or broker of the contractor's choice. The bond and sureties shall be subject to the right of reasonable approval or disapproval, including suspension, by the Library. (Public Construction Bond Act, 30 ILCS 550/0.01 et seq.).

- a. The amount to be deposited subject to the trust;
- b. The terms and conditions of payment in case of default of the contractor;
- c. The termination of the trust agreement upon completion of the contract;
- d. The contractor shall be responsible for obtaining the written consent of the bank trustee, and any
- e. costs or service fees shall be borne by the contractor.

# South Holland Public Library

## 2.0 Board Bylaws and Governance



The trust agreement may, at the discretion of the Library and upon request of the contractor, become operative at the time of the first partial payment.

### **2.17.9 Prevailing Wages**

In accordance with 820 ILCS 130/1 et. seq., contractors engaged by the Library must pay their laborers, mechanics, and other workers the prevailing wage. The prevailing rate of wages means the hourly cash wages plus fringe benefits for health and welfare, insurance, vacations, and pensions paid generally in Cook County to employees engaged in work of a similar character on public works.

The requirement to pay prevailing wages does not apply to maintenance work. "Maintenance work" means the repair of existing facilities when the size, type, or extent of such existing facilities is not changed or increased. EXCEPTIONS: Contracts for janitorial cleaning services, window washing, and security services must be paid prevailing wages.

The Library will list the most current prevailing wage rates available in each bid specification pursuant to The Illinois Department of Labor rates.

### **2.17.10 Certificates of Insurance**

A certificate of insurance shall be required of every bidder and every contractor. Contractors shall be insured for the following minimum amounts by insurance companies with a minimum Best's rating of A.

Worker's compensation: \$100,000 each occurrence, \$100,000 each employee; \$500,000 policy limit  
General Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate;  
Automobile Liability: \$500,000 each accident; \$1,000,000 combined.

### **2.17.11 Change Orders**

Change orders which authorize or necessitate an increase or decrease in either the cost of a contract by \$20,000 or more, or the time of completion by 30 days or more, shall not be authorized without the Library Board or its designee making a determination in writing that the circumstances requiring the change order: (1) were not reasonably foreseeable when the contract was signed; or (2) were not contemplated by the contract as signed; or (3) are in the best interests of the Library District. Change order determinations shall be kept in a permanent contract file open to the public, and shall otherwise meet the requirements of 720 ILCS 5/33 E-9 et. seq.

## **2.18 CLOSING THE LIBRARY**

In order to fulfill its mission of public service, the South Holland Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

### **2.18.1 Emergency Closings**

# South Holland Public Library

## 2.0 Board Bylaws and Governance



The South Holland Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the Library, shorten hours or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions.

The decision to close the Library or cancel scheduled programs is based upon one or more of the following:

- Severe weather and/or road conditions that cause hazardous traveling, such as significant snow, ice accumulations or flooding; extreme temperatures; or blizzard conditions.
- Availability of sufficient staff to operate the Library. Minimal staffing is defined as one Department Head or Administrative staff member and two (2) additional staff members.
- Condition of the Library's parking lot and walkways.
- Failure of vital building services, extended power failure, condition of the building or its equipment.
- General health, safety, and emergency in the community or area surrounding the Library.

When it is determined by the Library Director with the Board President or the next available Board Officer in order of succession that a general emergency situation exists or is impending, the emergency closing of the Library may be authorized. Every effort will be made to notify all Board members of such an emergency closing.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include postings on the Library website, phone system, signs on doors and announcements on social media.

### **2.18.2 Closing for Other Reasons**

The Library may close if the Library Board deems it necessary for repairs, maintenance, a large project, and/or staff training. These closing will be pre-planned and approved by the Board.

Closing for reasons other than emergencies will be announced in advance and may include postings on the Library website, signs on the doors and in the Library, notice in the Library newsletter, emails and on social media.



# South Holland Public Library

## 2.0 Board Bylaws and Governance



### Appendix 2.3.9.7 South Holland Public Library Succession Plan

#### **Purpose**

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

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

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

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

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

1) **Assistant Library Director**

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

- 2) Head of Youth Services
- 3) **Head of Public Services**

Job Responsibilities and Duties of the Library Director will be divided amongst the standing appointees to assist the Acting Director. If this Acting Director is new to the position and inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position.

*This policy amended by the Board of Library Trustees, July 24, 2023.*

#### **Functions of the Library Director**

The full Library Director's job description is attached to the plan.

#### **Succession Plan in Event of a Temporary Absence: Long-Term**

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.



# South Holland Public Library

## 2.0 Board Bylaws and Governance



### **Authority and Compensation of the Acting Library Director**

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

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

- A temporary salary increase to the entry-level salary of the Library Director position
- A bi-weekly payroll bonus during the Acting Library Director period
- No additional compensation

### **Board Oversight**

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

### **Communication Plan**

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

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

1. The Village of South Holland Administration & Mayor
2. RAILS, SWAN
3. Other important contracted providers

### **Completion of Short- or Long-Term Emergency Succession Period**

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

### **Succession Plan in Event of a Permanent Change in Library Leadership**

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

The Board of Trustees will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Library Director and plan for the recruitment and selection of an Interim Library Director and/or permanent Director.

# South Holland Public Library

## 2.0 Board Bylaws and Governance



### ***Recruitment Resources***

In the event the Board of Trustees forgoes the appointment of an outside firm to aid in the search for a new Library Director, the job description and announcement will be posted on the following but not limited to:

- American Library Association Job LIST
- Black Caucus American Library Association Career Center
- Illinois Library Association Job Line
- INALJ Jobs
- LinkedIn Careers
- RAILS Library Jobs
- South Holland Public Library website

### **Managerial Succession Plan**

In the event of a short-term (3 Months) or long-term (6 Months) absence of a Department Manager, the Library Director will assign duties to fulfill the immediate needs of the department.

The Board President will be notified timely, and a plan will be presented to the Board of Trustees at the next Board Meeting.

### **Acceptance of Emergency Succession Plan**

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

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

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

# South Holland Public Library 2.0 Board Bylaws and Governance



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## Signatures of Approval for South Holland Public Library

\_\_\_\_\_ Date \_\_\_\_\_

Board President

\_\_\_\_\_ Date \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date \_\_\_\_\_

Library Director

*This policy approved by the Board of Library Trustees, July 24, 2023.*

# South Holland Public Library

## 2.0 Board Bylaws and Governance



### Appendix 2.19.1 BOARD OF TRUSTEES OATH OF OFFICE

#### OATH OF OFFICE

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF COOK            )

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee of the South Holland Public Library Board of Trustees according to the best of my ability.

\_\_\_\_\_  
Signature of Person Making Oath

\_\_\_\_\_  
Signature of Person Administering Oath  
*South Holland Public Library Board Secretary*

\_\_\_\_\_  
Date

PLEASE PROVIDE THE FOLLOWING INFORMATION:

\_\_\_\_\_  
Governmental Unit

\_\_\_\_\_  
Office and Term

\_\_\_\_\_  
Elected Official's Name

\_\_\_\_\_  
Address (House Number and Street or Road Name)

\_\_\_\_\_  
City and Zip

\_\_\_\_\_  
Home Phone

This information will be filed with the County Clerk and the Illinois State Librarian pursuant to 75 ILCS 16/30-40 and 75ILCS 5/4-6 and made available when inquiries are made by the public concerning local government officials.

# South Holland Public Library

## 2.0 Board Bylaws and Governance



### Appendix 2.19.2

#### CLOSED MEETING MINUTES

##### MINUTES FOR A CLOSED MEETING OF THE BOARD OF TRUSTEES OF THE SOUTH HOLLAND PUBLIC LIBRARY

Date of Closed Meeting: \_\_\_\_\_ Time Meeting Started: \_\_\_\_\_  
Date Minutes Approved: \_\_\_\_\_ Time Meeting Adjourned: \_\_\_\_\_  
19 Month Review Date: \_\_\_\_\_ Recording Destroyed by: \_\_\_\_\_

#### 1. Call to Order/Roll Call

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_,  
to go into Closed Session at \_\_\_\_\_ in the Board Room of the South Holland Public Library for  
the consideration of (choose all applicable):

- 2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.
- 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 2(c)(3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
- 2(c)(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
- 2(c)(5) The purchase or lease of real property for the use of the public body.
- 2(c)(6) The setting of a price for sale or lease of property owned by the public body. 2(c)(7) The sale or purchase of securities, investments, or investment contracts.
- 2(c)(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff the public or public property.
- 2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body 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.
- 2(c)(12) The establishment of reserves or settlement of claims as provided in the Local

# South Holland Public Library

## 2.0 Board Bylaws and Governance



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 communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.

- 2(c)(15) 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.
- 2(c)(16) Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
- 2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

### **Roll Call**

Trustees Present:

Trustees Absent:

Also Present:

### **2. Subject Matter Discussed**

(Description of all matters proposed, discussed or decided)

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### 3. Record of Any Vote Taken

Specify those who make the motions and record votes. No final action may be taken in closed session. These are advisory votes.

### 4. Adjournment

Trustee \_\_\_\_\_ moved, and Trustee \_\_\_\_\_ seconded the motion, to adjourn the closed session and return to the open session at \_\_\_\_\_.

### Roll Call Vote:

Aye:

Nay:

Abstain

Time the executive session adjourned:

\_\_\_\_\_  
**Secretary**



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### Appendix 2.19.3

#### PROCEDURES FOR OPENING BIDS

1. The author or designer of the bid package shall provide appropriate tabulation forms.
2. At the appointed hour, the Library's representative shall declare the bidding closed and determine the following:
  - a. Were all addenda, if required by the bid specifications, received? (List addenda by number and identify.)
  - b. Does anyone present desire any clarification of plans, specifications, or bid documents?
  - c. Was anyone denied the right to bid?
  - d. Are there any objections to proceeding with opening of bids?
3. Should there be cause, the bidder may at this point change or withdraw his/her bid. In the event of objection to opening of bids, the Library's representative will note the name of the objector(s) and the reason for objection. The matter will then be referred to the Library legal counsel who will decide on procedure as follows:
  - a. Attempt to satisfy the objection.
  - b. Secure complete information as to objection and proceed with opening the bids under protest, for later disposition by proper authority.
  - c. Postpone the bid opening to a later date to allow sufficient time for the objection to be justified.
  - f. Rule the objection as informal and proceed with opening of bids.
4. The bids shall be read aloud to the assembled group in the following order:
  - a. name of bidder;
  - b. license number of bidder, if required;
  - c. bid security and amount if certified check;
  - d. Fair Employment Compliance, if required;
  - e. base bid;
  - f. alternate bid, if any;
  - g. unit price (only if it may influence determination of low bidder, or if requested);
  - h. completion (or delivery) date;
  - i. any other pertinent information.
5. Upon conclusion of opening and recording bids, thank all participants.
6. State apparent low bidder, subject to review and analysis by staff.
7. Give date staff recommendation will be made to the Board.
8. Remember, only the Board can reject, waive technicalities, or award bid. **Staff only recommends!**

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### Appendix 2.19.4

#### CONDOLENCES AND OTHER RECOGNITION GUIDELINES

Members of our South Holland Public Library community frequently experience personal events—ranging from happy events such as a retirement to sad events such as the death of a loved one or a hospitalization—that the Library wishes to recognize. In addition, the Library is committed to celebrating the service and contributions of our employees.

##### 2.19.4.1 Condolences

###### *Staff Members*

- When a current staff member, including a staff member on a leave of absence, passes, a plant, flower arrangement or memorial donation to a designated organization up to \$150.00 may be sent. For these purchases, cards and memorial acknowledgements will state, “From the Board and Staff of the South Holland Public Library.”
- When a current staff member’s parent, child, spouse or partner passes, a plant, flower arrangement or memorial donation to a designated organization up to \$100.00 may be sent. For these purchases, cards and memorial acknowledgements will state, “From the Board and Staff of the South Holland Public Library.”
- When a retired staff member passes, a plant, flower arrangement or memorial donation to a designated organization up to \$75.00 may be sent. For these purchases, cards and memorial acknowledgements will state, “From the Board and Staff of the South Holland Public Library.”

###### *Board Members*

- When a current Board member, including a Board member on a leave of absence, passes, a plant, flower arrangement or memorial donation to a designated organization up to \$150.00 may be sent. For these purchases, cards and memorial acknowledgements will state, “From the Board and Staff of the South Holland Public Library.”
- When a current Board member’s parent, child, spouse or partner passes, a plant, flower arrangement or memorial donation to a designated organization up to \$100.00 may be sent. For these purchases, cards and memorial acknowledgements will state, “From the Board and Staff of the South Holland Public Library.”
- When a past Board member passes, a plant, flower arrangement or memorial donation to a designated organization up to \$75.00 may be sent. For these purchases, cards and memorial acknowledgements will state, “From the Board and Staff of the South Holland Public Library.”

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### **2.19.4.2 Anniversary Awards**

A current staff member, including a staff member on a leave of absence, will be recognized for every five (5) years of continuous service each December at the In-Service Day luncheon. Recognition gifts will be selected by the Director.

### **2.19.4.3 Retirement or Other Separation**

When a staff member with 10 or more years of service retires from the Library, the Library typically sponsors an in-house luncheon in that person's honor and presents the employee with a gift of value not to exceed \$100.00 exclusive of the cost of the event.

When a staff member voluntarily separates under favorable circumstances and who have at least one (1) year of service, the Library typically sponsors an in-house cake, bagel, cookies, muffin, and/or sweet break in that person's honor.

### **2.19.4.4 Board Member Recognition**

Resignations, or end of elected terms, of a Board member will be recognized with a gift selected by the Director and approved by the President of the Board or Vice-President when the gift is for the President.

### **2.19.4.5 Extended Illness/Hospitalization**

A current staff member or Board member, including those on a leave of absence, a plant or flower arrangement up to \$75.00 may be sent one (1) time per episode. Extended illness/hospitalization is defined as five (5) or more working days.

*This section added by the Board of Trustees, 08.27.2018.*