

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracy Boland, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2020-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF
PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019
AND ENDING JUNE 30, 2020**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Acts on the 17th day of September, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of September, 2019.

Tracy Boland
Secretary, Board of Library Trustees

ORDINANCE NO. 2020-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020**

WHEREAS, the Board of Library Trustees for the Palatine Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 17th day of September 2019, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW, THEREFORE, Be it ordained by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2019, and end on June 30, 2020.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of **\$12,396,154.00**, or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Palatine Public Library District, as hereinafter specified for said fiscal year.

PART I

Estimated Revenue Available

Item 1:	Balance on hand as of July 1, 2019	\$ 5,839,697.52
Item 2:	Receipts during current fiscal year from library district levy of 2019 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes	\$ 7,801,636.63
TOTAL ESTIMATED AMOUNT AVAILABLE		<u>\$13,641,334.15</u>

PART II

Estimated Expenditures - Operating Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
<u>MATERIALS</u>		
Print Materials	\$405,000.00	\$506,300.00
Databases	221,350.00	276,700.00
Nonprint Materials	212,505.00	256,600.00
Electronic Materials	<u>172,000.00</u>	<u>215,000.00</u>
Total Materials	\$1,010,855.00	\$1,254,600.00
<u>CAPITAL EXPENDITURES</u>		
Furniture	\$40,000.00	\$160,000.00
Computers	<u>192,871.00</u>	<u>337,500.00</u>
Total Capital Expenditures	\$ 232,871.00	\$497,500.00
<u>SALARIES</u>		
Salaries	\$3,390,561.00	\$4,238,200.00
Health Insurance/Misc. Benefits	<u>300,972.00</u>	<u>421,400.00</u>
Total Salaries	\$3,691,533.00	\$4,659,600.00
<u>UTILITIES</u>		
Gas	\$30,000.00	\$45,000.00
Electricity	220,000.00	330,000.00
Water	<u>14,615.00</u>	<u>25,600.00</u>
Total Utilities	\$264,615.00	\$400,600.00
<u>CONTRACTS</u>		

Copier Costs	\$29,463.00	\$36,850.00
Technology Support	72,152.00	108,250.00
Postage Machines Lease	1,891.00	2,400.00
LAN Management	55,920.00	69,900.00
Integrated Library System	169,170.00	211,500.00
Internet Service	25,556.00	38,500.00
Bibliographic Support	2,650.00	5,300.00
Book Recovery Service	5,338.00	8,000.00
Accounting/Payroll	19,013.00	28,500.00
Consultants	47,500.00	95,000.00
Leases (Branches, Office Park, Telephone)	<u>57,850.00</u>	<u>87,000.00</u>
Total Contracts	\$486,503.00	\$691,200.00

SUPPLIES

Human Resources	\$1,500.00	\$2,250.00
Art and Printing	11,000.00	16,500.00
Copiers & Printers	4,750.00	6,000.00
Library Services	37,000.00	55,500.00
Program Supplies	<u>15,300.00</u>	<u>22,950.00</u>
Total Supplies	\$69,550.00	\$103,200.00

OPERATING EXPENSES

Interlibrary Loan/Reciprocal Borrowing	3,839.00	4,800.00
Telephone	4,254.00	8,500.00
Postage	3,927.00	9,800.00
Cultural and Educational Programs	44,000.00	66,000.00
In Service and Training	30,216.00	45,500.00
Memberships	11,805.00	17,700.00
Community Information	12,000.00	18,000.00
Legal	6,325.00	12,650.00
Want Ads/Legal Ads	1,387.00	3,000.00
Gifts/Donations	10,000.00	100,000.00
POC Shared Administrative Costs	10,000.00	15,000.00
Grant Expenditures	<u>0.00</u>	<u>75,000.00</u>
Total Operating Expenses	\$137,753.00	\$375,950.00

AUXILIARY PROJECTS

Newsletter	\$62,000.00	\$77,500.00
Volunteer Programs	<u>3,000.00</u>	<u>3,750.00</u>
Total Auxiliary Projects	\$65,000.00	\$81,250.00

TOTAL ESTIMATED OPERATING FUND EXPENSES	<u>\$5,961,397.00</u>	<u>\$8,063,900.00</u>
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The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

Estimated Expenditures - Audit Expense Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Audit Expense	\$5,200.00	\$6,500.00

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for audit expense purposes and is in addition to all other library taxes as provided by law.

PART IV

Estimated Expenditures - Building and Maintenance Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Cleaning Service	\$97,200.00	\$121,500.00
Equipment Repair	500.00	650.00
Trash	3,295.00	4,100.00
Landscaping and Lawn Service	12,636.00	19,000.00
Fire and Security	12,000.00	15,000.00
Elevator	8,000.00	24,000.00
Building Maintenance	27,500.00	41,250.00
Snow Removal	10,000.00	17,500.00
Heating, Ventilating and Air Conditioning	55,000.00	110,000.00
Parking Areas	10,000.00	15,000.00
Van Maintenance	500.00	1,500.00
Roof Maintenance	4,500.00	9,000.00
Van Fuel	1,300.00	1,950.00
Maintenance Supplies	<u>35,000.00</u>	<u>43,750.00</u>
Total Maintenance Fund	\$277,431.00	\$424,200.00

The foregoing appropriations are appropriated from the proceeds of a special tax for the purposes of the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

PART V

Estimated Expenditures - Illinois Municipal Retirement Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Illinois Municipal Retirement Fund	\$388,321.09	\$485,400.00

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law.

PART VI

Estimated Expenditures - Social Security

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Social Security – Employer’s Contributions	\$259,377.93	\$324,300.00

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to Social Security and is in addition to all other library district taxes as provided by law.

PART VII

Estimated Expenditures – Tort Immunity (Including Workers' Compensation & Public Officials' Insurance)

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Public Liability Insurance	\$71,114.47	\$106,700.00

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for public liability insurance purposes and is in addition to all other library taxes as provided by law.

PART VIII

Estimated Expenditures - Unemployment Compensation

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Unemployment Compensation	\$500.00	\$2,000.00

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for unemployment compensation purposes and is in addition to all other library taxes as provided by law.

PART IX

Estimated Expenditures - Special Reserve Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Purchase/Rental of Library Site(s), Building(s), Repair of Building(s), Library Material, Furnishings, Equipment, and Electronic Data Storage and Retrieval Facilities (from Proceeds of Special Reserve Fund)	\$745,965.00	\$1,491,900.00

The foregoing appropriation is hereby appropriated from the unexpended balances of the proceeds received annually from public library taxes unexpended and accumulated pursuant to 75 Illinois Compiled Statutes 16/40-50 as noted in Section 6 herein.

SUMMARY

TOTAL APPROPRIATION FOR OPERATING FUND EXPENSES	\$8,063,900.00
TOTAL APPROPRIATION FOR AUDIT EXPENSE	6,500.00
TOTAL APPROPRIATION FOR BUILDING AND MAINTENANCE FUND	424,200.00
TOTAL APPROPRIATION FOR IMRF	485,400.00
TOTAL APPROPRIATION FOR SOCIAL SECURITY	324,300.00
TOTAL APPROPRIATION FOR TORT IMMUNITY(INCLUDING WORKERS' COMPENSATION AND PUBLIC OFFICIALS' INSURANCE)	106,700.00
TOTAL APPROPRIATION FOR UNEMPLOYMENT COMPENSATION	2,000.00
TOTAL APPROPRIATION FOR SPECIAL RESERVE FUND	1,491,900.00
TOTAL ALL FUNDS	<u>\$10,904,900.00</u>

Section 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

Section 4: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 5: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 6: That the Board of Library Trustees of the Palatine Public Library District has established a Special Reserve Fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the year 1989 and subsequent years, said fund to be accumulated and set aside as a Special Reserve Fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with Chapter 75, Act 16/40-50 of the Illinois Compiled Statutes as amended, and that said Board of Library Trustees has adopted a plan or plans pursuant to the provisions of Article 40 of the Public Library District Act of 1991.

Section 7: That this Ordinance shall be in full force and effect from and after passage and publication as provided by law.

ADOPTED this day 17th day of September, 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Andrea Vanderhoek
President, Board of Library Trustees

ATTEST:

Tracy Boland
Secretary, Board of Library Trustees

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

General Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended June 30, 2019**

	Budget		Actual
	Original	Final	
Revenues			
Taxes	\$ 5,524,376	5,524,376	5,647,389
Charges for Services	170,250	170,250	172,634
Grants and Donations	131,229	131,229	163,248
Interest	29,600	29,600	124,251
Miscellaneous	2,500	2,500	12,508
Total Revenues	5,857,955	5,857,955	6,120,030
Expenditures			
Culture and Recreation	5,857,955	5,857,955	5,339,583
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	-	780,447
Other Financing (Uses)			
Transfers Out	(350,000)	(350,000)	-
Net Change in Fund Balance	(350,000)	(350,000)	780,447
Fund Balance - Beginning			3,402,053
Fund Balance - Ending			4,182,500

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Special Reserve - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended June 30, 2019**

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ -	-	-
Expenditures			
Capital Outlay	397,007	397,007	489,941
Excess (Deficiency) of Revenues Over (Under) Expenditures	(397,007)	(397,007)	(489,941)
Other Financing Sources			
Transfers In	350,000	350,000	-
Net Change in Fund Balance	(47,007)	(47,007)	(489,941)
Fund Balance - Beginning			1,261,949
Fund Balance - Ending			772,008

4 ~~Library Administration~~

4-1A ~~Board of Library Trustees~~

4A-1.1 ~~Goals and Objectives~~

The Board of Library Trustees (Board) and staff of the Palatine Public Library District (Library) develop a strategic plan, which includes goals and objectives for each fiscal year. The strategic plan is posted on the Library's website. The Board reviews progress on the goals ~~no less than annually~~ at least once a year. (Adopted 12-11-85, Last Revised 10-17-18, Effective 11-1-18).

4A-1.2 Powers of the Board of Library Trustees

The powers of the Board ~~of Trustees~~ are enumerated in Illinois Library Law (75 ILCS 16/30), and may be amended by the Illinois State Legislature. A list of these powers is located in Appendix 4A. (Adopted 9-25-85, Reapproved 11-9-16)

4A-1.3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the Library. The role of Trustees as individuals, and as a Board, is detailed in Appendix 4B. (Adopted 9-25-85; Reapproved 11-9-16)

4A-1.4 Orientation and Development

Each new Trustee receives an orientation to procedures, functions, and Board activities. These include, but are not limited to: receipt and review of relevant documents and information; tours of the Library and introductions to staff members; opportunities to attend Illinois Library Association (ILA) and American Library Association (ALA) ~~C~~conferences, workshops, and meetings conducted by the Reaching Across Illinois Library System (RAILS) and the Illinois State Library; and other meetings appropriate for gaining information on library issues of a national, state, and local nature. The Library will pay the membership dues for any Trustee who elects to join ALA, ILA, and/or United for Libraries. Trustee participation is encouraged. (Adopted 12-12-90; Last Revised 10-17-18, Effective 11-1-18)

4A-1.5 Library District Safe Deposit Box

The Board ~~of Trustees~~ maintains a safe deposit box in the name of the Palatine Public Library District. This box is accessible only to the President, Vice President, Secretary, Treasurer of the Library Board

~~officers of Trustees~~, or approved ~~Staff~~ with when accompanied by one of the above Trustees.

An annual inventory of contents of the box is made by two designated Trustees, one of whom is an officer of the Board. The inventory is kept in the lock box and Aa copy of the inventory is ~~included in the minutes of the next Board meeting~~ kept on file at the Library. (Adopted 1-9-91; Last Revised 10-17-18, Effective 11-1-18)

4A-1.6 Verbatim Records of Closed Meetings

The Secretary creates a verbatim record of closed meetings in the form of an audio recording. At the conclusion of the closed meeting, the Secretary seals, dates, and identifies the recording. The Secretary deposits the recording in the Library's safe deposit box within 14 calendar days of the recorded meeting. No access to the recordings is permitted except in accordance with the Open Meetings Act. The Board considers approving the destruction of the recordings after 18 months during the semi-annual review of closed meeting minutes and verbatim records. (Adopted 12-10-03; Reapproved 11-9-16).

4-2B ~~Executive Director~~

4B-2.1 Duties and Responsibilities

The Executive Director is responsible for the operation and management of the Palatine Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board ~~of Library Trustees~~. The Executive Director's global duties are to hire competent personnel, to operate library facilities within the established budget, to achieve the greatest value while promoting patron satisfaction, and to advise the Board in all areas of responsibility. Appendix 4D contains a list an overview of the duties and responsibilities of the Executive Director. The Board maintains a complete job description for the Executive Director. (Adopted 12-11-85; Last Revised 10-17-18, Effective 11-1-18)

4B-2.2 Compensation and Performance Evaluation

The Board reviews the performance of the Executive Director annually. The first appraisal takes place six months after initial employment. The Executive Director's salary is reviewed and established annually by the Board. (Adopted 1-12-77; Last Revised 10-17-18, Effective 11-1-18)

Policy 4 Comprehensive Review: Adopted 9-25-85; Last Revised 10-17-18,
Effective 11-1-18.

APPENDIX 4A—The Role of the Board of Library Trustees

The powers of the Board of Library Trustees (~~the~~ Board) are governed by the Public Library District Act (the Act) of the Illinois State Statutes [75 ILCS 16/30-55], including, but not limited to, the following summaries:

- ~~1. E~~enact, amend, and rescind ordinances and make and adopt such bylaws, rules, and resolutions for their own guidance and for the government of the library as may be expedient and not inconsistent with the Act.
- ~~2. H~~have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library funds.
- ~~3. H~~have exclusive control of the construction of any library building and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose.
- ~~4. P~~purchase or lease real or personal property, and construct an appropriate building or buildings for the use of the Library according to 75 ILCS 16/30-55.20.
- ~~5. R~~remodel or reconstruct a building erected, purchased, or leased by the Board, when such building is in need thereof or is not adapted to its purposes and needs.
- ~~6. S~~sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under such terms as the Board deems best, but in no event on contracts extending over a period of more than 20 years, and to lease to others any real property not immediately useful to the district but for which plans for ultimate use have been adopted.
- ~~7. A~~appoint and fix the compensation of a qualified librarian to act as administrator of the Library's operations ~~and who shall have~~including the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such employees. ~~The Board may also~~
- ~~-~~retain counsel and professional consultants as needed.
- ~~8. C~~contract with any public or private corporation or entity for the purpose of providing or receiving library service or performing any and all acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of 75 ILCS 16/30-55.40.
- ~~9. J~~join with the board(s) of one or more public libraries within this state in maintaining libraries or for the maintenance of a common library or common

library services for the participants upon such terms and conditions as may be agreed upon by and between the participating library boards.

- ~~10. Enter into contracts and take title to any property acquired by it for Library purposes.~~
- ~~11. Exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.~~
- ~~12. Extend the privileges and use of the Library, including the borrowing of materials on an individual basis by persons residing outside of the District. If the Board exercises this power, the privilege of Library use shall be~~ upon such terms and conditions set forth in Illinois Library law governing use of the library by non-residents [75 ILCS 16/30-55.60].
- ~~13. Undertake programs for the purpose of encouraging the addition to the District of adjacent areas without local tax-supported library service and to expend funds for this purpose.~~
- ~~14. Provide by ordinance fines and penalties for~~
 - ~~a) 1. damage to any library material;~~
 - ~~b) 2. damage to any property belonging to or in the custody of the Library;~~
 - ~~c) 3. failure to return any book, material, or property belonging to or in the custody of the Library.~~
- ~~15. Invest funds pursuant to Illinois state statutes.~~
- ~~16. Exercise the power of eminent domain.~~
- ~~17. Accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received from taxes or other sources, for the purpose of providing self-insurance against liabilities of the Library.~~
- ~~18. The Board may purchase membership for the Library or its trustees in the Illinois Library Association, the American Library Association, or any non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of improving library development and librarianship.~~
- ~~19. Whenever any historical society or other civic body or corporation, organized for the promotion of historical education, is maintaining a historical museum and library within the District, the Library may participate in the maintenance of such a historical museum and library~~ organized and maintained for the promotion of historical education within the District by any historical society or other civic body or corporation, upon such terms and conditions as may be mutually

agreed upon by the Board and the governing board of such historical society or other such civic body or corporation

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-(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 1-13-99, Last Revised 10-17-18, Effective 11-1-18)

APPENDIX 4B—The Role of the Trustee

Trustees represent the interests of the residents at large of the District.

Duties and responsibilities of Trustees include, but are not limited to, the following:

- ~~1. Hire~~ and supervise the Executive Director.
- ~~2. Work~~ with the Executive Director to create developmental goals for the Executive Director and review the performance of the Executive Director ~~not less than annually~~ at least once a year.
- ~~3. Develop~~ and establish policy.
- ~~4. Work~~ with the Executive Director to prepare the annual budget, and ~~Approve~~ the annual working budget.
- ~~5. Approve~~ salary schedule changes.
- ~~6. Approve~~ and ensure adequate funding for all expenditures.
- ~~7. Maintain~~ accurate records of financial transactions and other Board decisions.
- ~~8. Obtain~~ information necessary for an adequate appraisal and understanding of the Library's programs and services, and assess how well the Library is meeting the needs of patrons.
- ~~9. Direct~~ observations or concerns regarding the operations of the Library to the fellow Trustees and/or Executive Director.
- ~~10. Consider~~ Library services and specific actions recommended by the staff.
- ~~11.~~ ~~E~~establish and approve annual plans, goals, and objectives based on the needs of the Library.
- ~~12. Select~~ architects and approve preliminary and final plans and specifications for all new buildings and additions and major remodeling projects.
- ~~13.~~ ~~E~~ncourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library service in the District.
- ~~14.~~ ~~K~~keep informed on innovations in library services and operations through outside meetings, administration reports, or consultants.

• ~~15. Attend~~ Board meetings regularly and prepare in advance for the meetings.

• ~~16. Orient~~ new Board members.

• ~~17. Comply~~ with all applicable federal, state, and local statutes, ordinances, and regulations.

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 9-6-97, Last Revised 10-17-18, Effective 11-1-18)

APPENDIX 4C—United for Libraries Public Library Trustee Ethics Statement

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.

Official Statement from United for Libraries, approved by the United for Libraries Board in January 2012

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 1-13-99, Last Revised 10-17-18, Effective 11-1-18)

APPENDIX 4D—The Role of the Executive Director

Duties and responsibilities of the Executive Director include, but are not limited to, the following:

- ~~1. Recommend~~ recommend new or revised policies and carry out the policies, decisions, and plans of the Board.
- ~~2. Assist~~ assist with preparation of the annual working budget and administer the budget approved by the Board.
- ~~3. Act~~ act as an advisor to the Board on the technical-professional aspects of library service.
- ~~4. Attend~~ attend all Board meetings except those portions at which the evaluation, appointment, or salary of the Executive Director is to be discussed.
- ~~5. Orient~~ orient new Trustees.
- ~~6. Identify~~ identify needs of the Library and prepare long-term and strategic plans to meet the needs of District residents; ~~Develop~~ develop goals and objectives.
- ~~7. Prepare~~ prepare reports and legal documents pertinent to the Library.
- ~~8. Ensure~~ ensure that the Library complies with all applicable federal, state, and local statutes, ordinances, and regulations.
- ~~9. Coordinate~~ coordinate with other governmental agencies, the Friends, the Foundation, and the community.
- ~~Oversee~~ oversee promotion of library services to the community.
- ~~10. Oversee~~ oversee the facilities and grounds.
- ~~11. Oversee~~ oversee selection and purchase of resources, including use of technology to support and facilitate services.
- ~~12. Oversee~~ oversee library operations, including use of technology to support and facilitate services.
- ~~13. Exercise~~ exercise responsibility for supervision, performance, evaluation, salary review, and compensation of all personnel; ~~Hire~~ hire and manage direct reports; ~~Recommend~~ recommend changes in salary schedules to the Board for approval.

- ~~14.E~~ exercise the right and responsibility to readjust working hours and staff assignments from time to time as the needs of the ~~l~~library may require, and to reassign employees to other departments and ~~l~~library facilities or to remove an employee when necessary.
- ~~15.A~~ attend those professional meetings that may be beneficial to the Library, and maintain communications with the library community.

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 12-11-85, Last Revised 10-17-18, Effective 11-1-18)

5 ~~Financial~~ Management

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

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

5-1 Budget and Appropriation

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

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

5-1.1 Levy

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

The Secretary will file, on or before the last Tuesday in December, a certified copy of ~~each the~~ levy ordinance with the Cook County Clerk ~~of each county affected by the levy~~.

The Secretary will also file, on or before the last Tuesday of December, certified copies of the appropriation and levy ordinances with the library or libraries operated by the Library District and make such available to public inspection at all times. (4-9-86, Last Revised 9-12-18, Effective 10-1-18)

5-2 Working Budget

The Executive Director presents a detailed working budget for approval by the Board. This budget clearly identifies each category ~~to support~~and the amount requested. Managers submit requests to the Executive Director for consideration and possible inclusion in the working budget. The Board may transfer funds in the established working budget from one line item to another. (4-9-86, Last Revised 9-12-18, Effective 10-01-18)

5-3 Tax Revenues

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

Funds involved in accumulations as herein provided, or donations to the Library, may be kept in separate and interest bearing accounts in one or more banks or ~~savings and loan associations~~financial institutions in which public funds may be deposited, or invested as provided by law. (4-9-86, Last Revised 9-12-18, Effective 10-01-18)

5-4 ~~Operating~~ Fund Balances [NOTE TO BOARD: Suggested by auditors.]

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

1. Nonspendable Fund Balance is the portion of a Governmental Fund's fund balance that are not available to be spent, either in the short term or long term, or through legal restrictions (e.g. inventories, prepaid items, land held for resale, and endowments).
- 1.2. Restricted Fund Balance is the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor, and property tax levies).
3. Unrestricted Fund Balance is made up of three components:
 - a. Committed Fund Balance is the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision-making through formal Board action. The same action is required to remove the commitment of fund balance.

- b. Assigned Fund Balance is the portion of a Governmental Fund's fund balance that denotes an intended use of resources but with no formal Board action.
- c. Unassigned Fund Balance consists of the available expendable financial resources in the General Fund that are not the object of a tentative management plan.

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

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

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

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

- The Audit Fund is used for the sole purpose of paying for the Library's annual audit.
- The Building & Maintenance Fund is used for non-capital building repairs and ongoing maintenance.
- The IMRF Fund is used for expenditures resulting from the Library's participation in the Illinois Municipal Retirement Fund.
- The Social Security Fund is used for expenditures for payroll taxes required by the Federal Insurance Contributions Act.

- The Tort Immunity Fund is used for insurance expenditures related to Library risk-management activities.
- The Unemployment Fund is used for expenditures for the employer's tax liability in relation to unemployment insurance.

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

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

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

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

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

The Library makes information pertaining to budget establishment and management available to the public and posts the Library's working budget online. (Approved 11-12-08, Last Revised 9-12-18, Effective 10-01-18)

5-5 Grants

Upon receipt, grant funds will be deposited in an approved financial institution. When appropriate, separate accounts for grants will be

maintained. Disposal of items purchased with grant funds is subject to the specific grant provisions as well as to the provisions of the Library District Act [75 ILCS 16/30-55.32] relating to the sale or disposition of library property. (4-9-86, Reapproved 12-14-16)

5-6 Gifts, Memorials, and Bequests

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

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

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

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

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

Staff will thank and recognize donors following the donation procedures. (4-9-86, Last Revised 9-12-18, Effective 10-01-18)

5-6.1 Naming Rights

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

The Board shall also evaluate proposals for naming and name recognition for those corporations that are compatible with the Library's mission and reflect a positive influence on the Library. Such corporations must have a high ethical standard of business practice.

Gifts with naming opportunities that are made to the Palatine Public Library District Foundation as the 501(c)(3) arm of the organization will be recommended to the Board of Trustees for final approval. While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

There are four categories that may be named:

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

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

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

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

- an item in any of the four categories is to be demolished or drastically altered through construction

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

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

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board.

5-7 Investments

5-7.1 Investment Policy

~~Under this instrument, the Palatine Public Library District's investment policy, it is the policy of t~~The Library ~~to~~will invest all funds under ~~the Library's~~sits control in a manner that will provide the highest investment return using authorized instruments, while meeting the Library's daily cash flow demands and in conformance with all ~~S~~state statutes governing the investment of public funds.

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

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

5-7.2 Investment Guidelines

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

5-7.2.1 Liquidity

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

5-7.2.2 Safety

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

5-7.2.3 Return on Investment

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

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

5-7.2.4 Periodic Review of Investment Portfolio

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

~~At least once a year, the Finance Committee will make a periodic review, not less frequently than annually, of the Library's investment portfolio; the general performance of the portfolio; its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, and diversification; and its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, and diversification.~~

5-7.3 Prudence

The "prudent person" standard will be used by all investment officers of the Library and will be followed in making investments for the Library and in managing those investments. Investments are made with the judgment and care, under the prevailing circumstances ~~then prevailing, which that~~ persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

~~e~~Consideration is given to the probable preservation of ~~their~~ capital as well as the probable income to be derived. ~~This "prudent person" standard will be used by all investment officers of the Library and will be followed in making investments for the Library and in managing those investments.~~

5-7.4 Ethics and Conflicts of Interest

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

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

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

5-7.5 Authorized Broker/Dealers and Financial Institutions

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

5-7.6 Authorized and Suitable Investments

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

5-7.7 Collateralization

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

5-7.8 Diversification

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

- ~~1)~~ — The Library will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers, and broker/dealers;
- ~~2)~~ — No investment will exceed three years maturity;
- ~~3)~~ — The allocation of assets within investment categories will be approved by the Board ~~of Library Trustees.~~

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5-7.9 Safekeeping and Custody

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

5-7.10 Internal Controls

The Treasurer along with the Executive Director and Finance Manager will establish internal controls that will be documented in writing and filed with the Board for review. The controls will be designed to prevent losses of public funds arising from fraud; employee error; misrepresentation by third parties; or imprudent actions by Trustees, staff, or authorized investment advisors.

5-7.11 Indemnification

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

5-7.12 Delegation of Authority

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

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

(Section 5-7 Adopted 12-12-73; Last Revised 9-12-18, Effective 10-01-18)

5-8 Sale of Real and Personal Property

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

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

- ~~1)~~ Personal property having a value of \$1,000 or less may be disposed of by the Executive Director.

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

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- ~~3)~~ In all other cases, the Board will publish public notice of the availability and location of the real or personal property and the date and the terms of the proposed sale, giving the notice once each week for two successive weeks.

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- ~~4)~~ On the day of the sale, the Board will proceed with the sale and may sell the property for a price determined by the Board, or to the highest bidder.

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- ~~5)~~ Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale. [75 ILCS 16/30.55.32]

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(4-9-86, Last Revised 9-12-18, Effective 10-01-18)

5-9 Expenditures

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

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

- Funds may be disbursed for goods and services by check.
- All outstanding bills ~~must will~~ be checked by a member of the Board prior to the meeting at which the bills are presented for payment.
- A warrant of bills and salaries to be paid is prepared by ~~the Business Office~~ Administration for each monthly period.
- Such warrant will be presented to the Board at its next regularly scheduled meeting.
- Checks may be disbursed if authorized by two Trustees, without prior approval of the warrant by the Board, ~~under the following conditions:~~

if (1) a regular Board meeting is postponed beyond the ~~second Wednesday~~third Tuesday of any month, or (2)

- ~~b. if~~ a delay in disbursing a check may result in an additional charge or delay in service. Any such payment or purchase will be ratified and confirmed by the Board at its next regular or special meeting.
- The Executive Director will establish all staff salaries within the framework of the salary schedule established by the Board.

All Trustees will be authorized to sign checks. Each check must have two Trustee signatures. ~~The Executive Director or designated staff member signs imprest fund checks.~~

A petty cash account is maintained by the Finance Manager or designee in an amount to be determined by the Treasurer, with no single ~~item~~ payment to exceed ~~thirty-five~~\$35 dollars.

An imprest fund is maintained ~~by the Executive Director~~ in an amount not to exceed \$1,500, with no single ~~item payment~~ to exceed \$200. The Executive Director or designated staff member signs imprest fund checks. (4-9-86; Last Revised 9-12-18, Effective 10-01-18)

5-10 Outstanding Checks [NOTE TO BOARD: Suggested by audit firm.]

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

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

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

5-1~~10~~ Purchasing Policy

It is the duty and responsibility of the Board, with the assistance of the Executive Director, to establish and approve an annual working budget and ensure adequate funding for all expenditures. The Executive Director administers the budget established by the Board. Approval of the budget by the Board shall be authority for the Executive Director to manage the Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously appropriated.

In order to support the Library's mission and strategic plan, staff will seek to obtain quality products and services at the lowest possible cost while also considering durability, performance, compatibility, delivery, service, and vendor location.

5-110.1 Purchasing Authority

1) Emergencies

In the event of an emergency, the Library Board may hire ~~and~~ or purchase any goods ~~and~~ or services costing \$25,000 or more in order to resolve the emergency (anything of a life-threatening nature, anything that requires immediate repair, anything that would bring considerable expense if delayed). Such expenditure must be approved by a three-fourths vote at an emergency Board meeting. Any emergency expenditure under \$25,000 would follow section C.2 Items Not Budgeted, below. (Revised 7-11-12, Effective 7-11-12)

2) Competitive Bids/Quotations (Expenditures over \$25,000)

Non-emergency purchases, contracts, and expenditures of funds in the amount of \$25,000 or greater will be awarded following competitive bid procedures as required by Illinois law (Bids For Construction, Improvements, or Equipment Purchases [75 ILCS 16/40-45]). - It is the policy of the Board to follow the most responsible business practices when purchasing goods and services, in addition to complying with any statutory requirements. Statutory requirements will supersede policy provisions (Local Government Prompt Payment Act [50 ILCS 505/1]).

3) Expenditures Not Requiring a Competitive Bid Process (Items under \$25,000)

- a. Budgeted Items — Items previously approved by the Board in the working budget may be approved by the Executive Director or Assistant Director if \$10,000 or over, or by a ~~D~~department ~~M~~manager if under \$10,000.

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~~i.1.~~ 1. Renewal or Extension of Contracts ~~—The—~~The Executive Director (or designee, ~~in the Executive Director's absence~~) is authorized to renew or extend existing contracts for a term not to exceed ~~3~~three years. Contract renewals or extensions that would cause expenditures to exceed the budget line must come before the Board for prior approval. The Executive Director will notify the Board prior to renewal or extension of any contract.

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~~ii.2.~~ 2. New Contracts ~~—~~Entirely new contracts for products or services requiring a new budget line, or in excess of the current budget line, or in an amount \$25,000 or ~~more-over~~ must come before the Board for prior approval.

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~~b.●~~ ● Items Not Budgeted ~~—~~Items not approved by the Board as part of the annual budget must be approved by the Executive Director, if under \$10,000, or by the full ~~b~~Board, if \$10,000 or over.

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~~g.●~~ ● Competitive Pricing ~~—~~Whenever possible, the Library will seek multiple proposals for large purchases.

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~~i.1.~~ 1. For items \$10,000 or more but less than \$25,000, the Library will seek three competitive proposals received in writing from potential vendors. If three proposals cannot be obtained, a listing of all vendors contacted for proposal requests will be maintained, noting price quotes from responsive vendors.

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~~ii.2.~~ 2. For items less than \$10,000, the Library may proceed without competitive proposals but will consult with more than one source whenever possible.

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~~iii.3.~~ 3. Government Pricing ~~—~~Where a reputable vendor is able to provide established government pricing, competitive proposals are not necessary.

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(Adopted 9/15/10; Last Revised 9-12-18, Effective 10-01-18)

5-11.2 Credit Cards [NOTE: suggested by auditors.]

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

The Executive Director, Assistant Director, and other selected staff members shall be issued a Library credit card at the discretion of the Executive Director. The list of staff credit cards and spending limits shall be documented in Administration. Each card shall be used only for appropriate Library business, and all uses shall be properly documented with receipts. The Library credit card shall not be used for personal expenditures. Monthly credit card bills shall be documented in the accounts payable approval listing for the Board each month. (Adopted XX-XX-XX, Effective XX-XX-XX)

5-1~~2~~⁴ Establishment of Prevailing Wage

In accordance with Illinois law and the Illinois Department of Labor regulations, the Board will annually adopt and file an ordinance that establishes the prevailing rates of wages. Certified copies of our compliance are sent to the Secretary of State and Illinois Department of Labor. (Adopted 12/14/05, Last Revised 9-12-18, Effective 10-01-18)

Policy 5 Comprehensive Review: Adopted 4-9-86; Last Revised September 12, 2018, Effective October 1, 2018.

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RESOLUTION NO. 2020-01

**A RESOLUTION AUTHORIZING EXECUTION OF
AN INTERGOVERNMENTAL AGREEMENT
WITH COOPERATIVE COMPUTER SERVICES**

WHEREAS, the Palatine Public Library District is an Illinois public library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, COOPERATIVE COMPUTER SERVICES (hereinafter "CCS") is an intergovernmental entity formed pursuant to Article VII, Section 10. of the Illinois Constitution of 1970 and the Intergovernmental Agreement Act Ch. 127, Sec. 741, et seq., for the purpose of providing cooperative computer services and developing cooperative automation in all phases of library operations, so as to minimize costs, enhance resource sharing, improve services, and streamline library procedures; and

WHEREAS, the purpose of CCS is to furnish to the participants in CCS certain computer services and automation in accordance with the Intergovernmental Agreement establishing CCS and the By-Laws of CCS (including amendments thereto adopted from time to time hereafter); and

WHEREAS, the Palatine Public Library District (hereinafter referred to as the "Library") desires to obtain membership in CCS and to obtain computer services and automation for library purposes and programs in accordance with the Intergovernmental Agreement and By-Laws of CCS (including amendments thereto adopted from time to time hereafter); and

WHEREAS, the Library has examined the Intergovernmental Agreement and By-Laws of CCS, and the Library intends hereby to be bound by and to comply with said Intergovernmental Agreement and By-Laws (including amendments thereto adopted from time to time hereafter); and

WHEREAS, it is desirable and in the best interests of the Library to become an active member of CCS; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and Sections 3 and 5 of the Intergovernmental Cooperation Act (Ill. Rev. Stat. Ch. 127, Sec. 740, et seq.) authorize units of local government, including tax-supported public libraries and public library districts, to enter into intergovernmental agreements to exercise and enjoy jointly the respective powers, privileges, or authority and to jointly perform any governmental service, activity, or undertaking, and

WHEREAS, the Illinois Local Library Act (Ill. Rev. Stat. Ch. 81, Sec. 1-0.1, et seq.) and the Illinois Public Library District Act (Ill. Rev. Stat. Ch. 81, Sec. 1001-1) authorize the formation and provision of cooperative computer services and cooperative automation in all phases of library operations;



NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Public Library as follows:

Section 1: The recitals in the foregoing seven (7) paragraphs are incorporated by reference as substantive provisions hereof.

Section 2: That the President and Secretary of the Library are authorized to execute and transmit said Intergovernmental Agreement, together with a certified copy of this Resolution, to the Secretary of CCS.

Section 3: That the Public Library shall be bound by and comply with the Intergovernmental Agreement and By-Laws of CCS, including amendments thereto adopted from time to time hereafter.

Section 4: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

PASSED AND APPROVED THIS 17th DAY OF SEPTEMBER, 2019.

AYES: _____

NAYS: _____

ABSENT: _____

Andrea Vanderhoek
President, Board of Library Trustees

ATTEST:

Tracy Boland
Secretary, Board of Library Trustees

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BYLAWS

OF

COOPERATIVE COMPUTER SERVICES

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BYLAWS
OF
COOPERATIVE COMPUTER SERVICES

ARTICLE I - OFFICES

Cooperative Computer Services ("CCS"), a body politic and corporate created by Intergovernmental Agreement for Library Computer Services (the "Intergovernmental Agreement"), shall maintain in the State of Illinois its principal office, as designated by written resolution adopted by the Governing Board of CCS, and may have such other offices within the State as the members of the Governing Board may from time to time fix by written resolution. The principal office of the CCS is located at 3355-J North Arlington Heights Road, Arlington Heights, IL 60004.

ARTICLE II - GOVERNING BOARD

SECTION 1. GENERAL POWERS. To the extent not otherwise expressly provided in these Bylaws, the affairs of CCS shall be managed by its Governing Board.

CCS shall not have or exercise any power which is not granted to a public library pursuant to Illinois law.

SECTION 2. NUMBER OF MEMBERS OF GOVERNING BOARD. The number of members of the Governing Board of CCS shall be equal to the number of the libraries which are active Member Libraries of CCS, and shall be increased or decreased automatically and without further act of the Governing Board so that the number of the members of the Governing Board at all times shall be equal to the number of active Member Libraries.

Not later than September 1, 2007 and as needed thereafter, each Member Library shall appoint its Head Librarian to act as the Member Library's representative ("Representative") on the Governing Board, and shall also appoint a member of the Library's staff to act as the Library's Designated Alternative Representative in the event that the Representative is unable to attend any meeting of the Governing Board or is otherwise unable to function as a member of the Governing Board.

The CCS Executive Director shall transmit to each Library's Representative and its Designated Alternative Representative the packet of materials for each meeting of the Governing Board.

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If neither the Representative nor the Designated Alternative Representative is able to attend a Governing Board meeting or function as a member of the Governing Board, Representative or Designated Alternative Representative shall appoint a temporary representative to the Governing Board to act and vote in the place and stead of such Representative. The Representative or Designated Alternative Representative shall promptly give notice to the CCS Executive Director by letter, telephone or electronically (including fax, e-mail or other electronic communication), advising of the name, job title or position, and telephone number and e-mail address of the temporary representative; and no temporary representative shall be allowed to act or vote unless the Representative or Designated Alternative Representative has given such notice to the CCS Executive Director.

Each Representative, Designated Alternative Representative or temporary representative shall vote in accordance with the authority conferred by the Board of Trustees of the Member Library making the appointment.

For purposes of these Bylaws, the terms "Trustee," "Trustees," and "Board of Trustees" shall refer, as appropriate, to that group of persons vested with the ultimate legal and fiscal authority for the management of the affairs of the Member Library, irrespective of the name by which such group is designated by the Member Library.

Each Member Library shall retain the right to remove and replace without cause any Representative appointed by such Member Library.

SECTION 3. MEETINGS. The Governing Board of CCS shall establish a schedule of regular meetings as it deems appropriate, except that the Governing Board shall meet no less

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frequently than once each quarter of each fiscal year. Robert's Rules of Order, latest edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. There will be an annual report on the budget and audit, during which the President of CCS shall report to the Member Libraries regarding the business and affairs of CCS, and its budget and financial affairs.

SECTION 4. SPECIAL MEETINGS. Special meetings of the Governing Board may be called by or at the request of the President of CCS, the Vice President, or any five (5) members of the Governing Board.

SECTION 5. NOTICE. Subject to the provisions of Section 3 above, no further notice of regularly scheduled meetings of the Governing Board need be given to the individual members of the Governing Board.

Except as hereinafter provided, notice of any special meeting of the Governing Board shall be given at least five (5) business days prior thereto by telephone, by electronic communications or by written notice to each member of the Governing Board at his/her address as shown by the records of CCS, and posted to the CCS website. In the event that the President, Vice President, or any three (3) members of the Governing Board shall determine that there is a financial or other emergency to CCS, an emergency special meeting of the Governing Board may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

Notwithstanding anything to the contrary in this Section, notice of regular, special and emergency meetings of the Governing Board shall be given in compliance with the provisions of the Open Meetings Act.

SECTION 6. QUORUM AND ATTENDANCE. For all purposes of these Bylaws, a quorum for the transaction of business at any meeting of the Governing Board is a simple majority of the entire membership of the Governing Board, provided that if less than a quorum of the members of the Governing Board is present at said meeting, a majority of the members of the Governing Board present may adjourn the meeting to another time without further notice. Each member of the Governing Board is responsible to the CCS Member Libraries and to the other members of the Governing Board to make his or her best effort to be present in person or electronically at each meeting of the Governing Board.

A member of the Governing Board may attend any meeting through electronic technology if the Governing Board member meets the following conditions: a quorum of the Governing Board physically present throughout the meeting and a majority of the Governing Board members present at an open meeting votes to approve the member's electronic attendance at the meeting. The following rules shall govern the attendance through electronic technology at meetings of the Governing Board.

1. Except where it is not practicable, Governing Board members who cannot be physically present at any regular, special, emergency, rescheduled, or reconvened meeting for one of the reasons contained herein and who wish to participate through electronic technology such as video or audio conference, telephone call, electronic means (including, without limitation, electronic chat or instant messaging, or other means of instantaneous interactive communication) shall give notice to the CCS Executive Director or designee at least twenty-four (24) hours before the meeting time.
2. When it is known forty-eight (48) hours in advance of such meeting that any Governing Board member will participate through use of electronic technology, the public notice of special or regular meetings, shall contain, in addition to any other information required by law, the name(s) of the Governing Board member(s) who will be participating in that manner, the type of medium through which they will participate, and the location of each

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Governing Board member who will participate through electronic technology.

3. If the public notice of such meeting does not contain the name(s) of any Governing Board member(s) who will be unable to be physically present at a special or regular meeting for one of the reasons contained herein, and who wishes to participate through the use of electronic technology, prior to convening the meeting, the presiding officer shall announce such method of participation to the public and the reason therefor.
4. After a roll call establishing that a quorum is physically present, the presiding officer at the meeting of the Governing Board shall call for a motion that the member in question may be permitted to attend the meeting electronically, after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the members of the Governing Board physically present at that meeting.
5. The Governing Board member participating electronically and other members of the Governing Board must be able to communicate effectively, and any members of the public in attendance at the meeting in question must be able to hear all communications at the meeting site.
6. Governing Board members may participate in a Governing Board meeting without being physically present if physical attendance is prevented by:
 - a. personal illness or disability;
 - b. absence for personal employment purposes or for CCS business; or
 - c. a family or other emergency.
7. When one or more Governing Board members participate in a meeting by electronic technology, all votes shall be by roll call.
8. No more than two Governing Board members may participate in a meeting through use of electronic technology if they are at the same remote location.
9. A quorum cannot be created by means of participation by electronic technology. As a condition for a meeting to be conducted and for anyone to participate electronically, a quorum must be physically present at any meeting for the meeting.

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10. When speaker phones are used to allow a Governing Board member to participate in a meeting without being physically present, the Governing Board member using the speaker phone must, each time before speaking, identify himself or herself by name and be recognized by the presiding officer.
11. The minutes of the meeting shall include all Governing Board members recorded as either present or absent and whether the members were physically present, or present electronically.
12. Any voice, electronic, or other transmission by electronic technology made during a meeting of the Governing Board by a member who is attending through electronic technology shall be made available to the public concurrent with such transmission, except for closed meetings.

SECTION 7. VOTING. Each member of the Governing Board who is present in person or electronically at any meeting of the Governing Board shall be entitled to cast one (1) vote.

On all questions involving the expenditure of money, on all questions involving matters stated in subparagraphs (a) through (d) of this Section 7, and whenever requested by any member of the Governing Board present at any meeting, the yeas and nays shall be taken and entered on the records of the proceeding of the Governing Board. Except as hereinabove provided, all voting at meetings of the Governing Board shall be by acclamation. The vote of any member of the Governing Board present at any meeting who votes "present" or "abstain" upon any matter shall be added to the votes upon the proposition raised as cast by the majority.

Any matter moved for passage or approval shall be deemed to have passed if it shall receive the affirmative vote of a simple majority of the members of the Governing Board present at a meeting at which a quorum is present (including votes added to the votes cast by the majority, in accordance with the preceding paragraph); provided, however, that final action with respect to matters set forth in subparagraphs (a) through (d) below, shall require the affirmative vote of two-thirds (2/3) of all of the members of the Governing Board of CCS:

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- a. The approval of the addition of a new Member Library (as set forth in Section 1 or Article IX below);
- b. The approval of the annual budget of CCS or any amendment thereto (as set forth in Section 1 of Article IV below);
- c. The approval of any amendment to these Bylaws or the addition of any new Bylaws, or any amendment thereof (as set forth in Article XII below);
- d. The approval of any contracts, purchases of property, leases or capital improvements of hardware or software which would result in an increase of costs to any Member Library in excess of \$250.00.

After having given prior written notice as hereinabove set forth, the Governing Board may take final action with respect to any matters set forth in subparagraphs (a) through (d) above without any prior approval by the Boards of Trustees of the respective Member Libraries.

SECTION 8. COMPENSATION. Members of the Governing Board shall not receive any compensation for their services.

ARTICLE III - OFFICERS

SECTION 1. OFFICERS. The officers of CCS shall be a President, a Vice President (who shall be the President-Elect), a Secretary, and a Treasurer (and such other officers as may be elected by the Governing Board). Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed, from time to time, by the Governing Board. The officers shall be elected by the Governing Board at the last general meeting before the end of the CCS's fiscal year. They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2. below. Only those persons who are members of the Governing Board are eligible for election to the office of President, Vice President, Secretary and Treasurer.

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SECTION 2. ELECTION AND TERM OF OFFICE. The President of CCS shall hold office for one (1) fiscal year of CCS.

The term of office of the Vice President shall be one (1) fiscal year of CCS. The person elected as Vice President shall, after serving his/her term as Vice President, serve as President of CCS for the succeeding fiscal year and shall serve as past President for the next succeeding fiscal year.

The term of office of the Treasurer shall be two (2) fiscal years of CCS.

The term of office of the Secretary shall be two (2) fiscal years of CCS, so that the election of the Treasurer and the election of the Secretary shall take place in alternate years.

Each officer shall hold office until his/her successor shall have been duly elected or until his/her death or until he/she shall resign or shall have been removed in the same manner hereinafter provided. Election of an officer shall not of itself create contract rights.

SECTION 3. VACANCIES.

- a. Vacancies occurring before December 31: In the event of a resignation of the President on or before December 31, an election to fill the vacancy will be held at the next Governing Board meeting.
- b. Vacancies occurring after December 31: Should the President's resignation occur between January 1 and the end of the term of office, the Vice President-Elect will assume the term of office upon the effective date of resignation, and appoint an acting Vice President who shall complete the term of office but shall not be designated as President-Elect. The new President shall also serve his/her duly elected term.
- c. Should the office of Vice President/President-Elect become vacant (other than through the filling of a vacancy of the Presidency from January to July) a new election will be held at the next Governing Board meeting to elect a Vice President/President Elect.

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- d. Should any office (other than the President or the Vice President/President-Elect) become vacant, a new election will be held at the next Governing Board meeting to elect an officer to fill the vacant office.

SECTION 4. REMOVAL. Any officer elected or appointed by the Governing Board or the Executive Committee, respectively, may be removed by the electing or appointing body whenever in its judgment the best interests of CCS would be served thereby.

SECTION 5. PRESIDENT. The President shall be the principal executive officer of CCS and is an ex-officio member of all committees and Technical Groups. Subject to the direction and control of the Governing Board, he/she shall be in charge of the business and affairs of CCS; he/she shall see that the resolutions and directives of the Governing Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Governing Board; and, in general, he/she shall discharge all duties incident to the office of President and such other duties as may be prescribed by the Governing Board. He/she shall approve the agenda for and preside at all meetings of the Governing Board. Except in those instances which the authority to execute is expressly delegated to another officer or agent of CCS or a different mode of execution is expressly prescribed by the Governing Board or these Bylaws, he/she may execute for CCS any contracts, deeds, mortgages, or other instruments which the Governing Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Governing Board, according to the requirements of the form of the instrument.

The past President shall be a voting member of the Executive Committee.

SECTION 6. VICE PRESIDENT/PRESIDENT-ELECT. The Vice President is the President-Elect. He/she shall assist the President in the discharge of his/her duties as the President may direct and shall perform such other duties as from time to time may be assigned to him/her by

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the President or by the Governing Board. In the absence of the President or in the event of the President's inability or refusal to act as mandated by the Governing Board, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of CCS or a different mode of execution is expressly prescribed by the Governing Board or these Bylaws, the Vice President may execute for CCS any contracts, deeds, mortgages or other instruments which the Governing Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Governing Board, according to the requirements of the form of the instrument. The Vice President shall serve as an ex officio member of the Budget and Finance and Long Range Planning and Technology Committees.

SECTION 7. TREASURER. The Treasurer shall be the principal accounting and financial officer of CCS. He/she shall:

- a. have charge of and be responsible for or cause a person acceptable to the Governing Board to keep the maintenance of adequate books of account for CCS;
- b. have or cause a person acceptable to the Governing Board to have charge and custody of all funds and securities of CCS, and be responsible therefor, and for the receipt and disbursement thereof and, subject to the provisions of Section 4 of Article IV below, shall deposit such fund and securities in such banks as the Governing Board shall approve from time to time;
- c. perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Governing Board; and
- d. be ex-officio a member of the Budget and Finance Committee. If required by the Governing Board, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Governing Board shall determine, which bond

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shall be paid for by CCS. He/she shall serve as Secretary of CCS in the absence of the official Secretary.

SECTION 8. SECRETARY. The Secretary shall record or appoint a person acceptable to the Governing Board to record the minutes of the meetings of the Governing Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of CCS; keep a register of the post office address of each member of the Governing Board, which addresses shall be furnished to the Secretary by such member of the Governing Board; and perform all duties incident to the office of Secretary; and such other duties as from time to time may be assigned to him/her by the President or by the Governing Board.

ARTICLE IV - FINANCIAL MATTERS.

SECTION 1. BUDGET. On or before April 1 of each year, or at the first Governing Board meeting following April 1 if the Governing Board does not meet during the preceding March, the Governing Board shall prepare and approve for submission to the Member Libraries a budget for CCS's operations in the forthcoming fiscal year. CCS's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year.

The proposed budget shall be approved by a vote of two-thirds (2/3) of the members present at the Governing Board meeting at which the budget is presented for approval.

SECTION 2. CONTRACTS. The Governing Board may authorize any officer or officers, agent or agents of CCS, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of CCS and such authority may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS, ETC. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of CCS, shall be

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signed by such officer or officers, agent or agents of CCS and in such manner as governed by the Fiscal Accountability Policy.

SECTION 4. DEPOSITS. All funds of CCS shall be deposited in accordance with the Fiscal Accountability Policy.

SECTION 5. GIFTS. The Governing Board may accept or reject on behalf of CCS any contribution, gift, bequest or devise for the general purposes or for any special purpose of CCS.

SECTION 6. AUDITS. An audit shall be conducted each fiscal year by an independent certified public accountant authorized to practice public accounting in Illinois, which accountant shall be designated by the Governing Board. Such audit shall include a report to the Governing Board and the professional opinion of the accountant as to the financial status of CCS and as to the accuracy of the audit.

SECTION 7. PAYMENTS. Each Member Library shall pay in full its share of the financial obligations incurred by CCS in accordance with the Government Prompt Payment Act. CCS shall transmit monthly billing statements to all Member Libraries, together with CCS's monthly financial and budgetary reports. CCS's monthly billing statement to such Member Library shall include, but not be limited to, new hardware, software services costs, extraordinary items (such as capital improvements or new services), maintenance service costs, telecommunication operating costs, compensation to personnel employed by CCS, insurance, communication line installation costs, and other operating costs.

Interest at the then-current Illinois Fund rate shall be charged to each Member Library which fails to pay its monthly or other billing statements in accordance with the Government Prompt Payment Act.

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SECTION 8. FINANCIAL ARREARAGES. In the event that a Member Library fails to timely pay its monthly billing statement from CCS, or fails to pay in accordance with the Government Prompt Payment Act, the Governing Board may suspend the active membership status of such Member Library and thereby deny computer services and database access to such Member Library, until such payment is made in full. If such Member Library fails to make full payment within ninety (90) days after such termination of services, the Governing Board may take such other action as is necessary or appropriate, including litigation against such Member Library.

ARTICLE V - COMMITTEES AND EXECUTIVE DIRECTOR

SECTION 1. EXECUTIVE COMMITTEE. The Executive Committee of CCS shall be composed of the President, the immediate past-President, the Vice President, the Secretary, the Treasurer, and two (2) other members of the Governing Board who shall be members-at-large and shall be elected by the Governing Board. The members-at-large shall serve staggered terms of two (2) fiscal years of CCS. The Executive Committee shall review the procedures, policies and performance of CCS and its Governing Board, and make recommendations; negotiate and review contracts with third parties and review and monitor the performance thereunder; approve expenditures of budgeted items and those non-budgeted items as specified in the Fiscal Accountability Policy; recommend applications for membership in CCS; adopt salary schedules; appoint and evaluate the CCS Executive Director; and take such other action as may be directed by the Governing Board.

The Executive Committee shall adopt rules for its own government not inconsistent with the Intergovernmental Agreement, these Bylaws or with directives established by the Governing Board,

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which rules shall be in writing and shall be submitted to the Governing Board for approval before being put into effect.

A quorum of the Executive Committee shall consist of a simple majority of the entire membership of the said Committee, and the affirmative vote of a simple majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Committee.

SECTION 2. OTHER COMMITTEES. Other committees may be established by the President of CCS, including but not limited to, a Long Range Planning and Technology Committee, Budget and Finance Committee, and Nominating Committee. The President of CCS shall appoint the members of such Committees.

Technical Groups of Member Libraries may be established by the President of CCS for discussion and training on technical matters. The CCS Executive Director shall be the coordinator between Technical Groups and with the Governing Board and the Executive Committee.

SECTION 3. CCS EXECUTIVE DIRECTOR. The CCS Executive Director shall be the Chief Operating Officer of CCS and shall have sole charge of CCS and of all the employees thereof. The CCS Executive Director shall be responsible for administering the policies adopted by the Governing Board, supervise the total operation of CCS, and serve as advisor to the Governing Board and the Executive Committee. The CCS Executive Director shall be responsible for the recruitment, selection, and appointment of staff members and their direction. The CCS Executive Director shall have the authority to accept resignations from or institute dismissal procedures against staff members. The CCS Executive Director shall attend all Executive Committee and Governing Board meetings.

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The CCS Executive Director is authorized to expend money as provided in the approved operating budget of CCS and within the Fiscal Accountability Policy established by the Governing Board, and no further approval for each specific operating expenditure shall be required. At each regular meeting of the Executive Committee, the CCS Executive Director shall prepare and present a listing of all bills to be paid subject to the approval of the Executive Committee.

The CCS Executive Director shall report directly to the Executive Committee.

ARTICLE VI - BOOKS AND RECORDS

CCS shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the membership of CCS, and of proceedings of the Governing Board and committees having any of the authority of the Governing Board. CCS shall keep at its principal office a record giving the names and addresses of the members of the Governing Board. All books and records of CCS may be inspected by any Member Library or member of the Governing Board, or the agent or attorney thereof, for any proper purpose at any reasonable time.

ARTICLE VII - FISCAL YEAR

The CCS fiscal year shall be July 1 through June 30.

ARTICLE VIII - SERVICES TO MEMBERS

Subject to the terms and conditions set forth in the Intergovernmental Agreement and in conformity with the provisions of these Bylaws, CCS shall, on a uniform and non-discriminatory basis, provide each Member Library on active membership status in CCS with technology, services, resources and training as deemed appropriate by membership. The Governing Board of CCS shall

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take all necessary and appropriate actions so as to enable CCS to provide such technology, services, resources, and training, including causing CCS to enter into one or more contracts with third parties for such needs.

ARTICLE IX - MEMBERS AND MEMBERSHIP

SECTION 1. MEMBERS. Any public, academic, school or special library (as defined below) which meets the eligibility criteria (appended) for membership in the former North Suburban Library System may be admitted to membership in CCS, but only upon compliance with the following conditions:

- a. The new Member Library shall sign a copy of the Intergovernmental Agreement and of these Bylaws for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in CCS, and shall transmit to the Secretary of CCS a certified copy of the Ordinance or Resolution of such new Member Library providing for such signing.
- b. The addition of the new Member Library requires approval by the affirmative vote of two-thirds (2/3) of all the members of the Governing Board of CCS.
- c. The addition of the new Member Library requires approval by the affirmative vote of two-thirds (2/3) of all the active Member Libraries of CCS. The active membership of such new Member Library shall become effective on the date on which such two-thirds (2/3) approval is granted by the active Member Libraries.
- d. The new Member Library shall pay to CCS such sum of money as is determined by the members of the Governing Board of CCS. In making its determination as to such new Member Library's pro rata share of the costs and expenses of CCS and of the disproportionate costs, if any, incurred by the other Member Libraries, the Governing Board shall consider the costs of equipment, services and database entries incurred by CCS during the preceding five (5) year period (or such portion of that period in which the new Member Library was not a Member Library), and the disproportionate increase in costs to existing Member Libraries, if any, caused by the admission of the new

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Member Library, and any startup costs. The Governing Board shall also determine an amount sufficient to cover such new Member Library's share of CCS' budgeted expenses for the fiscal year then current (in accordance with Section 7 of Article IV above), and shall state the new Member Library's contribution to the Working Cash Fund (computed as set forth in Section 8 of Article IV above).

- e. The addition of the new Member Library must not cause the total number of Member Libraries which are academic, school or special libraries to exceed the number which is equal to one-half (1/2) of the total number of Member Libraries which are public libraries.

For purposes of these Bylaws, the members of CCS are referred to as "Member Libraries," the terms "Member Libraries" and "Member Library" include each new Member Library as of the effective date of its active membership in CCS, and, in addition, the following terms shall have the following meanings:

1. Public Library - A tax-supported public library established by a governmental unit which is either authorized to levy a tax for library purposes (75 ILCS 16/1-1 *et seq.*), or which supports the library at least in part from local tax revenues other than federal revenue-sharing, and established by a city, village, incorporated town, township, county or library district under (75 ILCS 5/1-1 *et seq.*) Free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a unit of local government are not included in this definition.
2. School Library - The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.
3. Academic Library - The library or libraries of an institution of education beyond the secondary level which is authorized to operate in the State of Illinois.
4. Special Library - Any other library or resource center of, or under, the governing authority of any body or institution not defined hereinabove.

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SECTION 2. TRANSFER OF MEMBERSHIP. Membership in CCS is not transferable or assignable.

SECTION 3. NO MEMBERSHIP CERTIFICATES. No certificates of membership in CCS shall be issued.

SECTION 4. RESPONSIBILITIES OF MEMBER LIBRARIES. Each Member Library shall conform to the standards and rules for computerized library service that have been established by the Governing Board of CCS. In the event that any Member Library shall fail to conform to such standards, the CCS Executive Committee shall investigate and shall report its findings and recommendations to the CCS Governing Board for such action as the Governing Board may determine to be appropriate pursuant to Article XI below.

Each Member Library shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by CCS with any vendor. The compliance required of each Member Library shall include signing any confidentiality documents and observing any other requirements designated by CCS in writing. In addition, each Member Library shall be individually responsible for any breach or violation of the confidentiality requirements by such Member Library, whether occurring during the term of the Member Library's membership in CCS or thereafter.

SECTION 5. TERM AND TERMINATION OF MEMBERSHIP. Each Member Library (including new Member Libraries admitted pursuant to Section 1 of this Article) shall participate in the Intergovernmental Agreement for a minimum term of two (2) years from the date on which the active membership of such Member Library commences. Upon the expiration of such two-year period, the term of participation of such Member Library shall automatically be renewed for successive one-year periods, unless all parties to the Intergovernmental Agreement mutually

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agree, in writing, to terminate such Agreement, or unless at any time after the expiration of the initial two-year period such Member Library gives written notice of its intention to terminate its status as a Member Library as hereinafter provided. Such notice of termination shall be in the form of a certified copy of an ordinance or resolution, declaring such Member Library's intent to terminate its Member Library Status in CCS, and shall be effective only if:

1. such notice is given not less than one (1) year in advance of the proposed termination date; and
2. the Member Library giving such notice has satisfied all of its obligations under the Intergovernmental Agreement and under these Bylaws, including Article X hereof.

SECTION 6. REINSTATEMENT. A library whose status as a Member Library has terminated may be reinstated by applying for admission as a new Member Library, as set forth in Section 1 of this Article. Such reinstated Member Library shall pay its share of the costs of new equipment and services purchased by CCS subsequent to the termination of such Library's membership status, said share to be determined according to the policies of CCS as in effect at the time of such reinstatement.

SECTION 7. TEMPORARY RE-ASSIGNMENT OF PORT/USER LICENSE. Any Member Library which is currently in full compliance with all of its Obligations under the Intergovernmental Agreement and these Bylaws, may re-assign its right to use a port and/or user license upon compliance with all of the following conditions:

a. No re-assignment shall be made except to a Member Library which is currently in full compliance with all of its obligations under the Intergovernmental Agreement and these Bylaws.

b. A written request for approval of the re-assignment, signed by Executive Director s of libraries which are involved in the assignment, must be submitted in advance to the CCS Executive Director, and written consent of the CCS Executive Director must be secured before the re-assignment will be given effect.

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c. No re-assignment shall have a term longer than twelve (12) months from its effective date, and such effective date shall be the first day of a month.

d. Each re-assignment shall include both the right to use the port and/or user license, and the associated financial obligations for maintenance.

e. Each re-assignment shall be subject to all of the terms and conditions of the applicable vendor's contract with CCS.

ARTICLE X - TERMINATION OF MEMBERSHIP AND TERMINATION OF CCS

SECTION 1. OBLIGATIONS UPON TERMINATION OF MEMBERSHIP. A Member Library terminating its membership in CCS, as provided in Section 5 of Article IX above, shall continue to be fully obligated for all payments and other duties owed by such Member Library to CCS during the final year of such Member Library's participation in CCS; provided, however, that if the Member Library terminates its membership in CCS because such Member Library has objected to all of or any item in the proposed budget of CCS, or because such Member Library has objected to any proposed amendment to the budget, and such notice of termination is given within forty-five (45) days after the approval of such budget or proposed amendment thereto by the other Member Libraries of CCS, then the financial obligation of the terminating Member Library from the date of the notice of termination to its effective date shall be limited to the lesser of:

- a. 110 percent of its share of financial obligations actually assessed by CCS; or
- b. its actual assessment for the fiscal year preceding the final year of its participation.

Notwithstanding anything to the contrary contained in these Bylaws, a terminating Member Library shall remain fully obligated for:

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- a. all special payments and duties which had been specifically allocated to it by the Governing Board of CCS prior to the giving of written notice of cancellation by such terminating Member Library; and
- b. its pro rata share of any extraordinary payments and duties allocated to it by the Governing Board during the final year of participation by such terminating Member Library.

Each terminating Member Library must comply with the then-current CCS protocols (as set forth in the CCS Guidelines for Terminating Member Libraries, as amended from time to time) with respect to the terminating Member Library's data conversion and related tasks. At a minimum, the terminating Member Library shall, within ninety (90) days after the effective date of its termination of membership in Cooperative Computer Services, submit to Cooperative Computer Services a copy of the Member Library's written request to OCLC for the deletion of its holdings under the JED symbol from the OCLC database and the reporting of unique holdings deletions to Illinet Online for deletion. In the event that CCS has not received a copy of the terminating Member Library's request to OCLC within the 90-day period, CCS shall thereupon have authority to sell, assign or otherwise dispose of, and shall have a lien upon, each of the user licenses owned by the terminating Member Library, including any proceeds thereof which are received upon the sale, exchange or other disposition of any such user licenses, to secure the payment to CCS of all expenses, costs and charges, including legal expenses and reasonable attorney's fees, incurred by CCS in purging the terminating Member Library's holdings from OCLC and Illinet Online. CCS will account to the terminating Member Library for any surplus realized on such disposition, and the terminating Member Library shall remain liable for any deficiency.

SECTION 2. RIGHTS UPON TERMINATION OF MEMBERSHIP. At the expense of a terminating Member Library, CCS shall remove such terminating Member Library's patron file and item file, and shall copy in machine-readable form such terminating Member Library's entries

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in CCS' bibliographic database. Such terminating Member Library shall have no rights or interest in any hardware or software purchased by CCS, in the CCS database, or in any other assets (real or personal, tangible or intangible, or mixed) of CCS. Notwithstanding the foregoing, such terminating Member Library shall have the right to transfer any one or more of the user licenses owned by such terminating Member Library, but only upon compliance with all of the conditions hereinafter listed.

- a. Such terminating Member Library shall have disclosed to the Governing Board of CCS the terms and conditions of the proposed transfer and shall have obtained the written consent of the Governing Board prior to such transfer, which consent will not be withheld unreasonably; and
- b. No transfer shall be made except to a Member Library which is currently in full compliance with all of its obligations under the Intergovernmental Agreement and under these Bylaws.

In the event that such terminating Member Library has not within one hundred eighty (180) days after the date of its termination of membership in CCS disposed of all of its user licenses in the manner hereinabove provided, all of the right, title and interest of such terminating Member Library in such user licenses shall revert to CCS without any further action by such terminating Member Library or by CCS.

For purposes of this Section, the term "user license" shall have the same meaning as is assigned to that term in the then-current Supply Agreement between CCS and any vendor. No payment shall be made by CCS with respect to such user license(s), and neither the terminating Member Library nor any other Member Library of CCS shall have any right, title or interest in such user license(s) that are transferred to CCS pursuant to this Section.

SECTION 3. PROCEDURE UPON DISSOLUTION OF CCS. Upon the adoption of a resolution of dissolution by two-thirds of the Member Libraries of CCS, CCS shall cease to conduct

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its affairs except insofar as may be necessary for the proper winding up thereof, and shall immediately cause a notice of the proposed dissolution to be mailed to each Member Library and to each known creditor of CCS. CCS shall then proceed to collect its assets and apply and distribute them as hereinafter provided:

- a. All liabilities and obligations of CCS shall be paid or adequate provision shall be made therefor;
- b. All assets held by CCS upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements;
- c. All remaining property and assets held by or in the name of CCS shall be distributed to the then current Member Libraries of CCS. Said distribution shall be in a manner which approximates the respective financial contributions of the Member Libraries considering all relevant factors including:
 1. The Contribution of the Member Library, if any, to assets transferred to CCS from NSLS; and
 2. The percent of CCS expenses paid by the Member Library during the life of CCS.

ARTICLE XI - ENFORCEMENT PROCEDURES

In the event that a Member Library fails to comply with these Bylaws or with any rule or regulation of CCS:

- a. Such Member Library shall be given a written notice requesting compliance. At the written request of such Member Library, the Governing Board will meet with such Member Library to discuss the failure to comply and the corrective action needed for compliance.
- b. Unless such Member Library has taken all required corrective action within the time period set forth in said written notice or, if a hearing was requested, within the time period imposed by the Governing Board after such hearing, the Governing Board may suspend the active membership status of such Member Library and thereby deny

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computer services and database access to such Member Library, until such corrective action is taken. The Member Library shall not thereby be released from any of its obligations under the Intergovernmental Agreement and these Bylaws, including the obligation to make financial payments to CCS.

- c. If such Member Library has not taken such corrective action within ninety (90) days after such termination of services, the Governing Board may take such other action as it deems necessary or appropriate, including litigation against such Member Library.

ARTICLE XII - AMENDMENT OF BYLAWS

The power to alter, amend, and repeal these Bylaws, and to adopt new Bylaws, is vested in the Governing Board, except with respect to:

- a. Section 2 of Article II (relating to members of the Governing Board);
- b. Article IV (relating to financial matters);
- c. Article IX (relating to Member Libraries and membership in CCS);
- d. Article X (relating to termination);
- e. Article XI (relating to enforcement procedures); and
- f. This Article.

The Bylaws may be amended, altered, added to or repealed as to any or all of the matter referred to in subparagraphs (a) through (f) above, upon the affirmative vote of two-thirds (2/3) of all the Member Libraries, at any regular or special meeting of the membership of CCS, provided that notice of the proposed amendment, alteration, addition or repeal is given in writing to the Member Libraries forty-five (45) days prior to such meeting.



September 17, 2019

Mr. John Sargent
Chief Executive Officer
Macmillan Publishing
120 Broadway
New York, NY 10271

Palatine Public Library District Calls for Macmillan to Reverse Library eBook Embargo

On July 25, Macmillan Publishing announced it would become the only major (Big 5) publisher to limit eBook lending for U.S. libraries. Under its new licensing model, scheduled to begin November 1, 2019, a library may purchase one copy upon release of a new title in eBook format, after which the publisher will impose an eight-week embargo on additional copies of that title sold to libraries.

As American Library Association (ALA) President Wanda Brown asserted that same day, "Macmillan Publishers' new model for library eBook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all. Macmillan's new policy is unacceptable."

And Public Library Association (PLA) President Ramiro Salazar stated, "Access to digital content in libraries is more than a financial issue: it is an equity issue. We encourage Macmillan Publishers to reverse course before libraries and the people they serve are harmed."

Millions of people now use digital content as their preferred or only access to books, music, and movies. Digital content is portable, accessible to people with print disabilities, available anywhere 24/7, and brokered by libraries to provide diverse options to our diverse communities.

Libraries not only pay for books; they market them. Lost marketing means lost publicity and sales for publishers and authors.

Palatine Public Library District joins the ALA in denouncing this measure. Furthermore, the Palatine Public Library District Board of Trustees affirms the principles that:

- All published works must be available for libraries to purchase and lend to library users.
- Access to and use of eBooks must equitably balance the rights and privileges of readers, authors and publishers.
- Digital content must be accessible to all people, regardless of physical or reading disability.
- Library patrons must be able to access digital content on the device of their choosing.
- Reading records must remain private in the digital age.



www.palatinelibrary.org

We call upon Macmillan Publishing to cancel the embargo and restore full access to its complete eBook catalog upon release to the public.

Sincerely,

Andrea Vanderhoek
President, Board of Library Trustees
Palatine Public Library District