CONSTITUTION AND BYLAWS
COLCHESTER PUBLIC LIBRARY
COLCHESTER, ILLINOIS

BE IT RESOLVED that this Constitution and Bylaws of the Board of Library Trustees of the Colchester District Library (hereafter referred to as Library), City of Colchester, County of McDonough, State of Illinois, be adopted by the Board of Trustees of the Colchester District Library on this 27th day of April 1987, and revised 28 March 1988, 9 August 1993,12 January 1998, 1 April 2002, 1 July 2013, 2 January 2017, 11, July 2022 and revised 3 Nov 2025.

ARTICLE I
Name and Location

Section 1. Name, Principal Office, and Place of Business

The name of this corporation is the Colchester District Public Library. The district shall be defined as encompassing all contiguous property within the bounds of the city of Colchester, Illinois. Its permanent location is at 203 Macomb Street, Colchester, IL 62326. It was organized in May 1974 by resolution of the Colchester City Council at their May 1974 meeting.

Section 2. Library Vision

A. With the goal to excite, to explore, and to enhance, the Colchester District Library will provide resources to meet the informational, educational, technological, recreational and social needs of our community.

Library Mission

B. To provide books, periodicals, audio/visual items and /or materials on loan as well as electronic information services in accordance with normal library practices to residents of the District and the owners of taxable property as provided by PA 85-788;

C. To provide this loan service at nominal rates consistent with good library practices to those residing outside of the District; after 30 June 1998, all cards issued for local library use may also be used for reciprocal access/remote borrowing as per Reach Across Illinois Library System (RAILS) policy;

D. To enable users of the library to advance in knowledge to the fullest extent the library may serve;

E. To collect and catalog materials that will enhance the community and to seek input from the community in expanding the library's role;

F. To encourage curiosity and inquiry that will enrich the community and to encourage use of library facilities and services to the fullest extent possible;

G. To receive and acknowledge all gifts and bequests made to the Library and to use them for Library purposes.

ARTICLE II
Trustees, Officers, and Duties

Section 1. Trustees

A. Responsibilities The Board of Library Trustees is charged with the responsibility of the governance of the Library. Members of the Board of Library Trustees shall be elected biennially

at the regular election scheduled for Trustees of Public Library Districts under the general election law for six-year terms, and seven (7) trustees shall constitute a Board. Their terms shall be staggered. After the first election, the Trustees shall determine by lot which Trustees shall serve for terms of two, four, and six years from the second Monday of the month next following the month of the election with three trustees being selected for six-year terms.

B. Term of Office At the biennial election thereafter, the Trustees elected to succeed those whose terms have expired, shall hold office for the full term following the election and until their respective successors are elected and qualified. Vacancies of the Board shall be declared and filled by presidential appointment, with approval of the board, to fill out respective terms until the next applicable election in accordance with the applicable laws of the State of Illinois.

C. Compensation Trustees are not to be compensated pursuant to the statue but will be reimbursed for necessary and related expenses.

D. Meeting Attendance To be effective, Trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting, including those offered online. Any Board member absent without cause for three (3) consecutive meetings will be informed by the Secretary or the Secretary pro tempore to report his or her intentions to attend. If the absent member is not interested, the Secretary or the Secretary pro tempore shall recommend to the Board that the member be replaced.

E. Associations, Conferences, and Workshops Upon annual approval of the Board, payment of Trustees' dues to library associations and expenses for attendance at appropriate meetings, conferences, and workshops will be budgeted and assumed by the Library.

Section 2. Officers

A. Officers The officers of the Library shall be a president, vice-president, secretary, and treasurer. They shall also be the executive committee of the Library Board.

B. President The President shall preside at all meetings of the Library except as otherwise authorized by resolution of the Board. The President shall sign all contracts, deeds, and other instruments made by the Library. In the absence of the Treasurer, the President may sign checks for payments authorized by the Board. All such checks shall be countersigned by the Library Director. The President shall annually appoint the following committees, subject to the approval of the Board: Finance Committee, Policy Committee, Building & Grounds Committee, Roth Education Committee, Special Events Committee, Juvenile Programs Committee, Bylaws Committee. Special committees will be assigned on an *ad hoc* basis and dissolved upon completion of assigned duties.

C. Vice-President The Vice-President shall perform the duties of the President in the absence or incapacity of the President, and in case of resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President, until such time as the Board shall elect a new President.

D. Secretary The Secretary shall keep the records of the Library, act as a secretary of the meetings of the Board, and record all votes. A record of the proceedings of the Board will be kept by the Secretary for reference.

E. Treasurer

1. The Treasurer shall have custody of all funds of the Library and shall deposit these funds in the name of the Library in any such bank or banks the Library may choose. He or she shall sign all warrants for payment of moneys and shall pay out and disburse such monies under the

direction of the Library except as otherwise authorized by resolution of the board.
2. Other authorized signatories will include the President of the Board.
3. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall present to the Board at each regular meeting (or more often when requested) an account of the transactions and also of the financial condition of the Library. The Treasurer will file a report of these transactions and provide the books for audit of the financial condition of the Library by an accountant authorized to practice public accounting in the State of Illinois if such audit is required or by an Audit Committee if an outside audit is not required. A report is to be filed with the Library not later than the 90th day following the end of the fiscal year.
4. The Treasurer shall give bond for faithful performance of his or her duties as the Board my designate.

Section 3. Election of Officers
A. The President, Vice-President, Secretary, and Treasurer shall be elected at the June meeting of the Library from the board membership and shall hold office for one year or until their successors are elected and qualified. Should any vacancies occur in the chairs of officers, the Board shall approve a successor from its membership at the next regular meeting to serve out the term of the vacancy.

ARTICLE III
Committees

Section 1. Standing and Special Committees
A. Committees The Standing Committees shall be appointed in the month of June, and each shall consist of three members, plus the Library Director. The Standing committees at their first meeting shall elect a chairperson. The Standing Committees shall be as follows:

Finance Committee
Policy Committee
Building & Grounds Committee
Roth Education Committee
Special Events Committee
Juvenile Programs Committee
Bylaws Committee

B. Special Committees The Special Committees may be appointed by the President to address issues that arise. They shall present reports and recommendations to the Board and shall serve until the completion of the work for which they were appointed.
C. Reports The Library shall be the depository of all committee reports.

Section 2. Finance Committee
A. The Finance Committee shall be comprised of two members of the Board, plus the Treasurer. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full Board approval, drafting a levy for full Board approval, drafting a working budget for full Board approval, monitoring Library investments, and implementing the Library's investment policy.

Section 3. Policy Committee

A. The Policy Committee shall be comprised of three members of the Library Board. The primary responsibility of the Policy Committee is to develop the Library policy. This policy shall include determining the division of labor between the Board and staff, establishing a Library Materials Selection policy, insuring that the Library adheres to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the Library regulations governing the use of the library and shall review sections of exiting policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three (3) years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies that are no longer appropriate or of value. The entire Library Policy must be approved by Board vote and made available to the public.

Section 4. Building & Grounds

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

B. To ensure proper appearance and maintenance of the grounds surrounding the library building, appointed personnel will be responsible for the preparation and maintenance of plantings and landscaping.

Section 5. Stephen L. Roth Trust Fund Committee

A. The Stephen L. Roth Trust Fund Committee shall be comprised of two members of the Board of Trustees plus the President. The committee's responsibility shall be to review proposals made to the committee by the Library Director on programs related to Community Health and Wellness. The Library Director shall present a description of the program and an amount of funds requested from the Stephen L. Roth Trust Fund. If the committee approves the request, the proposal shall then be presented to the full Board of Trustees for approval.

Section 6. Special Events Committee

A. The special events committee shall be comprised of three members of the Board of Trustees. The Committee will prepare for planned holiday events as well as local community events. In addition, the committee will plan, prepare and implement programs and activities designed to promote the library and its services. The Special Events Committee will also plan and carry out events that are designed to raise funds and solicit donations for the Colchester District Library.

Section 7. Juvenile Programs Committee

A. The Juvenile Programs Committee shall be comprised of three members of the Board of Trustees. The committee will work to meet the needs of the Summer Reading program and other events for the younger patrons of the Colchester District Library. The Committee shall plan, prepare and implement programs of interest to Library patrons ages 0-12.

Section 8. Bylaws Committee

A. The Bylaws committee shall be comprised of three members of the Board of Trustees. The committee will be responsible for the upholding of the library's bylaws in the everyday business of the library and for the review and recommended revision of the bylaws as that becomes necessary. Each recommended revision to the bylaws will be approved by the entire Board of Trustees.

Section 9. Special Committees

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

ARTICLE IV
Personnel

Section 1. Library Director

A. The Board shall employ a librarian of sufficient scholarship, ability, and personality to administer and serve the needs of the Colchester District Library. The Library Director shall make a report each month that shall include circulation, registration, petty cash, and all other matters of interest affecting the library. The Library Director shall pay over all monies received to the Treasurer at the regular monthly Board meeting. The Library Director may also from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by Statues of the State of Illinois.

B. The Library Director shall hold the position subject to the discretion of the Board. The Library Director shall have charge and control of the Colchester Public Library, subject to the direction of the Board; shall be present in person, or by assistant, during reading hours open to the public; and shall report all major disorder and violation of rules to the Policy Committee. It shall further be the duty of the Library Director to keep a complete record of all donations and purchases of books, papers, periodicals, and other library materials; to accurately catalog books, periodicals, papers, and all library materials belonging to the library; and to prepare and submit in a timely fashion all reports and documents pertaining to the administration of the legal function of the Library District.

Section 2. Circulation Librarian

A. The Board, at the Library Director's direction, shall employ a circulation librarian to handle the day-to-day operations of the library and to perform other library duties as assigned by the Library Director.

ARTICLE V
Meetings

Section 1. Annual Meeting The annual meeting of the Board shall be held on the first Monday of July at 4:30 p.m. unless the day shall be a legal holiday. If so, the meeting will be held on the earliest such date to the first Monday in July as the Board shall elect.

Section 2. Regular Meetings Regular meetings shall be held on the first Monday of each month at 4:30 p.m. with a posted agenda within 48 hours of said regular meeting. Meetings may be held on another posted date as close to the beginning of the month as possible with the consensus of the board. Meetings will be held in the Library building.

Section 3. Special Meetings The President of the Board may, when deemed expedient, and shall, upon written request of one member of the board, call a special meeting of the Board for the purpose of transacting any business of the Board. Such special meeting shall be called by notice two (2) days prior to said special meeting. Only business designated in the call and posted agenda will be transacted at the special meeting and then only if a quorum is present. If all members are present at a special meeting, any and all business may be transacted at the meeting.

Section 4. Quorum The powers of the Library shall be vested in Board members. Four (4) Board members shall constitute a quorum for the purpose of conducting Library business, overseeing the control of finances, tending to the general mission of the Library, and seeing that the duties of the Library Director are carried out.

Section 6. Agenda and Reports

A. Order of Business At the regular meetings of the Library Board, the order of business shall be generally as follows:

1. Call to Order
2. Roll Call
3. Secretary's Report: Reading and Approval of Minutes
4. Correspondence, Communications, and Public Comments
5. Financial Report: Approval of Bills Payable
6. Library Director's Report
7. President's Report
8. Report of Committees (in order of appearance in the Bylaws)
9. Unfinished Business
10. New Business
11. Other
12. Adjournment

All resolutions shall be in writing and shall be copied or placed in the journal of the proceedings of the Library.

Section 7. Parliamentary Procedure *Robert's Rules of Order, Revised* shall govern the parliamentary procedure of the Board, unless otherwise specified in the By-laws.

ARTICLE VI
Funding

Section 1. Funding Funding will be from levy of tax on all property subject to taxation in the District, any and all donations, contributions, bequests, or other funds allowable under the Statutes of the State of Illinois to Colchester District Library.

ARTICLE VII
Authority Limitation

Section 1. Scope Nothing herein shall be construed as to supersede the resolution of the Colchester City Library setting up the Colchester District Library or any applicable law or statue of the State of Illinois.

ARTICLE VIII
Amendments

Section 1. Amendments to the By-laws The By-laws of the Colchester District Library Board may be amended at a regular meeting or special meeting by vote of a simple majority of the members in attendance if a quorum is present. The proposed amendment is to be presented in writing and signed by the proposer or proposers.