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## **Website Posting Requirements for Libraries**<sup>1</sup>

There are a variety of laws that require local governments, including municipal libraries and library districts, to post notices or other public records on their websites, including the following:

**1. Annual Meeting Schedule.** Any library that has a website maintained by full-time staff of the library must post on its website the annual schedule of regular meetings for the governing body (i.e., library board). That annual schedule must remain on the website until a new schedule is approved. 5 ILCS 120/2.02(b).

**2. Meeting Notices.** A library must also post notice of the regular meetings of the governing body on its website (if maintained by full-time staff). The meeting notice must remain on the website until the regular meeting is concluded. 5 ILCS 120/2.02(b).

**3. Meeting Agendas.** A library must also post on its website (if maintained by full-time staff) the agenda of any regular meetings of the governing body. That notice must remain until the regular meeting is concluded. 5 ILCS 120/2.02(a).

**4. Meeting Minutes.** A library must post on its website (if maintained by full-time staff) minutes of a regular meeting of its governing body open to the public (*not* closed session minutes) within 10 days after the approval of the minutes by the public body. The minutes must remain on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).

**5. Employee Compensation Package.** Six days after approving the annual budget, a library that participates in the IMRF must post on its website the total compensation package for each employee having a total compensation package that exceeds \$75,000. Also, at least six days prior to approving an employee compensation package that equals or exceeds \$150,000, the library must post the total compensation package information on its website. Alternatively, a library can choose to post a notice on its website identifying where the public can obtain compensation package information (i.e., at the library's main office). For libraries without a website, the information must be posted at their main office. 5 ILCS 120/7.3.

**6. Information about the Public Body.** A library must post on its website, if it maintains one, information about the library including the following (5 ILCS 140/4):

- (1) short summary of its purpose;
- (2) block diagram of its subdivisions (where applicable);
- (3) total amount of its operating budget;
- (4) number and location of all offices;
- (5) number of full and part time employees;
- (6) list of advisory boards, commissions, and committees;
- (7) the process for requesting public records under FOIA;
- (8) name of FOIA officer;

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<sup>1</sup> This list was compiled as of April 15, 2019. Because laws and requirements change, municipal libraries and library districts are encouraged to consult with their attorneys to ensure they remain in compliance.

- (9) address where requests should be directed; and
- (10) FOIA fees.

**7. Audit Reports.** A municipal library (but not a library district) must post on its website, if it maintains one, a copy of the audit management letter and audited financial statements submitted by the auditor. 65 ILCS 5/8-8-10.5.

**8. Elected Officials' Email Addresses.** A library must post an email address or other mechanism on its website to allow members of the public to contact the library's elected officials. There are a few options for complying with the law. For example, a library could post one universal email address (such as [libraryboard@nameoflibrary.com](mailto:libraryboard@nameoflibrary.com)) where users can contact the elected officials. Alternatively, a library could post individual email addresses for each of the elected officials. A third option could be use of a "contact us" form that allows users to select a particular elected official as the recipient of the email. The website information must be easily available or searchable from the library's home page by use of a hyperlink. 50 ILCS 205/20

**9. Annexation of New Library Territory.** Under the Library District Act, there are optional notice provisions that allow a library district to post notice of a proposed annexation on the district's website. 75 ILCS 16/15-15; 75 ILCS 16/15-10.

**10. Severance Agreements.** When a library enters a severance agreement with an employee or contractor because the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, the library must publish on its website, if one is maintained, the following information:

- (1) the full name and title of the person receiving payment under the severance agreement;
- (2) the amount of the payment;
- (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable; and
- (4) the date, time, and location of the meeting at which the taxing body approved the severance agreement.

The information may be withheld if it is determined that disclosure would interfere with pending or actually and reasonably contemplated law enforcement proceedings; pending or actually and reasonably contemplated legal or administrative proceedings; result in the direct or indirect disclosure of the identity of a complainant (if he or she had not consented), endanger the life or physical safety of the complainant of the sexual harassment or discrimination at issue. The posting requirements do not supersede the confidentiality provisions of the severance agreement. 50 ILCS 205/3c

**11. ADA Notice.** Any library that has more than 50 total employees (full time and part time) that maintains a website must post the name, office, address, and telephone number of the ADA coordinator, if any and the grievance procedures, if any, adopted by the library to resolve ADA complaints.