



A Professional Corporation
140 South Dearborn Street, Suite 600
Chicago, IL 60603
www.ancelglink.com

Julie A. Tappendorf
jtappendorf@ancelglink.com
(P) 312.604.9182
(F) 312.782.0943

March 26, 2025

Website Posting Requirements for Libraries¹

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. IMRF Information. A library that maintains a website and is an employer participating in IMRF must post on its website a link to a page on the IMRF website that provides the following information:

- (1) Copies of all resolutions adopted by a library on or after January 1, 1995, to participate in IMRF if such a resolution was required;
- (2) An annual report listing each library and the date each library first became a library that participates in IMRF;

¹ This list was compiled as of March 26, 2025. Because laws and requirements change, municipal libraries and library districts are encouraged to consult with their attorneys to ensure they remain in compliance.

- (3) All documents pertaining to each library's annual projected future IMRF contributions under this statute; and,
- (4) Information about the amount of each library's past required contributions to IMRF for each year of participation on or after January 1, 1995, and before, if available. 40 ILCS 5/7-135.5(b).

The IMRF link is [here](#).

7. Information about the Public Body. A library must post on its website, if it maintains one, information about the library including the following:

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

5 ILCS 140/4

8. 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.

9. 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. Note that the statute only applies to elected officials, so there is an open question whether a library board of trustees whose members are appointed, not elected, must comply. 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) 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

10. 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.

11. 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, within 72 hours, the library must publish on its website, if one is maintained by the library, 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.

12. 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.

13. Truth in Taxation Law. A library district that has a website that is maintained by full-time staff of the library district (or the municipality, in the case of a municipal library) must post on its website the notice of a tax levy increase of more than 5% for a period not less than 30 days. 35 ILCS 200/18-75.

14. Illinois Equal Pay Act Notice. All libraries must conspicuously post at their physical worksite a notice that summarizes the requirements of the Illinois Equal Pay Act of 2003. If the library has workers who do not regularly report to the physical workspace, such as remote workers, the library must provide that notice to remote workers by email or by conspicuous posting on the library's website. 820 ILCS 112/40.

15. Job Posting Pay Scale and Benefit Transparency. Any library with 15 or more employees must provide a pay scale and benefits for a position in any job posting. This can be satisfied by posting a hyperlink on the library's public website. 820 ILCS 112/10.

16. Local Government Professional Services Selection Act. When a library seeks architectural, engineering or land surveying services for a project, unless it has a satisfactory relationship for services with one or more firms, the library must seek qualified firms for that project. Posting an advertisement on the library's website for professional services requesting a statement of interest is one of three acceptable choices that satisfy this requirement. 50 ILCS 510/4.