

# POLICY MANUAL

Approved October 16, 2024

<b>BYLAWS</b>	<b>3</b>
<hr/>	
<b>STATEMENTS</b>	<b>6</b>
<hr/>	
MISSION STATEMENT	6
MARKETING STRATEGY STATEMENT	6
<b>POLICIES</b>	<b>7</b>
<hr/>	
GENERAL POLICY	7
INVESTMENT POLICY	8
BOARD MEMBER TRAVEL EXPENSE POLICY	7
POLICY REGARDING PUBLIC COMMENT	10
GIFT AND REMEMBRANCE GUIDELINES	11
GIFT ACCEPTANCE POLICY	12
ILLINOIS FREEDOM OF INFORMATION ACT POLICY	13
FOIA REQUEST FORM	15
<b>OTHER DOCUMENTS</b>	<b>17</b>
<hr/>	
PREVAILING WAGE ORDINANCE 16-03 AND CERTIFICATE	17

# BYLAWS

## ARTICLE I – NAME

This organization shall be called “The Board of Trustees of the Golden Prairie Public Library District” existing by the virtue of the provisions of the Illinois Public Library District Act, serving the Golden Prairie Public Library District territory as established by court petition, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute, including responsibilities related to board composition.

## ARTICLE II – OFFICERS

Section 1. The officers shall be a President, a Vice-President, and a Secretary-Treasurer elected among the members at the last month of the fiscal year in odd-numbered years.

Section 2. The nominating committee shall be appointed by the President two months prior to the end of the fiscal year. The nominating committee will present a slate of officers to the Board the last month of the fiscal year in odd-numbered years. Additional nominations can be made from the floor. The Board will vote on the slate of officers in that same meeting.

Section 3. Officers shall serve a term of two years beginning July 1 after the month they are elected. If the President is unable to complete his/her term, the Vice President will assume the presidency until the term expires. If the Vice President or Secretary/Treasurer are unable to complete his/her term, a replacement shall be voted upon by the Board as soon as possible to fill the unexpired term.

Section 4. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees except the nominating committee, serve as an authorized signatory, and generally perform all duties associated with that office.

Section 5. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. The Vice-President shall also serve as an authorized signatory.

Section 6. The Secretary-Treasurer, or board approved designee, as Secretary, shall keep a true and accurate record of all meetings of the board, shall be responsible for the issue of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Secretary-Treasurer, or board approved designee, as Treasurer, shall perform such duties as generally devolve upon the office. He or she shall be bonded in an amount as may be required. The Secretary-Treasurer, as an officer, shall serve as an authorized signatory. In the absence or inability of the Secretary-Treasurer, his or her duties shall be performed by such other members of the board as the board may designate.

### **ARTICLE III – MEETINGS**

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting. A meeting may be cancelled or rescheduled by board decision or by advance notice from the President.

Section 2. The order of business for regular meetings shall be determined by the Trustees.

Section 3. Special meetings may be called at the direction of the President, or at the request of a majority of the members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of four (4) members of the board present in person.

Section 5. Trustees may attend and participate in meetings of the Board of Trustees by telephone or other electronic means subject to the following limitations:

- a. The minimum qualifications specified by the Open Meetings Act are met.
- b. The Trustee notifies the Library Director or their designee, citing the qualifying reason, at least two hours prior to the scheduled meeting start time.

Section 6. An affirmative vote of the majority of all members of the board shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

### **ARTICLE IV – COMMITTEES**

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

### **ARTICLE V – GOVERNANCE AND PARLIAMENTARY AUTHORITY**

Section 1. All regular and special meetings of the Board of Trustees shall comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).

Section 2. The current edition of “Robert’s Rules of Order” shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of Illinois.

## **ARTICLE VI – AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting by a two-thirds vote, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

## **ARTICLE VII – VACANCIES**

Board terms are six years long and individuals are elected to these terms during a general election. Interim Board vacancies will be filled by individuals recommended and voted on by the Board. These members will serve until the next general election. At that time, they may run for the term appointed or another term if a vacancy has occurred.

## **ARTICLE VIII – ETHICS**

The Board accepts and adopts the principles of the [State Officials and Employees Ethics Act](#) and the State Gift Ban Act as it applies to this Board as elected officials.

The Board also endorses the [ALA Ethics Statement for Public Library](#) Trustees and incorporates it as part of this policy. Members of the Library Board are expected to follow the ethical precepts set forth in these two documents.

Adopted June 17, 1992  
Amended and approved September 17, 1993  
Amended and approved July 23, 1997  
Amended and approved January 21, 2004  
Amended and approved October 2010  
Amended and approved October 2012  
Amended and approved August 21, 2013  
Amended and approved November 14, 2018  
Amended and approved October 16, 2024

## STATEMENTS

### **Mission Statement**

Created January 21, 2011

Our mission is to provide access to quality library services to residents within the Golden Prairie Public Library District.

### **Marketing Strategy Statement**

Approved June 15, 2016

The Golden Prairie Marketing Strategy is for Golden Prairie Public Library District residents to become aware of resources provided to them through our contracting library, Bloomington Public Library. Our goals are to increase cardholders and create awareness to GPPLD residents of the library's accessibility, programs, and resources along with bookmobile services by sending out postcard mailings and posting bookmobile schedules and program guides at post-offices.

# POLICIES

## **General Policy**

Approved September 16, 2009

The Golden Prairie Public Library District Contracts with the Bloomington Public Library for library service for its residents. Unless otherwise specified, it is the policy of the Golden Prairie Public Library District Board of Trustees to accept and follow the policies and guidelines of the Bloomington Public Library.

## Investment Policy

Approved March 18, 2015

Purpose: The purpose of this policy statement is to establish a formal investment policy for the capital fund of the Golden Prairie Public Library Board of Trustees of Mclean County, Illinois, hereafter referred to as the Board.

Responsibilities: All investment policies and procedures of the Board will be in accordance with Illinois state law. The authority of the Board to control and invest public funds is defined in the Illinois Public Funds Investment Act, which also describes the types of investments that are permitted. Execution of these policies shall be the responsibility of the President and Treasurer, as approved by roll call vote of the Board. The performance and fund balance of the invested funds shall be reported as necessary at regularly scheduled monthly Board meetings, but no less than twice a year. The Board will review the portfolio periodically to make sure it is meeting the Board's needs for safety of principle, return on investment, ease of management, and reasonable liquidity.

Conflict of interest: It will be the responsibility of the Board and its individual members to avoid conflicts of interest with respect to the investment of funds. Specifically, members should disclose whether they have any financial, family, or other interest in any investment instruments being proposed and should recuse themselves from proposing, advocating for, or voting on such instruments.

Objectives:

1. Safety of principal
2. Return on investment
3. Ease of management
4. Reasonable liquidity

Guidelines:

*A. Safety of principal*  
Investments shall be made in securities guaranteed by the U.S. government, such as U.S. Treasury bills, Treasury notes, or Treasury bonds; or FDIC or FSLIC insured deposit accounts and certificates of deposit. Investments may also be made in the State of Illinois Public Treasurer's Investment Pool to the extent that the Pool meets the objectives stated above. Investments should not exceed the amount insured by FDIC or FSLIC coverage.

*B. Return on investment*  
The Board recognizes its obligation to the taxpayers of the Golden Prairie Library District to use tax dollars to their best advantage. To this end, the Board will strive to get the best return available while maintaining absolute safety of principal.

*C. Ease of management*  
The time required to manage investments should be kept to a minimum.

*D. Reasonable liquidity*  
The funds to be invested are from the Board's capital fund. Since the Board also maintains an operating fund for regular expenditures, the Board will attempt to maintain with the investment's reasonable liquidity in the event of an unexpected expense or opportunity.



## Board Member Travel Expense Policy

Approved November 16, 2016

### General Statement:

The purpose of this policy is to provide guidelines and procedures to govern board members of the District as they travel to attend special events, conferences, training sessions, seminars, or other elements of official District business.

### Policy:

1. This policy is in compliance with State of Illinois Public Act 099-0604 Local Government Travel Expense Control Act (Act). Further, a Resolution dated October 6, 2016 complies with Section 10 of this Act.
2. Official business for which board members may attend include conferences, seminars, and other educational or training opportunities related to the District. Other approved travel may include meetings with government or private entities related to District business, operations of the District, and other special events which further the board members knowledge related to his/her position at the District.
3. Travel Request & Expense Report
  - a. Per the Act, "Travel" means any expenditure directly incident to official travel by board members ... involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
  - b. The form to be used to report and request reimbursement for travel shall be the District's Expense Report.
  - c. Board approval shall be obtained before any overnight travel is undertaken that will require more than \$500 in expenditures.
  - d. If travel includes non-board members that shall be noted on the District's expense report even if there are no additional expenses associated with their travel. Including non-board members shall only be permitted where it does not reduce the value of the meeting for the District. Expenses that involve payment for non-board members shall be explicitly noted as a part of the District expense report, regardless of cost. Reimbursement shall only be allowed for such items when their involvement is integral to the meeting.
4. Travel Request Guidelines
  - a. Travel in excess of these guidelines may be considered. Travel exceptions must be approved by the Board. Any travel outside the contiguous United States shall have prior approval by the Board via a roll call vote.
  - b. Travel shall be within 250 miles of the District. Travel outside this boundary shall have prior approval by the Board via a roll call vote.
5. General Reimbursable or Credit Card Expenses

- a. All travel expenditures submitted for reimbursement must be accompanied by receipts per Section 15 of the Act. Any expenses without a receipt must be approved by the Board before payment or reimbursement is made.
  - b. Any travel reimbursements that do not fall within the cost maximums or parameters identified in sections 3 through 4 of this policy must be approved by a roll call vote of the Trustees in compliance with the Act.
6. Transportation Reimbursable Expenses
- a. When a personal vehicle is used, reimbursement shall be based on the current United States Internal Revenue Service mileage rate. Mileage shall be paid on the basis of MapQuest, Google Maps, or another comparable source from point to point plus no more than 10% of that distance for incidental travel.
  - b. Travel by scheduled air carrier shall be reimbursed by the District for the actual cost of the ticket. Air travel shall be paid at the standard coach class rate. The cost of one checked bag at the standard weight limit shall be allowed.
  - c. Tolls paid when traveling from the board member's place of residence or the District to the designated site are reimbursable. If possible, a receipt should be provided.
  - d. Taxi or bus fares shall be reimbursed when used for transportation to and from the airport to the hotel. Taxi fares for travel to dinner (or another purpose) will not be allowed unless a reasonable transport option or food service is not available within walking distance of the hotel at which the board member is staying.
  - e. Parking fees associated with the lodging, conference center, or business office locations are reimbursable.
7. Lodging Reimbursable Expenses
- a. Lodging expense shall be based on the basic available room rate for single occupancy and shall be limited to two (2) times the General Services Administration (GSA) lodging rate for the specified date and location. Any costs beyond the single occupancy room rate shall be the responsibility of the board member. This information may be found at <http://www.gsa.gov/portal/category/100120>.
  - b. It is the District's preference that board member lodging shall be selected at one of the hotels affiliated with the seminar, conference, or special event.
  - c. Lodging may be shared with non-board members at the board member's discretion. If those additional lodgers increase the requested reimbursement, that additional expense shall be paid by the board member.

## 8. Meal Reimbursable Expenses

- a. Reimbursement for meals must include a detailed receipt, not just a total of the charges.
- b. For full days of travel, the maximum allowable expense for meals, including tax and tip, shall be the lesser of the actual cost incurred or the per diem GSA Meals & Incidental Expense (M&IE) values for the specified location. This information may be found at <http://gsa.gov/perdiem>.
- c. For partial days, the following percentages or the actual cost of the meal plus taxes and tip, whichever is less, shall be used for meal reimbursement. The percentages are based upon the per diem GSA M&IE values for the specified location. In no case may the total of any partial day exceed the total per diem for the specified location.
  - Breakfast - 30% of the daily total
  - Lunch - 30% of the daily total
  - Dinner - 60% of the daily total
- d. Meals included as part of a conference or seminar fee shall be used by the board member. Board member meals obtained in lieu of those provided will not be reimbursed by the District.
- e. Tips of up to 20% are included in the per diem charge. Tips greater than 20% will not be reimbursed.

## 9. Miscellaneous Requirements

- a. Additional expenses may be eligible for payment or reimbursement when used to accomplish official business.
- b. Receipts shall be provided for each individual board member expense. The expense shall be itemized to the greatest extent possible.
- c. Fees for entertainment are allowable or reimbursable only to the extent that the entertainment is inseparable from a conference package or event meal.
- d. There will be no reimbursement for alcoholic beverages.

## 10. Reimbursement Requests

- a. All reimbursement requests shall be completed on the District expense report. All receipts must be attached to the report in chronological order.
- b. All requests for reimbursement shall be submitted to the Bloomington Public Library business manager within ten (10) working days after the board member returns from the travel. The reimbursement request must be presented to the Board at the next regularly scheduled Board meeting as part of the bills section or, in cases where a receipt is lost, to be approved by the board members as stated in section 5(a) or other pertinent sections.



## **Policy Regarding Public Comment**

Approved September 19, 2012

In accordance with the Open Meetings Act, the Golden Prairie Public Library Board will offer an opportunity at their Board meetings for comment from the public. This will be listed on the agenda as Introductions and Public Comment. A member of the public wishing to make a comment or statement will be required to state their name and address for the minutes and limit their comments to five minutes. The Board will not answer questions or respond to comments at that time.

## Gift and Remembrance Guidelines

Adopted May 20, 2009

Amended and Approved July 22, 2009

Amended and Approved April 17, 2014

A donation may be made to Bloomington Public Library or a designated charity in lieu of any items listed below.

### **Death**

For Board Member: Plant or Memorial Book \$50 (plus delivery)

(For an additional memorial, Board members may also take up a voluntary collection)

For immediate family member of Board member " "

(Spouse, parent, sibling, child, in-law, or any relative who is residing permanently in the Board member's household)

Special "friends" or people connected with GPPLD " "

### **Illness**

Card/Plant in mug or special planter " "

for Board member admitted to the hospital or confined at home for any serious illness

### **Celebrations**

Plant in special planter or basket " "

i.e., ALS' 5th year anniversary

### **Resignation/Retirement from the Board**

BPL Staff will ask the Board member what they would like made in their honor Engraved book clock or \$50 donation

### **Wedding**

For any Board member Send Card

Board members may voluntarily take up a collection for a gift from the Board

### **Birth/New Addition to Family**

For any Board member Send Card

Board members may voluntarily take up a collection for a gift from the Board

All cards, plants, flowers, gifts, etc. will be sent in the name of the "Board of Trustees, Golden Prairie Public Library District".

If a situation arises that is not covered by these guidelines in which a gift or remembrance is appropriate, Board members may confer with one another to resolve the matter as allowed by the guidelines of the Open Meetings Act.

## Gift Acceptance Policy

Approved February 15, 2017

The Library Director shall be authorized to accept gifts of cash or marketable securities. With the consideration that Golden Prairie Public Library does not have its own physical presence, Golden Prairie Public Library will refer physical gifts (with the exception of real estate) to the Bloomington Public Library.

Golden Prairie Public Library District will accept unrestricted gifts and will consider restricted gifts that meet the following conditions:

- The restriction must be approved by the Bloomington Public Library.
- The restriction must be one considered compatible with the overall mission of the Golden Prairie Public Library District.
- The restriction shall not impede the ability of Golden Prairie Public Library District to acquire gifts from other sources.
- The restriction shall not place undue burden on Golden Prairie Public Library District's resources.
- The restriction shall not subject Golden Prairie Public Library District to adverse publicity.

Golden Prairie Public Library District Board consideration and majority vote approval is required for the following types of gifts:

- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.

Gifts that may encumber Golden Prairie Public Library District and/or Bloomington Public Library either financially or administratively require approval of the Library Board(s) before acceptance. The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers either Library.

The Library retains full and unconditional ownership of all gifts. The Library makes the final decision on the use or other disposition of all gifts and/or items purchased with gifts.

## Illinois Freedom of Information Act Policy

Approved October 16, 2019

- I. A brief description of our public body is as follows<sup>1</sup>:
  - A. The Golden Prairie Public Library District which serves the residents of Arrowsmith, Bloomington, Dale, Dawson, and Old Town Township(s) contracts with the Bloomington Public Library to provide library services. The District was formed by referendum in 1989.
  - B. The mission of the District is to provide access to quality library services to residents within the Golden Prairie Public Library District.
  - C. The total amount of our operating budget is available at [https://www.bloomingtonlibrary.org/about/gppld\\_board/index.php](https://www.bloomingtonlibrary.org/about/gppld_board/index.php). Funding sources consist primarily of property taxes, state grants, and donations.
  - D. Golden Prairie Public Library District records are located within the Bloomington Public Library at this address: 205 E. Olive Street, Bloomington, Illinois.
  - E. The library does not have employees, but contracts with the Bloomington Public Library.
  - F. The following organization exercises control over our policies and procedures: The Golden Prairie Public Library District Board of Trustees, which meets monthly on the third Wednesday of each month at 5:00 p.m., at the library. The members are listed at [https://www.bloomingtonlibrary.org/about/gppld\\_board/index.php](https://www.bloomingtonlibrary.org/about/gppld_board/index.php).
  - G. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois.
- II. You may request the information and the records available to the public in the following manner:
  - A. Use request form (see attached).
  - B. Your request should be directed to: Golden Prairie Public Library District FOIA officer<sup>2</sup>.
  - C. You must indicate whether you have a “commercial purpose”<sup>3</sup> in your request.<sup>4</sup>

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<sup>1</sup> If the public body maintains a website, the information in Section I must be posted there as well.

<sup>2</sup> P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e., training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

<sup>3</sup> “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>4</sup> In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond.

- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual copying cost of color copies and other sized copies will be charged.
  - F. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e., disc, diskette, tape, etc.) or in paper as you select.
  - G. The Officer will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
  - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - I. The place and times where the records will be available are as follows:
    - 9:00 a.m. to 5:00 p.m., Monday through Saturday
    - Golden Prairie Public Library District, in care of the Bloomington Public Library -- Administrative Offices
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
  - B. Annual Receipts and Disbursements Reports
  - C. Budget and Appropriation Ordinances
  - D. Levy Ordinances
  - E. Operating Budgets
  - F. Annual Audits
  - G. Minutes of meetings of the Board of Library Trustees
  - H. Board Policies
  - I. Annual Reports to the Illinois State Library



# FOIA Request Form

Approved February 17, 2016

Requestor's Name (or business name, if applicable)	Date of Request
Street Address	
City	State
Description of Records Requested:	
Is the reason for this request a "commercial purpose" as defined in the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Library Response (Requestor does not fill in below this line)</i>	
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____. <input type="checkbox"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: <u>test</u> In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ the action taken on your request.

**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.**

FOIA Officer Responding	Date of Reply
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# OATH OF OFFICE

STATE OF ILLINOIS        }  
  } ss.  
MCLEAN COUNTY         }

I, \_\_\_\_\_ having been elected/appointed to the office of Library Trustee of the Golden Prairie Public Library in the County of McLean aforesaid, DO SOLEMNLY SWEAR that I will faithfully discharge the duties of the office of Library Trustee of the Golden Prairie Public Library District according to the best of my ability; SO HELP ME GOD.

Subscribed and sworn to before me,  
this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Elected/Appointed Trustee's Signature

This information will be filed with the County Clerk and the Illinois State Library Pursuant to 75 ILCS 5/4-6 (75 ILCS 30-40 for districts) and make available when inquiries are made by the public concerning Local Government Officials.

## OTHER DOCUMENTS

### Prevailing Wage Ordinance 16-03 and Certificate

Approved July 20, 2016

Whereas, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being 820 ILCS 130/0.01 *et seq.*; and

Whereas, the aforesaid Act requires that the Golden Prairie Public Library District of the County of McLean, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of said Golden Prairie Public Library District employed in performing construction of public works, for said Golden Prairie Public Library District.

Now, therefore, be it ordained by the President and Board of Trustees of the Golden Prairie Public Library District:

**Section 1.** To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Golden Prairie Public Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in McLean County as determined by the Department of Labor of the State of Illinois as of June 2016, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor and of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Golden Prairie Public Library District. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2.** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Golden Prairie Public Library District to the extent required by the aforesaid Act.

**Section 3.** The Secretary of the Golden Prairie Public Library District Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of this Library District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 4.** The Secretary of the Golden Prairie Public Library District Board of Trustees shall mail a copy of this determination to any employer, to any association of employers, and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.



**CERTIFICATE**

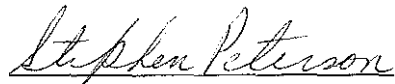
I, Stephen Peterson, the undersigned, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Golden Prairie Public Public Library District in the County of McLean and the State of Illinois, and that as an official, I am the keeper of records and files of the Board of Trustees of the Library District.

I do further certify that the foregoing is a true and correct copy of the Prevailing Wage Act Ordinance as passed by the Board of Trustees of said Library District at a meeting held on the 20th day of July 2016, and that said ordinance was duly passed by a yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of this ordinance were taken openly; that the vote on the adoption of this ordinance was taken openly; that the meeting was held at the specified time and place convenient to the public; that notice of the meeting was properly published; and that the meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings," approved July 11, 1957, as amended, and the applicable provisions of the Public Library District Act of the State of Illinois and that this Board of Trustees has complied with all the applicable provisions of the Act and with all of the procedural rules of the Board of Trustees.

I further certify that said ordinance has not been amended or repealed but remains in full force and effect at this time.

WITNESS my hand and the official seal of my office this 20th day of July, A.D. 2016.



Secretary, Golden Prairie Public Public Library District