

GOVERNANCE AND ADMINISTRATIVE AUTHORITY OF THE BOARD OF TRUSTEES

Adopted: March 2010

Revised: May 2025

Last Reviewed: May 2025

Name and Designation

The official name of the organization shall be the Winnebago Public Library District, hereafter referred to as the district, or the board. The term “Act” refers to the Illinois Public Library District Act.

Board Name, Legal Status, and Headquarters

The Board of Trustees of the Winnebago Public Library District, Winnebago, Illinois is a legally recognized corporate and political entity. Under this designation, the board is authorized to enact ordinances, hold property titles, initiate and respond to legal proceedings, and take any lawful action in accordance with the Act.

The official mailing address of the district, to be used for all official notices, is: 210 North Elida Street, Winnebago, Illinois 61088.

Authority of the Board of Trustees

The board of trustees is responsible for the establishment, support, and maintenance of public library services within the district in compliance with the Act.

Ordinances, Regulations, and Resolutions

The board has the authority to enact, amend, and repeal ordinances, as well as adopt regulations and resolutions for its governance and the management of library operations, provided such actions are in alignment with the Act.

Financial Management and Expenditures

The board exercises exclusive control over the expenditure of all funds collected for the library, ensuring proper allocation and use in accordance with established fiscal policies.

Purchasing and Procurement

All purchases made under the Act must adhere to the Local Government Prompt Payment Act, ensuring timely and lawful financial transactions.

Supervision of Facilities

The board holds exclusive authority over the construction, maintenance, and supervision of library buildings, grounds, and any leased or designated library facilities.

Acquisition and Development of Property

The board is authorized to purchase or lease real and personal property and to construct appropriate library facilities. Payment for such acquisitions may be structured in installments not exceeding 20 years, with interest rates conforming to those permitted for municipal corporations in Illinois.

The board may refinance installment contracts through a refunding loan agreement, provided the total term for any single project does not exceed 20 years in aggregate.

Remodeling and Reconstruction

The board may remodel, renovate, or reconstruct any existing library building when deemed necessary for operational efficiency and community service improvements

Disposition of Property

The board has the authority to sell, lease, or otherwise dispose of real or personal property that is no longer necessary for library purposes. Terms of disposal will be determined at the board's discretion.

Sale or Disposal of Library Property

When the board determines that property is no longer needed for library operations, disposal will follow these guidelines:

- Donation or Sale to Other Libraries: Property may be donated or sold to tax-supported libraries or library systems under the Illinois Library System Act.
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- Disposition of Low-Value Items: Items valued at \$1,000 or less may be disposed of at the board's discretion.
- Public Notification for Mid-Value Items: Items valued between \$1,000 and \$2,500 will be displayed at the library with public notification regarding their availability and sale terms.
- Public Sale for High-Value Items: For items exceeding \$2,500, the board will publish a public notice for two consecutive weeks in a newspaper within the district (or a county-wide publication if necessary). The board may accept the highest bid or reject inadequate offers and re-advertise.

In the case of a building received from a municipality due to the transition from a municipal library to a public library district, the board may authorize the sale back to the municipality. The sale price must be at least 80% of an MAI-certified appraisal value, with the final decision requiring a three-fourths majority vote of board members.

Personnel and Administrative Authority

The board may appoint a qualified library director to oversee the daily operations, including hiring, compensation adjustments, and staff management.

The board is also authorized to retain legal counsel and professional consultants as needed to support library operations and compliance.

Contracts and Collaborative Agreements

The board may enter into contracts with public or private entities for the purpose of providing or receiving library services, including but not limited to:

- Participation in library systems and interlibrary compacts.
- Agreements to supply library services to non-resident communities.
- Utilization of federal or state funds allocated for library development.

Contracts for non-resident library services must reflect the principle of equity in cost-sharing and include provisions for financial responsibility in cases of lost or damaged materials.

Shared Library Facilities and Services

The board may establish agreements with other public library boards in Illinois for the joint maintenance of library facilities or services, ensuring equitable access and cost distribution.

Property Ownership and Contractual Authority

The board may enter into legal agreements, acquire property titles, and manage assets in alignment with its operational needs and statutory authority under the Act.