



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

POLICY MEETING

November 10, 2022

Conference Room – Second Floor

6:00 p.m. – 7:30 p.m.

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info or in writing, not less than five (5) working days prior to the meeting.

AGENDA

1. Call to Order Frank Fokta, Chairman

2. Roll Call

3. Approval of the Minutes:

A) October 13, 2022

ATTACHMENT

4. Recognition of the Public

5. Public Comment (Limited to 3 minutes)

6. Agenda – Additions / Deletions

7. Unfinished Business

A) Emergency Situations Procedures and Disaster Response
Manual

ACTION

8. New Business

A) Purchasing Policy (Bids / Quotations)

ACTION

B) Library Credit Card Policy

ACTION

9. Recommendations

A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its November 28, 2022 meeting:

10. Adjournment

Frank Fokta, Chairman

Committee: Fokta, Bloom, Conradt; Ex Officio: Weninger



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
October 13, 2022

Conference Room – Second Floor
6:00 p.m. – 7:30 p.m.

MINUTES

1. Call to Order

Frank Fokta, Chairman

The meeting was called to order by Chairman Fokta at 6:05 p.m.

2. Roll Call

Committee members present: Frank Fokta (Chair); Richard Bloom, Pat Weninger

Committee members absent: Nancy Conradt (ex officio)

Staff members present: Benjamin Weseloh (Library Director)

3. Approval of the Minutes:

A) July 14, 2022

ATTACHMENT

Pat moved to approve the minutes as presented, seconded by Richard. There was no discussion. The vote to approve the minutes as presented was:

Yes: Bloom, Weninger, Fokta

No: None

Abstain: None

The minutes were approved as presented.

4. Recognition of the Public

None

5. Public Comment (Limited to 3 minutes)

None

6. Agenda – Additions / Deletions

None

7. Unfinished Business

A) Emergency Situations Procedures and Disaster Response Manual

The policy committee reviewed changes made to the Emergency Situations Procedures and Disaster Response Manual (lines that had been struck were removed for easier reading and review of the policy). Discussion included consensus that the changes were good overall, but a few minor corrections were noted (items that should have been removed, but were not). It was also stated that the committee would like the floor plans revised to include color-coding to indicate the following:

*Fire-Related Areas = Red
Staging Areas = Blue
Gas/Electric Areas = Yellow*

It was also stated that the a "Code Adam" section should be added to cover procedures to follow in the event of a lost or missing child.

8. New Business

None

9. Recommendations

A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its October 24, 2022 meeting:

No recommendation was made. The Emergency Situations Procedures and Disaster Response Manual will be revised and brought to the next meeting for further review and discussion.

10. Adjournment

Frank Fokta, Chairman

Chairman Fokta adjourned the meeting at 6:40 p.m.

Committee: Fokta, Bloom, Weninger; Ex Officio: Conradt

WEST CHICAGO PUBLIC LIBRARY DISTRICT

PURCHASING POLICY

I. Bidding and Bid Solicitation

Generally, Purchases of the District in excess of \$25,000 related to buildings and equipment are subject to competitive bids pursuant to the Public Library District Act of 1991 (75 ILCS 16/1-1 et. seq.).

For purchases not requiring competitive bids, the District may request proposals.

II. Exemptions from Bidding

The Public Library District Act (75 ILCS 16/40-45) exempts from a competitive bidding process the following:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- B. Contracts for the printing of finance committee reports and departmental reports;
- C. Contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- D. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with all manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- E. Purchases and contracts for the use, purchase, delivery, movements, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- F. Contracts for duplicating machines and supplies;
- G. Contracts for utility services such as water, light, heat, telephone or telegraph;
- H. Contracts for goods or services procured from another governmental agency;
- I. Purchases of equipment previously owned by some entity other than the library itself;

- J. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports; and
- K. Purchases as identified by this policy of less than \$25,000.
- L. Contracts for emergency expenditures when the emergency expenditure is approved by $\frac{3}{4}$ of the members of the Board.

III. Cooperative Purchasing

The District shall have the authority to join with other units of local government in cooperative purchasing plans when the best interests of the District would be served thereby.

The District may also participate in the Illinois Joint Purchasing Program.

- A. The Governmental Joint Purchasing Act authorizes certain governmental units to purchase personal property, supplies, and services jointly with one or more other governmental units (30 ILCS 525/0.01 et seq.).
- B. The State of Illinois, through the Department of Central Management Services Bureau of Strategic Sourcing (BOSS), will establish all rules, regulations and procedures in accordance with its policies and the law. It reserves the right to refuse any request for purchase if, in its opinion, pooling of a particular item or items is not beneficial or workable.
- C. Legal authority must exist for governmental units to make purchases from contracts issued by the State of Illinois. Official action must have been taken by the governing body of the unit authorizing its purchasing officials to participate in such a program.
- D. The ordinance or resolution passed by the governing body of the governmental unit MUST be sent to the Joint Purchasing Coordinator, Department of Central Management Services, 804 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706. The official action shall be held in force until such time as it is withdrawn in writing.

IV. Authorized Expenditures by Library Director

No commitment for expenditures of District monies shall be made without authorization issued according to the following conditions:

- A. Above ~~\$7,500~~ \$12,500 but less than \$25,000

All expenditures above ~~\$7,500~~ \$12,500 and less than \$25,000 shall be made only with prior Board approval. Upon the Library Director's request, the Board will determine whether the Director should request proposals. If the Board determines proposals to be necessary,

written quotations with the Contractor's signature applied and Performance Bond (if appropriate) will be submitted to the Board with a recommendation for Board action.

- B. With regard to the purchase of library insurance policies, the Finance Committee will choose an insurance broker.
- C. The Board authorizes the Library Director to select the most cost effective and beneficial utility option offered and report the price and selection to the Board at the next regular board meeting.
- D. \$7,500 \$12,500 or Below

All expenditures of \$7,500 \$12,500 or less can be made at the discretion of the Library Director. The Library Director will notify the board at the next scheduled board meeting of purchases of \$7,500 \$12,500 or less.

The District shall periodically evaluate vendor service and performance. Continued engagement must be earned and maintained by satisfactory performance and competitive pricing. Approved budget line items or budget contingency items can be made at the discretion of the Library Director without quotations.

V. Emergency Expenditures

Emergency expenditures over \$7,500 \$12,500 but less than \$25,000 can only be made with the approval of the Library Director and Board President or his/her designee.

Emergency expenditures \$7,500 \$12,500 or below can be made with the approval of the Library Director.

The Library Director shall notify the Board at its next meeting of any emergency purchase.

Approved by Board of Library Trustees: April 26, 2004

Approved by Board of Library Trustees: May 21, 2007

Revision Approved by Board of Library Trustees: August 27, 2007

Revision Approved by Board of Library Trustees: August 24, 2009

Reviewed by Board of Library Trustees: October 22, 2012

Revision Approved by Board of Library Trustees: January 28, 2013

Revision Approved by Board of Library Trustees: October 28, 2013

Reviewed by the Board of Library Trustees: August 22, 2014

Revision Approved by Board of Library Trustees: October 27, 2014

Revision Approved by Board of Library Trustees: August 28, 2017

Revision Approved by Board of Library Trustees: October 23, 2017

Approved by Board of Library Trustees: January 22, 2018

Approved by Board of Library Trustees: March 26, 2018

Revision Approved by Board of Library Trustees: August 23, 2021

WEST CHICAGO PUBLIC LIBRARY DISTRICT
LIBRARY CREDIT CARD AUTHORIZATION POLICY

Policy

The Board of Library Trustees of the West Chicago Public Library District authorizes the Library Director to issue credit cards by the Library's bank to be used by employees to conduct financial transactions for the Library District. The dollar limit determined by the Library Board is ~~\$5,000~~ \$7,500 for the Library Director and ~~\$2,500~~ \$3,000 for each of the four (4) cards issued to employees.

Procedures

The Library Director shall generate a letter of authorization to the Library's bank to authorize the Library's bank to issue a credit card to a specific Library employee. The Library Director shall notify the Library Board of the issuance of a new credit card or cancellation of an active credit card at the next regularly scheduled Board Meeting.

Each employee must sign the "Employee Library Credit Card Use Agreement" form prior to the issuance of a credit card. The acknowledgement form defines the use and responsibilities governing employee issued library credit cards.

Upon resignation or termination of an employee possessing a credit card, it will be the responsibility of the Library Director to immediately contact the bank by phone to cancel the purchasing rights of that employee, retrieve the credit card, and shred it. A written notification will be mailed to the bank by the Library Director on Library letterhead within twenty-four hours.

Approved by Board of Library Trustees: February 25, 2013

Approved by Board of Library Trustees: November 27, 2017

Revision Approved by Board of Library Trustees: August 23, 2021

Employee Library Credit Card Use Agreement

This Library Credit Card Use Agreement ("Agreement") is between the West Chicago Public

Library District ("Company") and _____
("Employee")

Name (Print)

Credit Card Number (exactly as shown on card)

I confirm that I am the employee named above and I received the above-listed credit card associated with the commercial credit account of the Company ("Card") and I confirm all my information is correct. By my signature on this Agreement, I will agree to comply with and be bound by the following conditions:

1. I understand this Card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that use of this Card is limited to business purposes authorized by the Company. I agree this Card must not be used for any personal, unauthorized, or illegal charges and any such misuse will result in cancellation of this Card and may further result in disciplinary action up to and including termination of my employment.

2. I understand the Company may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation. I agree to be held personally liable for the total dollar amount of any improper charges incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that any personal, unauthorized, or illegal charges made by me, including any administrative fees and/or finance charges assessed in connection with such charges, and paid for by the Company on my behalf will be considered a personal loan which may be repaid through payroll deduction. I understand that payroll deduction on my loan will be subject to the limits set forth by applicable law. If such deductions are not permitted by law or are insufficient to fully reimburse the Company, I will repay the Company these amounts plus finance or other charges due in connection with the misuse of this Card and the Company may take appropriate legal action to collect the monies owed. If the Company is required to take legal action to collect monies owed under this Agreement, I agree to pay the Company's expenses, including attorney's fees, incurred in its collection efforts. I agree that I may be liable for improper charges that result from allowing others to use this Card.

3. I agree to inform the Bookkeeper and/or the Library Director of any purchases made with the Card and timely submit all receipts for expenses incurred in connection with this Card. If I fail to timely submit receipts for expenses incurred with this Card, the Company may consider the unsupported charges incurred in connection with this Card to be a personal loan and may collect those amounts from me as described herein.

4. I agree to return this Card immediately upon request by the Library Director or upon termination of my employment for any reason (including retirement) with the Company. I understand that this Agreement is revocable by me at any time upon written notice to my immediate supervisor at the Company. If revoked, I understand I must stop using the Card immediately and return it to the Library Director with my revocation notice. I understand that if revoked, I remain responsible for any misuse and remain indebted to the Company for any personal, unauthorized, or illegal charges made prior to the revocation and return of the Card.

5. I promise to immediately notify the Library Director upon discovering this Card has been lost, misused, or stolen or this Card has been subject to fraud, unauthorized use or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of this Card.

Date

Employee Signature

Date

Library Director Signature