



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
March 16, 2026

Conference Room – Second Floor
6:30 p.m. – 8:00 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 Patricia Weninger, Chairman
2. Roll Call
3. Approval of the Minutes:
 - A. None
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
8. New Business
 - A. Electronic Board Meeting Attendance Policy ACTION
 - B. Fixed Asset/Capitalization Policy ACTION
 - C. Investment of Public Funds Policy ACTION
 - D. Purchasing Policy ACTION
 - E. Library Credit Card Policy ACTION

9. Recommendations

The Policy Committee makes the following recommendations to the Board of Library Trustees for its March 23, 2026 meeting:

10. Adjournment

Patricia Weninger, Chairman

Committee: Finch, Wonderly, Weninger, Chair; Ex Officio: Jakacki-Dattomo

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT
2 ELECTRONIC BOARD MEETING ATTENDANCE

3
4 **Policy**

5 The Board of Library Trustees of the West Chicago Public Library District will authorize video or
6 audio conference participation by an absent board member or members by Board vote at the
7 meeting in question when:

- 8 A. A quorum of Board members is physically present at the meeting
9 B. A Board member or members cannot physically attend because of
10 a. personal illness or disability;
11 b. employment purposes or the business of the Board of Library Trustees;
12 ~~c.~~ family or other emergency; ~~or~~
13 ~~e.~~ unexpected childcare obligations; or
14 ~~d.~~ a disaster declaration by the Governor of the State of Illinois or other
15 equivalent authority consistent with 5 ILCS 120/7(e).

16 Board members who participate by video or audio conference have all the rights of members
17 physically present, including participation in discussions and the right to vote.

18
19 **Procedure**

20 The member who wishes to attend electronically must notify the Secretary of the Board of
21 Trustees ~~as soon as member knows they will be unable to attend, and in all cases within~~
22 ~~twenty-four hours of prior to the start of the meeting unless advance notice is impractical.~~ As a
23 ~~"best practice", members should notify the Secretary at least twenty-four (24) hours prior to~~
24 ~~the start of the meeting.~~

25 Board members who have participated electronically must be noted as such on the Board
26 minutes.

27 5 ILCS 120/7(c)
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31 [Reviewed by Policy Committee: 6/10/2021; 3/16/2026](#)

32 [Approved by Board of Library Trustees: 6/23/2014; 8/28/2017; 6/28/2021 June 23, 2014](#)

33 [Approved by Board of Library Trustees: August 28, 2017](#)

34 [Reviewed by Policy Committee: June 10, 2021](#)

35 [Revision approved by Board of Library Trustees: June 28, 2021](#)

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Commented [MR1]: This is consistent with the statute, i.e., the statute says:

"...a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical."

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 FIXED ASSET/CAPITALIZATION POLICY

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5 **Policy**

6 The Library will maintain an inventory of fixed assets and a record of capital expenditures.

7 Administration and execution of this policy are the responsibility of the Treasurer and Chief Financial
8 Officer, and, by designation, the Library Director acting under the authority of the Library Board of
9 Trustees.

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11
12 **Procedures**

13 The Library will maintain an inventory for external financial statement purposes of all fixed assets.
14 Fixed assets are property, plant, furniture and equipment with an initial acquisition cost of \$5,000 or
15 more per item. Initial cost is the cash outlay, or its equivalent, made to acquire the asset and put it in
16 operating condition.

17 Fixed assets will be inventoried, using the historical cost of the asset. A record which includes item
18 name, description, inventory ID number, location, manufacturer, vendor, historical cost, replacement
19 cost, serial number and estimated replacement date, will be maintained.

20 Capital expenditures do not include (1) ordinary repairs that do not increase the value or extend the
21 life of the asset, (2) routine operating costs such as annual maintenance contracts.

22 Retirement procedure: A retirement record will be maintained as items are withdrawn or retired.

23 Review procedure: The inventory should be reviewed on an annual basis.

24 **Asset Classification**

25 Fixed assets should be categorized into the following:

- 26 • Land,
- 27 • land improvements and infrastructure;
- 28 • buildings,
- 29 • equipment

30
31 **General Policy for Capitalization**

32 Fixed assets should be capitalized as follows:

- 33 • all land acquisitions,
- 34 • all building acquisitions,
- 35 • building renovations and improvements projects costing more than \$100,000,
- 36 • land improvements and infrastructure projects costing more than \$100,000,
- 37 • equipment costing more than \$5,000 with a useful life beyond a single reporting
38 period (generally one year)

39 **Land**

40 The recorded cost of land includes (1) the contract price, (2) the costs of closing the transaction and
41 obtaining title, including commissions, options, legal fees, title search, insurance, and past due taxes,
42 (3) the costs of surveys, and (4) the cost of preparing the land for its particular use such as clearing
43 and grading. If the land is purchased for the purpose of constructing a building, all costs incurred up
44 to the excavation for the new building should be considered land costs. Removal of an old building,
45 clearing, grading and filling are considered land costs because they are necessary to get the land in
46 condition for its intended purpose. Any proceeds obtained in the process of getting the land ready for
47 its intended use, such as salvage receipts on the demolition of the old building or the sale of cleared
48 timber, are treated as reductions in the price of the land. Capitalization of land costs include, but are
49 not limited to, the following:

- 50 • original contract price,
- 51 • brokers' commissions,
- 52 • legal fees for examining and recording title,
- 53 • cost of title guarantee insurance policies,
- 54 • cost of real estate surveys,
- 55 • cost of an option when it is exercised,
- 56 • special paving assessments,
- 57 • cost of excavation, grading or filling of land and razing of an old building,
- 58 • cost of cancellation of unexpired lease, and
- 59 • payment of noncurrent taxes accrued on the land at date of purchase, if payable
60 by purchaser.

61 **Buildings**

62 Capitalization of building costs include, but are not limited to, the following:

- 63 • original contract price of cost of construction,
- 64 • expenses incurred in remodeling, reconditioning, or altering a purchased building to
65 make it available for the purpose for which it was acquired,
- 66 • expenses incurred for the preparation of plans, specifications, blueprints, etc.,
- 67 • cost of building permits,
- 68 • payment of noncurrent taxes accrued on the building at date of purchase, if payable by
69 purchaser,
- 70 • architects' and engineers' fees for design and supervision, and
- 71 • cost of temporary buildings used during the construction period.

72 Each building or addition of square footage to an existing building acquired or constructed is divided
73 into ten major building components. The components are as follows:

- 74 1. General construction,
- 75 2. Site preparation (this component is classified as land on the financial statements),
- 76 3. Roof and drainage,
- 77 4. Interior construction,
- 78 5. Plumbing,
- 79 6. Heating, ventilation, and air conditioning,
- 80 7. Electrical,
- 81 8. Fire protection,
- 82 9. Elevators, and
- 83 10. Miscellaneous

84 The total cost of the building or additional square footage is then allocated among the 10 major
85 building components. For projects such as building construction, include in the fixed asset of the
86 building, the cost of professional fees (architect and engineering), permits and other expenditures
87 necessary to place the asset in its intended location and condition for use.

88 Furthermore, the cost of interest incurred during building construction should be capitalized. The
89 capitalization period begins when the following three considerations are present:

- 90 1. Expenditures for the capital asset have been made,
- 91 2. Activities necessary to get the capital asset ready for its intended use are in progress, and
- 92 3. Interest costs are being incurred.

93 The amount capitalized should be an allocation of the interest cost incurred during the period
94 required to complete the asset. The interest rate for capitalization purposes is to be based on the
95 rates on the library's outstanding borrowings. If a specific new borrowing can be identified with the
96 asset, the rate on that borrowing should be used as the basis for allocating the interest cost for the
97 asset. A weighted average of the rates on other borrowings is to be applied to expenditures not
98 covered by specific new borrowings.

99 **Building Renovations/Rehabilitation**

100 A building renovation is defined as enhancements made to a previously existing building component.
101 Any renovation to a building must, at a minimum, meet the following criteria to qualify as a fixed
102 asset:

- 103 1. The total project cost must be more than \$100,000, and
- 104 2. The renovation must extend the useful life or capacity of the asset.

106 **Building Improvements**

107 An improvement to a building is defined as adding a new component where one did not previously
108 exist. The improvement must cost more than \$100,000 and have an initial useful life extending
109 beyond a single reporting period (generally one-year).

111 **Land Improvements and Infrastructure**

112 Land improvements include items such as excavation, non-infrastructure utility installation,
113 driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, outdoor lighting, and other non-
114 building improvements intended to make the land ready for its intended purpose. Land
115 improvements can be further categorized as non-exhaustible and exhaustible. Expenditures for land
116 improvements that do not deteriorate with use or passage of time are additions to the cost of land
117 and are generally not exhaustible, and therefore not depreciable.

118 Infrastructure assets are defined as long-lived capital assets that normally are stationary in nature
119 and normally can be preserved for a significantly greater number of years than most capital assets.
120 Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer
121 systems, dams, and lighting systems. Improvements to infrastructure or land improvements which
122 extend the useful life or capacity of the asset and meet capitalization thresholds will be capitalized as
123 a separate asset/component and depreciated over its estimated useful life.

124

125 **Equipment**

126 Capitalization of equipment costs include but are not limited to, the following:

- 127 • original contract or invoice cost,
- 128 • freight, import duties, handling and storage costs,
- 129 • specific in-transit insurance charges,
- 130 • sales, use and other taxes imposed on the purchase,
- 131 • costs of preparation of foundations and other costs in connection with making a
- 132 proper site for the assets,
- 133 • installation charges, and
- 134 • costs for reconditioning used equipment to make it usable for the purpose it was
- 135 purchased.

136 Improvements to existing equipment assets which extend the useful life or capacity of the asset and
137 meet capitalization thresholds will be capitalized as a separate asset/component and depreciated
138 over its estimated useful life.

139 **Capitalization of Computer Software Costs**

140 Computer software costing more than \$5,000 with a useful life beyond a single reporting period
141 (generally one-year) should be capitalized. For software developed or obtained for internal use, The
142 Library will follow the guidance in Statement of Position SOP 98-1 as follows:

143 The software must be acquired, internally developed, or modified solely to meet internal needs and
144 there must not be a substantive plan to market the software externally to other organizations.
145 Software development generally involves three phases. These phases and their characteristics are as
146 follows:

- 147 • Preliminary project phase - when conceptual formulation of alternatives, the
- 148 evaluation of alternatives, determination of existence of needed technologies and final
- 149 selection of alternatives is made,
- 150 • Application development phase - Design of chosen path including software
- 151 configuration and software interfaces, coding, installation of computer hardware and
- 152 testing, including parallel processing phase, and
- 153 • Post-implementation/operation phase - training and application maintenance
- 154 activities.

155 Costs associated with the preliminary project and the post-implementation/operating phases should
156 be expensed as incurred. Internal and external costs associated with the application development
157 phase should be capitalized. Costs to develop or obtain software that allows for access or conversion
158 of old data by new information systems should also be capitalized. General and administrative costs
159 and overhead expenditures associated with software development should not be capitalized as costs
160 of internal use software.

161 Upgrades and enhancements are defined as modifications to existing internal-use software that
162 result in the ability for the software to perform tasks that it was previously incapable of performing.
163 In order for costs of specified updates and enhancements to internal-use computer software to be
164 capitalized, it must be probable that those expenditures will result in additional functionality.

165 **Depreciation**

166 Depreciation is the process of allocating the cost of tangible property over a period of time, rather
167 than deducting the cost as an expense in the year of acquisition. Generally, at the end of an asset's
168 life, the sum of the amounts charged for depreciation in each accounting period will equal original
169 cost less the salvage value.

170

171 **Information Needed to Calculate Depreciation**

172 To calculate depreciation on a fixed asset the following five factors must be known:

- 173 1. the date the asset was placed in service,
174 2. the asset's cost or acquisition value,
175 3. the asset's salvage value,
176 4. the asset's estimated useful life, and
177 5. the depreciation method.

178

179 **Estimated Useful Life**

180 Estimated useful life means the estimated number of months or years that an asset will be able to be
181 used for the purpose for which it was acquired. Eligible fixed assets should be depreciated over their
182 estimated useful lives.

183

184 **Depreciation Method**

185 The Library has established the straight-line methodology for depreciating all fixed assets.

186 Depreciation will begin in the month the asset is placed in service. Under the straight-line

187 depreciation method the basis of the asset is written off evenly over the useful life of the asset. The

188 amount of annual depreciation is determined by dividing an asset's cost reduced by the salvage

189 value, if any, by its estimated life. The total amount depreciated can never exceed the asset's historic

190 cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

191

192 **Asset Retirement**

193 Retiring an entire asset or building component – remove the entire asset and related accumulated
194 depreciation from the fixed asset file. Any un-depreciated balance will be reported as a disposal
195 expense net of any value received.

196 Generally with a building rehabilitation or renovation only a section of the asset is retired (partial
197 retirement) for the piece of the asset being renovated. To determine the value of the asset being
198 renovated, The Library's methodology is based on the current costs of the renovation and discounting
199 back to the date of the asset being renovated. An escalation table (discounting rates) is used which
200 reflects annual escalation (de-escalation) factors developed using industry data and other relevant
201 information.

202 The process that will be employed for determining the value of the component/asset being
203 retired/renovated is as follows:

- 204 1. Establish amount being capitalized (by component) and the year,
205 2. Identify the oldest component for that asset/building,
206 3. Determine the de-escalation factor and multiply the amount being capitalized by 100
207 and divide by the factor. This provides the dollar value of the component to be retired,
208 and

209 4. Reduce the existing asset by this dollar amount or if this amount is greater than the
210 dollar amount of the existing asset component – determine the next “layer” for that
211 asset component.
212

213 [Reviewed by Policy Committee: 3/16/2026](#)

214 [Approved by Board of Library Trustees: 11/28/2005; 9/22/2008; 1/23/2012; 2/26/2018; 8/23/2021](#)
215 [November 28, 2005](#)

216 ~~[Approved by Board of Library Trustees: September 22, 2008](#)~~

217 ~~[Approved by Board of Library Trustees: January 23, 2012](#)~~

218 ~~[Approved by Board of Library Trustees: February 26, 2018](#)~~

219 ~~[Revision Approved by Board of Library Trustees: August 23, 2021](#)~~

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4 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

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6 **INVESTMENT OF PUBLIC FUNDS**
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9 **PURPOSE**

10 The purpose of this policy statement is to outline the responsibilities, general objectives, and
11 specific guidelines for management of public funds by the West Chicago Public Library District.
12

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14 **RESPONSIBILITIES**

15 All investment policies and procedures of the West Chicago Public Library District will be in
16 accordance with Illinois law. The authority of the Library Board of Trustees to control and invest
17 public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted
18 are described therein. Administration and execution of these policies are the responsibility of the
19 Treasurer, or by designation the Library Director, acting under the direction and authority of the
20 Library Board of Trustees. The status of fund balances and investment accounts will be reported
21 at each regularly scheduled meeting of the Library Board of Trustees.
22

23
24 **OBJECTIVES**

25 In selecting financial institutions and investment instruments to be used, the following general
26 objectives shall be considered:

- 27
- 28 • Safety
 - 29 • Maintenance of sufficient liquidity to meet current obligations
 - 30 • Return on investment
- 31

32 **GUIDELINES**

33 The following guidelines should be used to meet the general investment objectives.

34 **A. Safety:**

- 35 1. Any investments made will comply with the Illinois Public Funds Investment Act.
36 Investments will be made only in securities guaranteed by the U.S. Government, or in
37 FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan
38 institutions will not exceed the amount insured by FDIC or FSLIC coverage.
39 2. Authorized investments include and will primarily consist of: Certificates of Deposit,
40 Treasury Bills and other securities guaranteed by the U.S. Government, participation in
41 the State of Illinois Public Treasurer's Investment Pool, and any other investments,
42 including corporate bonds, allowed under State law that satisfy the investment
43 objectives of the library district. The outlay in a solitary institution or investment fund
44 shall not exceed 10% of the WCPLD's total assets.

45 **B. Management of sufficient liquidity to meet current obligations:**

46 In general, investments should be managed to meet liquidity needs for the current month
47 plus three months (based on forecasted needs).

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C. Return on investment:

Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

Reviewed by Policy Committee: 11/11/2021; [3/16/2026](#)

Approved by Board of Library Trustees: 8/22/2005; 6/12/2009; 10/22/2012; 11/23/2015; 2/25/2019; 11/22/2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 PURCHASING POLICY

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7 I. Bidding and Bid Solicitation

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

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

13
14
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16 II. Exemptions from Bidding

17
18 The Public Library District Act (75 ILCS 16/40-45) exempts from a competitive bidding process the
19 following:

- 20 A. Contracts for the services of individuals possessing a high degree of professional skill
21 where the ability or fitness of the individual plays an important part;
- 22
23 B. Contracts for the printing of finance committee reports and departmental reports;
- 24
25 C. Contracts for the printing or engraving of bonds, tax warrants and other evidences of
26 indebtedness;
- 27
28 D. Contracts for the maintenance or servicing of, or provision of repair parts for,
29 equipment which are made with all manufacturer or authorized service agent of that
30 equipment where the provision of parts, maintenance, or servicing can best be
31 performed by the manufacturer or authorized service agent;
- 32
33 E. Purchases and contracts for the use, purchase, delivery, movements, or installation of
34 data processing equipment, software, or services and telecommunications and
35 interconnect equipment, software, and services;
- 36
37 F. Contracts for duplicating machines and supplies;
- 38
39 G. Contracts for utility services such as water, light, heat, telephone or telegraph;
- 40
41 H. Contracts for goods or services procured from another governmental agency;
- 42
43 I. Purchases of equipment previously owned by some entity other than the library itself;
- 44

- 45 J. Contracts for goods or services which are economically procurable from only one
46 source, such as for the purchase of magazines, books, periodicals, pamphlets, and
47 reports; and
- 48
- 49 K. Purchases as identified by this policy of less than \$25,000.
- 50
- 51 L. Contracts for emergency expenditures when the emergency expenditure is
52 approved by ¾ of the members of the Board.
- 53

54 **III. Cooperative Purchasing**

55
56 The District shall have the authority to join with other units of local government in cooperative
57 purchasing plans when the best interests of the District would be served thereby.

58
59 The District may also participate in the Illinois Joint Purchasing Program.

- 60
- 61 A. The Governmental Joint Purchasing Act authorizes certain governmental units to purchase
62 personal property, supplies, and services jointly with one or more other governmental
63 units (30 ILCS 525/0.01 et seq.).
- 64
- 65 B. The State of Illinois, through the Department of Central Management Services Bureau of
66 Strategic Sourcing (BOSS), will establish all rules, regulations and procedures in
67 accordance with its policies and the law. It reserves the right to refuse any request for
68 purchase if, in its opinion, pooling of a particular item or items is not beneficial or
69 workable.
- 70
- 71 C. Legal authority must exist for governmental units to make purchases from contracts
72 issued by the State of Illinois. Official action must have been taken by the governing body
73 of the unit authorizing its purchasing officials to participate in such a program.
- 74
- 75 D. The ordinance or resolution passed by the governing body of the governmental unit MUST
76 be sent to the Joint Purchasing Coordinator, Department of Central Management Services,
77 804 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706. The official
78 action shall be held in force until such time as it is withdrawn in writing.
- 79

80 **IV. Authorized Expenditures by Library Director**

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

- 83
- 84 A. Above \$12,500 but less than \$25,000
- 85

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

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

91
92 B. With regard to the purchase of library insurance policies, the Finance Committee will
93 choose an insurance broker.

94
95 C. The Board authorizes the Library Director to select the most cost effective and beneficial
96 utility option offered and report the price and selection to the Board at the next regular
97 board meeting.

98
99 D. \$12,500 or Below

100
101 All expenditures of \$12,500 or less can be made at the discretion of the Library Director. The
102 Library Director will notify the board at the next scheduled board meeting of purchases of
103 \$12,500 or less.

104
105 The District shall periodically evaluate vendor service and performance. Continued engagement
106 must be earned and maintained by satisfactory performance and competitive pricing. Approved
107 budget line items or budget contingency items can be made at the discretion of the Library
108 Director without quotations.

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111 V. Emergency Expenditures

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

115
116 Emergency expenditures \$12,500 or below can be made with the approval of the Library Director.

117
118 The Library Director shall notify the Board at its next meeting of any emergency [purchase](#)
119 [expenditure](#).

120
121 Reviewed by Policy Committee: 11/10/2022; [3/16/2026](#)

122 Approved by Board of Library Trustees: 4/26/2004; 5/21/2007; 8/27/2007; 8/24/2009; 10/22/2012;
123 1/28/2013; 10/28/2013; 8/22/2014; 10/27/2014; 8/28/2017; 10/23/2017; 1/22/2018; 3/26/2018;
124 8/23/2021; 11/28/2022

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 LIBRARY CREDIT CARD AUTHORIZATION POLICY

3
4 Policy

5 The Board of Library Trustees of the West Chicago Public Library District authorizes the Library
6 Director to issue credit cards to be used by employees to conduct financial transactions for the
7 Library District. The dollar limit determined by the Library Board is \$12,500 for the Library
8 Director and \$3,000 for each of the four (4) cards issued to employees.

9
10 Procedures

11 The Library Director shall generate a letter of authorization to the credit card issuer to authorize
12 the issuance of a credit card to a specific Library employee. The Library Director shall notify the
13 Library Board of the issuance of a new credit card or cancellation of an active credit card at the
14 next regularly scheduled Board Meeting.

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

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

23 Reviewed by Policy Committee: 11/10/2022; [3/16/2026](#)

24 Approved by Board of Library Trustees: 2/25/2013; 11/27/2017; 8/23/2021; 11/28/2022

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33 **Employee Library Credit Card Use Agreement**

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35
36 This Library Credit Card Use Agreement ("Agreement") is between the West Chicago Public
37
38 Library District ("Company") and _____
39 ("Employee")
40

41 _____
42 Name (Print) Credit Card Number (exactly as shown on card)

43
44 I confirm that I am the employee named above and I received the above-listed credit card
45 associated with the commercial credit account of the Company ("Card") and I confirm all my
46 information is correct. By my signature on this Agreement, I **will** agree to comply with and be
47 bound by the following conditions:
48

49 1. I understand this Card is Company property and I will be making financial commitments on
50 behalf of the Company when using this Card. I agree that use of this Card is limited to business
51 purposes authorized by the Company. I agree this Card must not be used for any personal,
52 unauthorized, or illegal charges and any such misuse will result in cancellation of this Card and
53 may further result in disciplinary action up to and including termination of my employment.
54

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

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

75
76 4. I agree to return this Card immediately upon request by the Library Director or upon
77 termination of my employment for any reason (including retirement) with the Company. I
78 understand that this Agreement is revocable by me at any time upon written notice to my
79 immediate supervisor at the Company. If revoked, I understand I must stop using the Card
80 immediately and return it to the Library Director with my revocation notice. I understand that if
81 revoked, I remain responsible for any misuse and remain indebted to the Company for any
82 personal, unauthorized, or illegal charges made prior to the revocation and return of the Card.

83
84 5. I promise to immediately notify the Library Director upon discovering this Card has been lost,
85 misused, or stolen or this Card has been subject to fraud, unauthorized use or misuse. I agree to
86 cooperate with any investigation concerning the loss, theft, or suspected misuse of this Card.

87
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89
90

91 _____
Date Employee Signature
92
93
94

95 _____
96 Date Library Director Signature