

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
<b>Library Policy</b> Hours, Closings, and Cancellations  Additional Closings	The library will close for a <del>half-day</del> <b>full-day</b> on a Friday in the spring, with the date to be determined by the director.	Based on below Approve  We are struggling to fit everything in a half-day. After we do department meetings and announcements and SRP updates, we can get 1 in-depth training session in. So any training that is involved typically waits until Fall and most of the time it would be better to do in-depth training 2 times a year.	
<b>Circulation Policy</b>  Damage	Patrons who lose or damage library materials will <b>may</b> be charged the replacement cost...	Approve	
Extended Use Fees	Library patrons <del>are charged</del> <b>may accrue charges for some</b> overdue materials. The extended use fee <b>schedule</b> is set by the Library	Approve	
<b>Collection Management Policy</b>  Responsibility	Actual selection and management activities are shared among trained library staff who shall <del>enforce this obligation</del> <b>conduct this process</b> consistent with this policy	Approve	
Selection of Materials  Selection Aids	The following are representative of the aids used for selection of materials <input type="checkbox"/> Professional Journals: Baker & Taylor Forecast, Booklist, Horn Book, Kirkus, Library Journal, New York Times Review of Books, School Library Journal, Video Librarian, <del>and Voice of Youth Advocates</del> . <input type="checkbox"/> Other: In addition, the following works may be consulted: <del>Best Books for Children, Best Books for Young Adults</del> , Children's Core Collection, general <input type="checkbox"/> periodicals, Public Library Core Collection Nonfiction, Recommended Reference Books for Small and Medium-sized Libraries and Media Centers, trade journals, other authoritative subject bibliographies. <input type="checkbox"/>	Approve	
<b>Credit Card Policy</b> Nationwide Business Credit Card  Policy	All receipts for purchases made with the card(s) must be dated, itemized, signed, and turned in to the <del>bookkeeper</del> <b>accountant</b> at the first available opportunity following the use of the card.	Approve	
Local Business Charge Accounts	The <del>bookkeeper</del> <b>accountant</b> is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the library director or Library Board.	Approve	
Policy	All receipts for purchases made on the library account must be dated, itemized, signed, and turned in to the <del>bookkeeper</del> <b>accountant</b> at the first available opportunity.	Approve	
	The <del>bookkeeper</del> <b>accountant</b> is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the director or board.	Approve	
<b>Donor Recognition Policy</b>			

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Donor Recognition	The library maintains a physical donor recognition with established levels at each facility. Presently the main library has a donor wall and the branch has a donor plaque with the following levels indicated: patrons ( <del>\$100</del> 250-\$499), donors (\$500-\$999), major donors (\$1000-\$4999), and benefactors (\$5000 up). These definitions may change as giving standards change.	Approve based on the following:  Why do we want to make this change? We have people that ask how much to get on the wall and pay only that amount, which is crowding our lowest level. When you look at other institutions \$100 is low for public recognition, so thought we would increase it to \$250, which also shortens the gap between the first level (which we might eventually run out of space) to the second level hopefully encouraging businesses to give at a donor level instead of patron. Does it mean we have to remove placards? No, we would grandfather all current placards at the level they are. Should other levels be revised? The allotted space and distribution of the other levels works well, so no we don't think we need to adjust	
Hot Spot Policy			
	Devices will be checked out for seven days. <del>They must be checked out and returned to the WCPL circulation desk during operating hours. If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.</del> Patrons may place holds on...	Devices will be checked out for seven days. They may be checked out <del>and returned to the</del> at a WCPL circulation desk during operating hours. <del>If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.</del> Patrons may place holds on...	Are the Hot Spots now checked from another or other locations? No, other than Ossian. The issue was we no longer want to restrict the use of the dropbox. If not, leave first sentence of strike out with a change from "must" to "may" and go ahead and remove the second sentence.-How about this?
Overdue Devices	Overdue devices will have Internet access deactivated within 24 <del>48</del> hours after their due dates. The overdue...	Approve	
Internal Control Policy and Procedures			
Introduction	The Wells County Public Library <del>services</del> serves its citizens and funds these services...	Approve	
Component One: Control Environment	Board members are carefully selected and introduced to their roles and responsibilities as listed in the <i>IN the Public Trust</i> Trustee Manual.	Approve	
Component Three: Control Activities		Approve the following:	
D. Recepting Activities	E. The Director or the Accountant receipts any funds that may come in for grants, donations, and other miscellaneous reasons. These are then turned over for the <del>daily</del> deposit. F. The Director, Accountant and Branch Manager are responsible for the <del>daily</del> deposits. G. The desk receipts and deposit slips are posted daily by the Accountant. Receipts indicate the type of payment received, and this is reconciled to the <del>daily</del> weekly bank deposit, <b>unless the accumulated receipts and deposit slips are \$500 or more</b> .	4. The Director or the Accountant receipts any funds that may come in for grants, donations, and other miscellaneous reasons. These are then turned over for the <del>the daily</del> deposit. 5. The Director, Accountant and Branch Manager are responsible for the <del>the daily</del> deposits. 6. The desk receipts and deposit slips are posted daily by the Accountant. Receipts indicate the type of payment received, and this is reconciled to <del>the daily</del> weekly bank deposit, <b>unless the accumulated receipts and deposit slips are \$500 or more</b> .	What are marked 'E' and 'F' should be 4 and 5. Don't just stike out "daily", stike out "the" also on both changes. Adding of "G" should really be adding a "6". I'm assuming that means the third item in the list of activities will now be numbered "3" and indented as it should be?- Yes, I will fix that.
Component Four: Information and Communication	WCPL communicates with its employees through monthly <del>staff and</del> department head meetings, <del>and through use of</del> staff information emails and Intranet postings. Internal communication allows supervisors...	Approve	
Internet Use Policy			
	<i>The following guidelines offer the Library's definition of acceptable Internet use. Failure to abide by this agreement will result in suspension or revocation of Internet use privileges.</i>	Approve	
	<i>Access to the Internet via the Library's resources (using the Library's computers or the Library's wireless Internet access) implies agreement with this policy.</i>	Approve	

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Internet Use is Available to the Following	<input type="checkbox"/> <del>Adult</del> Library cardholders (ages 12 and older) <del>who have read and acknowledged the Internet policy.</del> <input type="checkbox"/> <del>Young Adult cardholders (ages 12-17) who have a signed parental permission witnessed by a staff member.</del> <input type="checkbox"/> Children (under age 12) under constant supervision of a parent or legal guardian who has Internet privileges. <input type="checkbox"/> Out-of-county patrons ( <b>ages 12 and older</b> ) <del>who have identification proving they are 18 or over and have proof of address</del> <b>will be issued</b> a quest pass and PIN for that session.	Approve	
Rules for Internet Use	<b>In compliance with the Children's Internet Protection Act (CIPA), the</b> <del>The</del> library's Internet connection is filtered to screen or block particular sites	Approve	
The internet computers are filtered			
<b>Investment Policy</b>			
<del>Tax Pass-Through Funds</del>	<del>The Sales Tax and Property Tax Pass-Through Funds were established in 2011 for the purpose of depositing and disbursing sales tax collected from meeting room rentals</del>	Approve	
<b>Library Patron Policy</b>			
Library Cards	"I understand I am responsible for this card and all materials checked out on this card until this card is reported lost or missing. I am further responsible for any charges that may result from late return, loss, or damage of materials borrowed. <b>This privilege allows me to use the Public Internet computers and I agree to abide by the Internet</b>	Approve	
Property Owners	Non-residents who pay property or personal property tax in Wells County are issued a library card valid for three years. Non-residents need to show tax receipts <del>yearly</del> <b>at time of card renewal</b> .	Approve	
Non-Resident Card	Non-residents <del>who do not have a Public Library Access Card (PLAC card)</del> may have the privilege of borrowing print and non-print materials by purchasing a Wells County...	Approve	
Patron Policy for Young Children, <b>Parents, Dependent Adults &amp; Caregivers</b>	The library staff does not take the place of the parent, act as caregiver, nor assume responsibility for the unattended children <del>or dependent adults</del> . Parents <b>and caregivers</b> are encouraged to talk to the children's librarian if they have questions or want additional information regarding these	Approve	
<b>Services Policy</b>			
Exam Proctoring	The <del>Wells County Public</del> Library will not be responsible for any delayed tests, nor for any completed tests once they...	Approve	
Responsibilities of the test taker include:	Fill out the Application for Proctoring Service form and return it to the <del>Reference</del> <b>Adult Services</b> Desk at least seven (7) days prior to test date.	Approve	
<b>Employee Handbook Introduction</b>	Welcome to the Wells County Public Library (WCPL). This <del>E</del> mployee <del>H</del> andbook describes,	Approve	
<b>Employment Policies</b>			
2.3 Categories of Employees		Approve based on the following:	
	Part-time employees are those employees working <del>less than 30 hours per week or less than 130 hours per month year-round</del> .		Why remove the distinction? Does having the second distinction confuse things? - We have more flexibility with coverage if staff are adhering to the less than 130 hours per month rule and yes, the less than 30 hours per week is vastly different and confusing. Since staff prefer to keep track of their hours within the month, we are choosing to go with less than 130 hours per
Part-time Employees			
2.11 Employee Dress Code	<b>Fixed Paragraph Placement</b>	Approve	

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5.5 Bereavement Leave Part Time (Regularly scheduled under 24	<b>Fixed Paragraph Placement</b>	Approve	
<b>5.16 Library Services for Staff</b>	<i>AddedTopic</i>		
<b>Printing and Faxing</b>	<b>Due to the already reduced cost for printing and faxing, staff are expected to pay the full cost for their personal print jobs and faxes. Staff are still entitled to \$.50 a day free</b>	Approve	
<b>Lamination</b>	<b>It is preferred that staff do not use the cold laminator for personal use. The thermal roll laminator may be used for preapproved personal use, through the Children's Room Manager. Each building has a public use thermal and cold pouch laminator. Staff may laminates with the public thermal and cold pouch laminator for half the cost to patrons.</b>	Approve	
<b>Meeting Rooms</b>	<b>Staff may use the library meeting rooms free of charge and during non-operating library hours, as long as the staff member will be present during the event. Permission to use the meeting room during non-operating library hours must go through the administrative assistant and director.</b>	Approve	
<b>Notary</b>	<b>Staff are charged half the cost to patrons for notary services.</b>	Approve	
<b>Appendix A - Schedules Borrower/User Fee Schedule</b>			
<b>Movies</b>	<del>The fee is 50¢ per entertainment movie. All movies shelved in the non-fiction and children's collections are exempt from this fee. Teacher/Institutional card users will not be charged a user fee for movies. The fees collected from the borrowing of movies are used to purchase</del>	Approve	
<b>Movie Extension Request- Policy</b>	<del>Patrons may extend the movie loan for three (3) days for an additional user fee. (A patron may pay a \$1.00 user fee and have a movie for 10 library business days). Both the fee and the extension must be paid in advance at the patron's request. No fines are waived after the fact or refunds given if brought back early. Late fees for movies will be charged after the extended date.</del>	Approve	
<b>Photocopies</b>	<del>Letter-size copies (8 ½ x 11) are 10¢ (black/white) and 50¢ (color). Ledger-size copies (11x17) are 20¢ (black/white) and \$1.00 (color).</del> <b>Photocopies made in the library are \$.10 per (8 ½ x 11) page.</b> <b>o Letter size copies (8 ½ x 11) are \$.10 per side</b> <b>o Ledger size copies (11x17) are \$.20 per side</b> Patrons are entitled to \$.50 worth of free copies	Approve	
<b>Computer Printouts</b>	<del>Regular residents and paid cardholders using library computers</del> <b>Patrons</b> are entitled to \$.50 worth of free prints per day. Additional <del>letter-size</del> prints are \$.10 per <b>(8 ½ x 11)</b> page. <del>(b/w) and 50¢ each (color).</del> <b>Letter size prints (8 ½ x 11) are \$.10 per side</b> <b>Ledger size prints (11x17) are \$.20 per side</b> <del>Guest users are not entitled to free prints.</del>	Approve	

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Interlibrary Loan (ILL)	ILL is a free service, <b>but subject to late fees and fines</b> . A postage fee of \$3.00 will be charged for material received from an out-of-state institution.	Approve adding a "," after service	
Self-Service Fax Services	The fee for faxing at all library locations is <del>\$1.00 for the first page and \$0.50 for each additional page</del> \$.10 per page..	Approve	
Returned Check Fee	All returned checks will be subject to a <del>\$25.00</del> <b>\$35.00</b> fee.	Approve, but please review the alignment of the bullet points throughout the "User Fee Schedule" because the last three or four don't seem to be on the same alignment with the	
<b>Extended Use Fee Schedule</b>			
Extended Use Fees	<p><del>Most overdue library materials are charged 25¢ per item per day to a maximum of \$5.00 per item. The exceptions are entertainment movies, cake pans, equipment, hotspots, Playaway Launchpads &amp; Playaway Views.</del></p> <p><del>Overdue entertainment movies, cake pans, equipment, Playaway Launchpads and Playaway Views are charged \$1.00 per item per day to a maximum of \$20.00 per item.</del></p> <p><del>Overdue hotspots are charged \$5.00 per item per day to a maximum of \$10.00 per item.</del></p> <p><b>Select overdue library materials are charged extended use fees or fines, including:</b></p> <p><i>Passes - \$1.00/day, maximum \$10</i></p> <p><i>Hotspots - \$5.00/day, maximum \$10</i></p> <p><i>Inter Librarian Loans (ILL) - \$.25/day, maximum \$5</i></p>	Approve	
<b>Paid Card Fee</b>	<p><b>Non-Resident or</b> Paid Card \$75.00</p> <p><b>Non-residents may have the privilege of borrowing print and non-print materials by purchasing a Wells County Public Library Card. These fees are non-refundable and cards are valid for one (1) year.</b></p> <p>PLAC \$65.00 (This fee is set by the State Library)</p> <p><b>Valid PLAC cardholders may borrow print and non-print materials. Proper patron codes will be issued to these patrons with an expiration date matching that of a PLAC card. PLAC cardholders do not have access to electronic</b></p>	Approve	
<b>Replacement Costs Schedule</b>	<p>A patron will compensate the library for lost or damaged items at the cost of replacement. The patron may be charged a <del>\$40.00</del> <b>\$5.00</b> processing fee for lost or damaged items in addition to the replacement cost as listed below.</p> <p><b>(Changed everywhere it is listed \$10.00 to</b></p>	Approve	
<b>Communicable Disease and Release of Liability and Assumption of Risk Agreement</b>	Form Removed	Approve	
<b>Hotspot Agreement</b>			

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Internet Policy Agreement	<p>Wi-Fi hotspots circulate for a period of 7 days. The overdue fine will be \$5 per day. Items 48 hours overdue will be declared lost, and full replacement costs will be charged. <b>Services will be shut off 48 hours after due date.</b></p> <p><del>Hotspots must be checked out and returned to the WCPL Circulation Desk during operating hours. If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.</del></p> <p>Patrons will be charged a <del>\$70</del> <b>\$90 replacement fee</b> if a hotspot device is lost or damaged. If any other items are missing or replaced, the patron will be subject to current replacement costs. These costs will be:</p> <p>Total replacement cost <del>\$407.50</del> <b>\$122.50</b> (with <del>\$40</del> <b>5</b> processing fee)</p>	<p>Approve the following change to item 2:</p> <p>Devices will be checked out for seven days. They <del>may</del> be checked out <del>and returned to the</del> at a WCPL circulation desk during operating hours. <del>If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.</del> Patrons may place holds on...</p>	
	Form Removed	Approve	