

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
Library Policy			
Introduction	Wells County Public Library may be referred to as "WCPL" or "library" within this handbook and policies.	Accept	
Hours, Closings, and Cancellations			
Library Closings	The policy committee requests the board take a look at WCPL holiday closings and compare to State & Federal holidays. We would like to add Martin Luther King Jr. Day to our closed holidays.	I get all the reasons for adding it to our closings, but at the same time we exist to serve the community and when better to serve them than when they're not in school or at work. I'll accept the change, but I'm not certain it's really the best way to go. For some students, when schools are closed, the library offers a place to go and get interaction with others. Why not consider programming that honors MLK that day?	I think this is also to not appear disrespectful to any and all that might apply for a position. I personally am not bothered either way this goes. I don't think we need another day to be closed, since we have a healthy amount of closings, but this came about because a staff member made a comment that it could be offensive to potential new employees that we close on days like president's day and Good Friday but not MLK Jr day. Since it is a comment/complaint from a staff member, we have to present it to the board for a final decision.
Weather Related Closings	Closings and delays will be posted on the library website, social media and sent to the media. However, in inclement weather please call the Library before coming	Accept	
Board Meeting Public Participation Policy	Audience call may be held at the discretion of the presiding officer or by a majority vote of the board members present. Audience call may , if allowed, may be at either the beginning or the ending of the meeting. At this time, audience members who have not made a request to be placed on the agenda may comment on ongoing library issues.	Accept Accept	
Circulation Policy			
Accepted Forms of Payment	The library accepts cash, checks, and credit or debit cards. When using a credit or debit card in the library, the minimum charge is \$1.00. When paying online, there is no minimum, but there is a \$0.50 service charge.	Accepted Accept	
Collection Management Policy			
Removal & Replacement	Aids used in selecting material for removal or replacement <i>include but not limited to: Children's Core Collection, Evaluating and Weeding Collections in Small and Medium-Sized Public Libraries. Continuous Review Evaluation and Weeding.</i> A majority of the books material that have been removed from the library are given to the Friends of the Wells County Public Library and sold in their book sale. The rest of the books will be redistributed to non-profit organizations within our community, given to other libraries, recycled, or if the condition warrants, disposed of properly <i>in accordance to the State Board of</i>	Addition in bold and italic. Accept; with the addition of "are" following "include but" Addition in bold and italic. Accept	agree
Donor Recognition Policy			
General Recognition Practices	<ul style="list-style-type: none"> Only gifts accepted in accordance with Wells County Public Library's gift acceptance donor recognition policy qualify for recognition. 	Accept	

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Donor Recognition	<ul style="list-style-type: none"> Plates may be added/updated twice a year in April during National Library Week. and October during National Friends of the Library Week. 	Proposed "...Library Week and if needed in October ..." agree	We are fine with removing this suggestion, since it says "may" be added...
Exhibit & Display Policy			
Exhibits	<ul style="list-style-type: none"> Exhibitors wishing to be invited to display need to contact the library. Individual exhibitors shall be card-holding patrons of the library and shall reside within the Wells County Public Library. 	Accepted	
Information Displays	Since display area is very limited, the library displays very little community information. Information displayed is primarily library-related material. Acceptance of materials does not indicate that such materials will be displayed in the library. Heads Managers of departments or branches reserve the right to review and endorse posting and remove all displayed materials. Questionable material is referred to the library director for final approval.	Accepted	
Fixed Asset Policy	<p>The Wells County Public Library shall maintain a fixed asset inventory report. Fixed assets are relatively permanent and are needed for the normal operation of the library. They include property, furnishings and equipment. All assets are regularly recorded within the same inventory program but are separated into classes according to their criteria. All assets are considered fixed assets but are required by the State Board of Accounts to define which fixed assets are considered capital assets for annual financial statements. Capital assets are defined as items such as land, buildings, furnishings and equipment with an estimated useful life in excess of one year and an original value greater than \$5000. For insurance and informational purposes, the library keeps an inventory list with a lower threshold of \$100 separate from the one required by the State Board of Accounts; this is called the fixed asset inventory list. The inventory system shall be maintained to ensure the availability of adequate insurance coverage, to provide an inventory control, and to guarantee accountability. Library materials (books, media material, software, etc.). property. and structures are inventoried and valued within</p> <p>The Wells County Public Library shall maintain a fixed asset inventory subject to the requirements of the State Board of Accounts. The inventory shall be regularly updated and reported on the prescribed forms. The inventory system shall be maintained to ensure the availability of adequate insurance coverage, to provide an inventory control, and to guarantee accountability. Library materials (books, media material, software, etc.), property, and structures are inventoried and valued separately and therefore excluded from this fixed asset inventory. Whenever possible, fixed assets shall be labeled with the library name and fixed asset</p>	Accept revision as shown to the right	<p>Should say: All assets are considered fixed assets but the Library is required by the State Board of Accounts to define which fixed assets are considered capital assets for annual financial statements. Capital assets are defined as items such as land, buildings, furnishings and equipment with an estimated useful life in excess of one year and an original value greater than \$5000. For insurance and informational purposes, the library keeps an inventory list with a lower threshold of \$100 separate from the one required by the State Board of Accounts; this is called the fixed asset inventory list. The inventory system shall be maintained to ensure the availability of adequate insurance coverage, to provide an inventory control, and to guarantee accountability. Library materials (books, media material, software, etc.), property, and structures are inventoried and valued within our fixed asset inventory system. Whenever possible, fixed assets shall be labeled with an asset sticker with the WCPL logo and asset number.</p>
Criteria	<p>Fixed assets shall be defined to include any tangible assets of the library which have a useful life of more than one year and an original value greater than \$5000. For insurance and informational purposes, the library may keep an inventory list with a lower threshold of \$100 separate from the one required by the State Board of Accounts.</p>	Accepted	

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Removal	When assets are no longer usable or needed, they are discarded according to library collection management policy and marked with a discard date on the fixed asset inventory. Following the annual report to the State Board of Accounts, these items are deleted from the inventory.	Accepted	
Storage	Fix size of Bullet.	Accepted	
Hot Spot Policy	Devices will be checked out for seven days. They must may be checked out and returned to the at a WCPL circulation desk during operating hours.		
	Patrons may place holds on hotspots or reserve them. Hotspots will be held for 3 days after the pick-up date 3 days after notification is sent. If hotspots are not picked up by the end of the 3-day period, holds and reservations will be cancelled and the	Additions bold and italic Accepted	
Internal Control Policy and Procedures			
Component Three: Control Activities	A. Payroll Activities 3. Background and reference checks are completed for all new hires over the age of 18. Component Four: Information and Communication Third sentence in first paragraph Hand book is made...	Accepted A 'd' needs to be added to "Hanbook" to make it Handbook" Accepted	yes
Internet Use Policy			
Rules for Internet Use All users must have their library card/ guest pass	In order to ensure patron privacy, it is the responsibility of the cardholders to have their card unique login number and PIN in order to log on to the Internet computers. Proper identification must be provided to the Adult-Services library staff to obtain their	Accepted	
Use is on a first come, first serve basis	Patrons are usually limited to 60 minutes unless no one else is waiting. There is to be only one person per computer. Exceptions must be approved by the Adult-Services library staff.	Accepted	
Investment Policy			
Library Funds Gift Funds (IC 36-12-3-11(a)(5))	o "Restricted" gifts are those to which the donor has attached terms, conditions and purposes. These may by be quite specific or very general. "Unrestricted" gifts are those to which the donor has not attached terms, conditions, or purposes.	Accepted	
Library Patron Policy			
Library Cards			

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Resident Card	Library cards are issued free of charge and are valid for 3 years to residents of Wells County who do not live within the city limits of Markle. All adults are required to show proof of address. Teen cards are issued to children ages 12 through 17. Kids cards are issued to children ages 4 through 11. Teen and Kids cards require a parent's signature and parent/guardian's proof of address. These cards have limited borrowing privileges as set by the library director. Cards in good standing are eligible for renewal. Any card not barred or blocked by the library's system is considered in "good standing." <i>Resident cards in "good standing" have access to electronic materials.</i> All cards are renewable at no	The changes in this section not marked as deletions or additions, but in comparing to the original I see the removal of the apostrophe from two occurrences of the word "kids" and the addition of the sentence "Resident cards in "good standing" have access to electronic materials." Accepted	yes
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 at time of card renewal. <i>Property Owner cards in "good standing" have access to</i>	Addition in bold and italic. Accepted	
<i>Paid</i> Non-Resident Card	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. <i>Paid non-resident cards in "good standing" have access to electronic materials.</i>	Are we adding "Paid" to the title of the section? It seems redundant if so, it would seem Non-Resident implies paid. Addition in bold and italic. Accepted	I guess it was causing confusion?
Teacher or Institutional Card	Individuals who teach in Wells County may have a library card for use during the school year only. This same type of card may be issued to nursing homes and other institutions at the discretion of the library director. <i>Teacher or institutional cards in "good standing" have access to electronic materials.</i>	Addition in bold and italic. Accepted	
Standards of Patron Behavior	<ul style="list-style-type: none"> Refrain from touching others that is threatening, unwelcome, or inappropriate for a family-friendly setting. 	Updated proposal "Refrain from touching or any interaction that is threatening, unwelcome, or inappropriate to others in a family-friendly setting. I would use the word "interaction" in place of activity and "towards" instead of to	agreed
Incident Reports	Incident reports are used for both patron or staff accidents and disruptive behavior. <ul style="list-style-type: none"> When an accident occurs, incident reports should be completed, signed and given to the director or branch manager. When disruptive behavior occurs, incident reports should be completed, signed, and given to the adult services manager or director or branch manager. 	Accepted	
Video Surveillance	The Wells County Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous camera surveillance and recording. This policy is in force effect to deter public endangerment, vandalism, theft, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes. Use of recordings will adhere to the applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy. Clearly worded camera surveillance signage is prominently displayed at library entrances.	Accepted	

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Medical Emergency Policy <u>In the event of a medical emergency:</u>	<ul style="list-style-type: none"> Provide any first aid assistance that you are capable of/qualified to provide. (Otherwise, do not attempt to treat the Otherwise, do not attempt to treat the injured. This includes Do not giving aspirin or other medication(s). 	Addition italicized and bolded Accepted Accepted	
Meeting Room Policy General Statement Prohibited activities include:	<ul style="list-style-type: none"> Buying, selling, advertising or trading products or services for cash. will be approved or denied at the library's discretion. 	Accepted	
Scheduling Procedure	Rooms are scheduled on a first-come, first-serve basis and can be reserved up to 6 months in advance.	Hypons added between 'first' and 'come' and 'first' and 'serve'. Accepted	yes
Pest Containment Policy	*Change all customers in this policy to patrons.	Accepted	
Services Policy Equipment Loan In-House Use Equipment	<i>Equipment is available according to procedures determined by the library director. The equipment for library use in designated areas includes, but is not limited to the following: computers, copiers/scanners/printers, a typewriter, cassette/CD players, magnifying glasses, video players, video projectors. and digital piano.</i> <i>Equipment loan criteria:</i> <ul style="list-style-type: none"> <i>Fees may apply</i> <i>The library will not be held responsible for damages to a patron's personal equipment as a result of use of library equipment.</i> Public Use Equipment The library loans several pieces of equipment, including but not limited to the following: multi-media projector, video camera , overhead projector, slide projector, screen. <i>Equipment loan criteria:</i>	I take it we're adding a section for in house loans and criteria for making the loan, if that's correct: Accepted	These sections already existed but where not together in the policy, which was causing confusion, so we reworked the policy so all mentions of equipment whether in-house or public use are in the same spot.
Exam Proctoring	<i>Exam proctoring criteria:</i>	Accepted	
Food & Drink in the Library	Food & Drink Standards: <ul style="list-style-type: none"> The Indiana Room and the vicinity of any library computer-electronic device are "No Food or Drink" zones. 	Accepted	
Interlibrary Loan (ILL)	<i>ILL Criteria:</i> <ul style="list-style-type: none"> The use of ILL is not a substitute for adequate collections of the Wells County Public Library or as a replacement for purchasing a personal PLAC card. 	I take it we're adding descriptors for bulleted sections, if so: Accepted	yes

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Outreach Services Homebound Services	<p>ILL Material Loan Criteria:</p> <ul style="list-style-type: none"> The number of items loaned may be limited due to such factors as seasonal demand, popularity, etc. <p>Public Use Equipment- (Moved to Equipment)</p> <ul style="list-style-type: none"> Books Materials are selected by staff. Books Materials are picked up and returned by a third party. Books Materials selected, delivered, and returned by staff or approved volunteer for patrons who reside in local residential facilities. Books Materials delivered to patron's home by staff or approved volunteer. Such service is available on an individual basis. The library determines eligibility. <p>Criteria for delivery of books materials to private homes:</p>	<p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p>	
Material Loaned:	<ul style="list-style-type: none"> Homebound patrons may borrow books, and audio books and movies for up to six weeks without fines, unless their home location is New. 	<p>May be reworded "unless the material is designated as new to the library" to avoid confusion as this did not make sense to me either</p> <p>Revised proposal ..., unless the material's home location is New.</p>	<p>New material are typically 6 months new to the library and are designated as "New" for item location in our catalog and shelved in the "New" books sections of each department.</p> <p>that works, staff will understand it either way, so if it is more understandable for patrons, then great.</p>
Services to the Disabled Modifications to Policies & Procedures	<p>Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity sponsored by the Wells County Public Library should contact the library director at 260- 824-1612, as soon as possible but no later than five (5) business days before the scheduled event.</p>	<p>Addition in bold and italic.</p> <p>Accepted</p>	
Special Room Use Indiana Room	<p>Meetings and gatherings in the Main library's Indiana Room are at the discretion of the library director or reference adult services librarian and will follow their procedural direction.</p>	<p>Accepted</p>	
Employee Handbook Introduction	<p>WCPL management and staff are expected to support the philosophies and direction provided in our Mission and Vision Statements. WCPL management & staff are expected to conduct themselves in a professional manner that exemplifies respect for all staff and patrons and to allows adhere nce to personal values and politics without unduly imposing them on others. This includes but is not limited to any act or threat that submits staff or patrons to physical or mental pain, discomfort, indignity, or humiliation. Such acts are is strictly prohibited. This includes Harassment based on sex, race, ethnicity, national origin, religion, age, disability or pregnancy which is a form of unlawful discrimination prohibited by federal and Indiana law and shall not be</p>	<p>Addition in bold and italic.</p> <p>suggested changes in purple Accepted with updates as noted in Purple and Gold to the left.</p>	<p>agreed</p>

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Non-Discrimination Policy 1.1 Equal Employment Opportunity Policy	<p>Wells County Public Library (WCPL) is committed to nondiscrimination in the consideration of employment and the employment terms and conditions of all WCPL applicants and employees. No applicant or employee will be discriminated against or treated unfavorably because of race, gender, color, religion, creed, national origin, gender, age, mental/physical or mental disability, gender identity, military service status, pregnancy, childbirth or related medical condition and/or any other protected status (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), genetic information (including family medical history), veteran status or other legally-protected status. All WCPL policies and procedures will be regularly reviewed to assure their full adherence to our equal employment opportunity objectives.</p>	<p>Addition in bold and italic. Shouldn't the text in parentheses (except...) come at the end of the sentence after all protected categories are listed? I would actually move what is in parentheses to right after the word 'disability since I think the exception only applies to a disability. And in the last sentence I think 'their' is better than 'the' Without further clarification from Sarah, I think this item needs to be discussed by the full board.</p> <p>After all considerations board policy committee recommends accepting version to the right.</p>	<p>Talked with Danielle, what about...Wells County Public Library (WCPL) is committed to nondiscrimination in the consideration of employment and the employment terms and conditions of all WCPL applicants and employees. No applicant or employee will be discriminated against or treated unfavorably because of race, gender, color, religion, creed, national origin, gender, age, gender identity, military service status, pregnancy, childbirth or related medical condition, veteran status, genetic information (including family medical history), mental/physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), or other legally-protected status. All WCPL policies and procedures will be regularly reviewed to assure their full adherence to our equal employment opportunity objectives.</p>
Employment Policies 2.11 Employee Dress Code	<ul style="list-style-type: none"> No t-shirts or sweatshirts with imprints unless it is a library shirt. Literary-themed shirts may be worn on Fridays and Saturdays with library logo attire (i.e. cardigan/jacket) and on Saturdays with or your name tag. <p>Clean, neat jeans without tears, holes or distressing may be worn on Fridays and Saturdays, but must be worn with a "casual professional" library logo shirt or literary-themed t-shirt reading-program logo shirt during the reading program timeframe. Jeans may also be worn on special days approved by the Director.</p>	<p>Addition in bold and italic. suggest adding "imprints on them shall be worn..." Accepted with addition</p> <p>Addition in bold and italic. Accepted</p>	
Compensation & Work Week Policies 3.4 Attendance 3.5 No-Call/No-Show	<p>Not calling contacting WCPL in advance of their regular starting time on any day may result in discipline and, if repeated, may result in dismissal.</p> <p>Any employee who does not report for work or does not call with an excused absence, will be treated as a "voluntary quit" employee under Indiana law, and as such will not be eligible for unemployment compensation. The Wells County Public Library reserves the right to require a doctor's statement for any unexplained Any unexcused absence of more than 2 working days and may be grounds for dismissal. For other excused/approved absences, please see Employee Benefits policy.</p>	<p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p>	

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3.6 Timekeeping Requirements	<p>Employees must accurately record time worked and eligible benefit time on WCPL's time clock software for payroll purposes. Employees are required to clock in and out at the start and end of each work segment. <i>Employees are required to submit time off requests (through the time clock software) for any absences of 4 hours or more that are scheduled in advance. These time off absences are also required to be recorded on the staff calendar.</i> If access to the time clock software is not available at the end of the work shift, the time must be recorded before Monday at 8am.</p> <p>WCPL has a "zero-tolerance" policy to permitting or requiring non-exempt employees to work off the clock. It is against policy for any supervisor or manager to expressly or implicitly permit non-exempt employees to perform any services for WCPL without being paid for them. The policy requires non-exempt employees to perform no work without recording their time.</p> <p>No manager is permitted to bypass or interfere with this requirement. Employees are required to promptly notify the Director or Human Resources if any manager ever requires or permits a non-exempt employee to work off the clock. Non-exempt employees are expressly assured within this policy that they will not be discriminated or retaliated against for making a good faith complaint under this policy.</p>	<p>Addition in bold and italic. Accepted</p> <p>Accepted</p> <p>Accepted</p>	
3.7 Off-the-Clock Work	<p>If a supervisor fails to comply with the policy and encourages employees to perform off-the-clock work, they may receive discipline, and if repeated, may result in dismissal.</p> <p><i>WCPL has a "zero-tolerance" policy to permitting or requiring non-exempt employees to work off the clock. It is against policy for any supervisor or manager to expressly or implicitly permit non-exempt employees to perform any services for WCPL without being paid for them. The policy requires non-exempt employees to perform no work without recording their time.</i></p> <p><i>No manager is permitted to bypass or interfere with this requirement. Employees are required to promptly notify the Director or Human Resources if any manager ever requires or permits a non-exempt employee to work off the clock. Non-exempt employees are expressly assured within this policy that they will not be discriminated or retaliated against for making a good faith complaint under this policy.</i></p>	<p>Accepted</p> <p>Addition in bold and italic. Shouldn't this say "of permitting" instead of "to permitting"?</p> <p>Addition in bold and italic. Accepted</p>	I'm fine with "of permitting"
3.10 Compensation Sever Weather/ <i>Other Emergencies</i>	<p>The library director may shorten library hours in the event of severe weather <i>or other emergencies</i>. Should a city or county weather emergency be called, the library will remain closed.</p> <p><i>Should an emergency take place in a branch and close, the other branch will remain open for regular ly scheduled hours.</i></p> <p>All staff are paid for hours regularly scheduled.</p>	<p>Addition in bold and italic. Accepted</p>	

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	<p><i>If the library/branch is closed for severe weather/other emergency and the emergency is over and the library/branch reopens, scheduled employees are expected to finish their shift. In the event the employee chooses not to fulfill their shift, then they lose their emergency hours compensation, unless approved by the director.</i></p> <p>If the library is open and a staff member does not work because of the inclement weather or other emergencies, the employee may:</p>	<p>Addition in bold and italic. Accepted</p>	
Workplace Policies			
4.1 Code of Service	<ul style="list-style-type: none"> Resources. WCPL provides information on all aspects of most subjects in a non-judgmental manner. in-response-to-changing-user-needs: 	Accepted	
4.12 Employee Privacy Personal Information	<ul style="list-style-type: none"> professional designation certification 	Accepted	
Employee Benefits			
	<p><i>Full-Time employees & part-time employees working 24+ hours a week are entitled to benefits. Part-time employees working 24+ hours a week are considered part-time employees with benefits. When a part-time employee with benefits drop s below the 24-hour average at the end of the calendar year, the employee will no longer qualify/be entitled to part-time benefits the following year.</i></p> <p><i>Each benefit has their own policies see below</i></p>	<p>Addition in bold and italic. Accepted</p>	
5.1 Holidays	<p>Full-time & Part-time employees with benefits are entitled to the following holidays with pay if regularly scheduled to work:</p> <ul style="list-style-type: none"> Martin Luther King, Jr. Day <p>If an employee drops below an average of 24 hours per week during the calendar year, the employee will no longer qualify for holiday benefits the following year.</p>	<p>Addition in bold and italic. Accepted</p> <p>Not certain I support the addition, but I will not argue the point if others feel we should make the change. As stated earlier, I think this is a missed opportunity to engage students.</p> <p>Addition in bold and italic. Accepted</p>	
5.2 Personal Business	<p>Employees hired at or increasing hours to 24+ hours per week receive prorated personal hours from starting hire/anniversary date day to December 31.</p>	<p>Addition in bold and italic. Accepted</p>	
5.3 Vacation	<ul style="list-style-type: none"> Full Time (Regularly scheduled for 30-40 hours/week 	<p>This may have been discussed before and I've forgotten, but why after 5, 15, and 25 years don't we use '90-120', '120-160', and '150-200' respectively?</p>	We are not sure either, except that it maybe didn't get changed/thought of, since we have no full-time staff scheduled for just 30 hours. We can change it so it is there just in case and for continuity.
<ul style="list-style-type: none"> Part Time (Regularly scheduled for 24 or more hours/week) 	<ul style="list-style-type: none"> After 1-year Hire date of part-time service = 24 hours 	Accepted	

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• Library Director	<ul style="list-style-type: none"> ○ After 1 year Hire date of service =160 hours (20 days) each year (Received immediately if previously employed at least one year in another library position.) • If an employee working less than 24 hours per week increases hours to 24+ hours per week, the anniversary date changes and the employee is granted 24 (part-time) or 80 (full-time) hours of vacation immediately, provided the employee has completed one year of employment. If the employee increases hours to earn vacation during the first year of employment, the anniversary date changes, but no vacation is granted until the first anniversary of 24+ hours per week worked. • If an employee working 24+ hours per week increases hours to full time, the employee's anniversary date changes to the date full-time employment begins. When an employee becomes full-time, part-time benefits except for sick time, are forfeited. An employee not yet completing 1 year of service receives the full-time vacation benefit on the employee's new anniversary date. Future vacation benefits are granted based on years of full-time service. 	Accepted	
5.4 Sick Leave	<ul style="list-style-type: none"> • Part Time = 48 hours (cumulative to 180 240 hours) <i>(Regularly scheduled for 24+ hours per week.)</i> (Part-time sick hours can only be used for days the employee is regularly <p><i>In all cases of medical emergencies, ER visits, hospitalization, etc. an employee must provide a physician's note before returning to work. The physician's note must state when the employee can come back to work and what restrictions the employee may have. This physician's note must be furnished to the Human Resource Manager within 15 days from the first day of employee's leave.</i></p>	Addition in bold and italic. Accepted	
5.12 Continuing Education Policy	<p>The library will close for a half <i>full</i>-day on a Friday in the spring for staff in-service, with the date to be determined by the director. The library will close for a full-day in-service in the fall, typically during Street Fair week. In-Service is mandatory unless approved by the Director.</p>	Addition in bold and italic. Accepted	
Appendix A - Schedules			
Borrower/User Fee Schedule			
Laminator	<p><i>Lamination made in the library are:</i></p> <p><i>Business Card are \$0.25 per pouch</i></p> <p><i>8 1/2" x 11" are \$0.50 per pouch</i></p> <p><i>11" x 14" are \$1.25 per pouch</i></p> <p><i>11" x 17" are \$1.50 per pouch</i></p>	Addition in bold and italic. Accepted	
Replacement Costs Schedule	<p><i>Board Games</i></p> <p><i>Silicone X Band \$1.00</i></p>	Addition in bold and italic. Accepted Addition in bold and italic. Accepted	
Hotspots	AG Adapter <i>Charging Unit</i>	Addition in bold and italic. Accepted	

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Hotspot	\$70.00 <i>\$90.00</i>	Addition in bold and italic. Accepted	
USB Cable	\$10.00	Accepted	
Appendix B - Forms			
Table of Contents	Donor, Endowment, Memorial & Gifts Form Internet Policy Agreement Staff Handbook Sign Off Form	Accepted Accepted Accepted	
Application for Employment	(Restructured & attached PDF form seperately) <i>Date You Can Start Work:</i> _____ <i>Desired Salary:</i> \$ _____ <i>Do you prefer (Circle): Full-Time / Part-time</i> <i>Can you work (Circle): Weekends & Evenings</i> <i>Are there any hours or days of the week you cannot work? If so, when?</i> <i>Are you willing to work extra hours when necessary?</i> Yes No <i>Have you ever applied before? Yes ____ No ____</i> Can you provide a work permit? Yes ____ No ____ <i>Are you currently on layoff & subject to recall? Yes ____ No ____</i>	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	
Applicant's Statement	<i>I authorize investigation of all statements contained in this application, resume and any attachments for any employment-related purpose. I authorize the listed references and all my previous employers to provide any and all applicable information they may have. I hereby release these references and previous employers from all liability for any information they may give to you. I also release the library from all liability that might result from making the investigation.</i> I understand that any falsification, misrepresentation, or omission of facts on the application, resume and any attachments (or any other required documents) will be cause for <i>result in</i> denial of employment or immediate termination of employment, regardless of when or how discovered. <i>The Library is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state and federal law. The Library expects and requires its employees to comply with these laws.</i>	Addition in bold and italic. Accepted Addition in bold and italic. Accepted Addition in bold and italic. Accepted	

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	<p><i>I understand that any employment offer is contingent upon my providing, within three working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.</i></p> <p>I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully. <i>all the information provided by me in this application and during the hiring process, including but not limited to any resumes, test answers or attachments, is truthful and accurate.</i> I understand all parts of it and have answered all questions completely and fully.</p>	<p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p>	
Donor, Endowment, Memorial & Gifts Form	Added Form, PDF attached separately	Accepted	
Hotspot Agreement	<p>Case \$2.50</p> <p>USB Cable \$10</p> <p>ACA Adapter <i>Charging Unit</i> \$15</p> <p>Total replacement cost \$122.50 <i>105.00</i> (with \$5 processing fee)</p>	<p>Accepted</p> <p>Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p>	
Meeting Room Applications	<p><i>Digital Conf. Equipment</i></p> <p><i>Flip Chart</i></p> <p><i>Pipe & Drape</i></p> <p>Video Camera</p>	<p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p>	
Staff Handbook Sign Off Form	<p>Added Form, PDF attached separately</p> <p>I, _____, (printed name) agree to follow and uphold the policies of the Wells County Public Library (WCPL) as outlined in the Staff Handbook. I understand that it is my responsibility to read and comply with all of WCPL's policies and procedures. Any revisions or changes passed by the Board of Trustees are made available to me and I know where to access this handbook. I understand that, upon request, I may meet with my manager/human resources/director to review the WCPL's personnel policies and procedures. I understand that while I may not agree with every policy it is my job to follow these policies as long as I am employed by WCPL. I am aware that as a staff member I am encouraged to have input on policy development I understand that this handbook and its policies and procedures supersede any previous handbook, policies or procedures that I have received in the past.</p>	<p>Added an "I" in purple Full sign off Accepted with the addition</p> <p>agreed</p>	

Policy and Section

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
Wells County Public Library Standards of Patron Behavior Manual Appropriate Clothing	<p>I understand and acknowledge that the WCPL uses this handbook and its personnel policies and procedures merely as “guides” and to provide information to employees. I understand and acknowledge that the Library retains complete discretion to apply, change, or interpret any handbook provision, policy, practice, procedure or other written document in any manner the WCPL chooses.</p> <p>Wells County Public Library believes in equal employment opportunity for all without regard to race, color, religion, sex, age, national origin, disability or veteran status. As an equal employment opportunity, WCPL actively supports and seeks to implement all federal and state legislation and rules pertaining to hiring, working conditions, training programs, promotions and all other terms, conditions and privileges of employment. WCPL expects and requires its employees to comply with the equal employment policy in every respect.</p> <p>I ACKNOWLEDGE AND UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL, MEANING THAT EITHER THE COMPANY OR I CAN TERMINATE THE EMPLOYMENT AT ANY TIME AND FOR ANY OR NO REASON.</p> <p>Signed: _____ Date: _____</p> <p>Please return to director.</p>		
	<p>Patrons must wear appropriate clothing for a family-friendly setting. Pants, shirts and shoes must be worn. They must leave the building at once if they have no pants, shirt or shoes with them.</p>	<p>I get where this is going, but can we find a more general term? Someone might decide we're ruling out skirts, dresses, or shorts, which I don't think is the intension. What if you say Pants/shorts/skirts, shirts and shoes must be worn and change the second sentence to they must leave immediately if not adequately dressed</p> <p>Board policy Committee recommends the above revision in Bold Purple.</p>	<p>Yeah...we are not sure how best to say this...maybe the board will have a creative way? Sounds good Dawn!</p>
	<p>Other Behaviors/Incidents</p> <ul style="list-style-type: none"> • Drunk or disorderly conduct: Fighting, unreasonable noises, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive conduct, or being under the influence. • Unlawful behaviors: Any other unlawful behaviors. 	<p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p>	
Disciplinary Procedures Order of Procedure for each offense			

Policy and Section

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	<ul style="list-style-type: none"> • <i>Third offense - suspend patron from library property for 1 week.</i> • Third <i>Fourth</i> offense - suspend patron from library property for 1 month. • Fourth <i>Fifth</i> offense - suspend patron from library property for 3 months. • Fifth <i>Sixth</i> offense – suspend patron from library property for 6 months. <p>At the end of a 6-month suspension, the patron and parent or guardian (if under age 18) must schedule an appointment with the director or young adult librarian before the patron is allowed back in the library.</p> <ul style="list-style-type: none"> • Sixth <i>Seventh</i> offense – suspend patron from library property for 1 year. <p>At the end of a year suspension, the patron and parent or guardian (if under age 18) must schedule an appointment with the director or young adult librarian before the patron is allowed back in the library.</p> <ul style="list-style-type: none"> • Seventh <i>Eighth</i> offense – if patron is under 18, patron is suspended until age 18. Adult patrons are permanently banned from library property. <p>Patrons may be forgiven for past offenses after an <i>a one year</i> offense free period. at the discretion of the library.</p>	<p>Addition in bold and italic. Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p> <p>Addition in bold and italic. Accepted</p>	
Exceptions to Procedures	<i>Children 13 & under may be given leniency at the discretion of the library.</i>	Addition in bold and italic. Accepted	
Incident Reports How to Complete Form	<ul style="list-style-type: none"> • Give the incident report to the <i>adult services manager or</i> director, <i>regardless of age</i>, to be put in the incident report binder. 	Addition in bold and italic. Accepted	