

# 2023 Policy Updates for 2024 Policies

\*Additions will be **highlighted**. Deletions will be ~~red letters with line through~~.

\*Page numbering, Revised dates and Tables of Contents will be addressed throughout the handbook once the policy is finished.

\*All Reference, Technical Services, and AV titles were changes to Adult Services, Materials Services and Media Services, respectively.

## LIBRARY POLICY

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### COLLECTION MANAGEMENT POLICY

#### Selection Aids

The following are representative of the aids used for selection of materials

- Professional Journals: *Baker & Taylor Forecast*, *Booklist*, *Horn Book*, *Kirkus*, *Library Journal*, *New York Times Review of Books*, *School Library Journal* ~~and Video Librarian~~.
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### DONOR RECOGNITION POLICY

#### Donor Recognition

- The library maintains a ~~physical~~ donor recognition **display** 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 (\$250-\$499), donors (\$500-\$999), major donors (\$1000-\$4999), and benefactors (\$5000 up). These definitions may change as giving standards change.
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### FIXED ASSET POLICY

#### Removal

When **library material** assets are no longer usable or needed, they are discarded according to the collection management policy. **Equipment and furniture are discarded according to usability and function.** When viable, equipment and furniture are offered for sale to the public at **Friends of the Library sales.** **All discarded assets are** 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.

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### HOTSPOT POLICY

#### Damaged or Lost Hotspots

Once a hotspot is checked out to a patron, it becomes the responsibility of that patron. ~~Hotspots should not be loaned or given to anyone other than the card holder.~~

Any changes in the device's condition while in the patron's care will be the patron's responsibility.

## Overdue Devices

Overdue devices will have Internet access deactivated within 48 hours after their due dates. The overdue fine will be \$5 per day with maximum \$10 fine. Items 48 hours overdue ~~will~~ **may** be declared lost, and full replacement costs ~~will be~~ charged.

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# INTERNAL CONTROL POLICY AND PROCEDURES

## COMPONENT THREE: CONTROL ACTIVITIES

### H. IT Controls

7. Appropriate environmental controls exist to ensure the security and reliability of equipment. The server room is equipped with an **un**interruptible power supply and the building has a back-up generator to maintain power at least long enough for a proper shut down.

## COMPONENT FOUR: Information and Communication

WCPL establishes policies and procedures, including internal control, to address all identified risks. These are included in the Employee Handbook, and the Employee Handbook is made available online and in hard copy. ~~A s~~**Staff committee** and the library board review and update the Employee Handbook annually. Changes are communicated verbally and in writing, and employees are required to acknowledge in writing that they are informed and understand any changes made.

WCPL communicates with its employees through monthly department head meetings **and** staff information emails ~~and Intranet postings~~. Internal communication allows supervisors to convey responsibilities and issues to their staff. Effective communication encourages employee involvement.

## COMPONENT FIVE: MONITORING ACTIVITIES

WCPL understands the value of monitoring activities to assess the quality of internal controls over time and make adjustments as necessary. In a small management environment where there is only one person responsible for a job, it is good to involve as many people as possible. Encouraging transparency by including all staff in the communication on policy, procedure, and internal control, whether or not it directly affects them, encourages input concerning the effectiveness of our controls from impartial observers.

WCPL implements internal control activities through policies and procedures. The library board and ~~a rotated~~ staff **committee** routinely review all sections of the employee handbook on a regular basis. The mix of members with a long tenure and familiarity with the policy and those brand new to the organization brings a much needed fresh perspective to this oversight activity. Departmental procedures are maintained and updated on a regular basis.

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# LIBRARY PATRON POLICY

### Resident Card

Library cards are issued free of charge and are valid for **three** (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.

Teens' cards are issued to children ages 12 through 17. Kids' cards are issued to children ages 4 through 11. Teens' and Kids' cards require a parent/guardian's signature and parent/guardian's proof of address. These cards have limited borrowing privileges, as set by the library director.

Any card not barred or blocked by the library's system is considered in "good standing." Cards in good standing are eligible for renewal at no charge. Resident cards in "good standing" and have access to all physical and electronic materials in accordance to their age group. All cards are renewable at no charge.

### 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. Property Owner cards in "good standing" have access to electronic materials. the benefits of a resident card.

### Paid Non-Resident Card

Non-residents may have the privilege of borrowing print and non-print library materials by purchasing a Wells County Public Library Card. These fees are non-refundable and cards are valid for one (1) year. Paid non-resident cards in "good standing" have access to electronic materials the benefits of a resident card.

### 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. Teacher or institutional cards in "good standing" have access to electronic materials the benefits of a resident card except that teachers may not borrow items for personal use on their teacher card.

### PLAC Card

The *Public Library Access Card (PLAC)* is the name for the statewide library card enacted by the Indiana General Assembly in 1993 (Indiana Code 4-23-7.1-5.1). The PLAC program allows an individual to purchase a card which allows them to borrow materials directly from any public library in Indiana. Any individual who holds a valid Indiana public library card may obtain a PLAC card. Each PLAC card is valid for 12 months after issued and have the benefits of a resident card with the exception of hotspots and electronic materials.

~~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 materials.~~

### Reciprocal Card

Residents or property owners of the Huntington City Township Public Library district serving Huntington Township, the City of Huntington and the Town of Markle, Indiana, and residents or property owners of the Wells County Public Library district serving Wells County, Indiana shall have reciprocal borrowing privileges. The reciprocal patron's privileges will be the same as a resident patron with the exception of access to hotspots and electronic materials. that requires library card authentication

### Student Card

Students in grades K-12, who attend a Wells County school but live outside of Wells County or within Markle city limits, may have a library card for use during the school year only. Current proof of attendance is required. Borrowing privileges are the same as the age appropriate resident card with the exception of access to entertainment movies.

### Digital Card

This card only allows access to our electronic materials. It is valid for **three** (3) years. Residents, property owners, and all students and teachers at Wells County schools are eligible. Those who already possess another Wells County Public Library Card of any kind will not be granted a digital card.

## Standards of Patron Behavior

Wells County Public Library requires that all visitors comply with all applicable federal, state, and local laws as well as the following rules and regulations. Behavior that interferes with library services and activities (including the ability of library staff to perform their work and the ability of other patrons to effectively use and enjoy the library facilities) is prohibited in all areas of the library building. Library patrons are expected to do the following:

- Behave in a non-disruptive manner. Disruptive or unsafe behavior includes, but is not limited to, loud talking, loud equipment, inappropriate language, running, throwing things, hitting, pushing, or shoving.
- Refrain from touching or any interaction that is threatening, unwelcome, or inappropriate towards others in a family-friendly setting.
- Avoid unlawful possession of firearms, fireworks, or other weapons on library property.
- Refrain from the use of all tobacco **and vaping** products on library property. This includes electronic cigarettes.

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## MEETING ROOM POLICY

### Fees, Penalties & Damage

The Library Board of Trustees sets the fees for the use of the library meeting rooms. Prevailing sales tax will be charged to for-profit organizations and individuals. Not-for-profit organizations must provide a copy of **their official tax exempt documentation** ~~Form ST-105 (Indiana Department of Revenue General Sales Tax Exemption Certificate)~~ each year.

## Responsibilities

### Setup

The group using the room is responsible for setting up the room to its specifications.

### Cleanup

Tables, chairs, floors, and kitchen need to be cleaned. A vacuum sweeper is available for the renter's use. Please report any carpet spills promptly as they may be easier to remove before they dry.

The group is responsible for the removal of garbage, including disposable table service.

### Beverages, Food, Smoking & Decorations

The kitchen areas at the Main **L**ibrary and Ossian Branch **L**ibrary may be used to serve food and beverages. The kitchenette in Ossian includes a refrigerator and microwave for the renter's use. The Parlor and **L**arge **M**eeting **R**oom at the Main **L**ibrary include an oven, refrigerator and microwave. **The**

Small Meeting Room at the Main Library includes a microwave and small drink refrigerator with freezer.

Non-alcoholic beverages are permitted. Please do not serve red dye or grape juice beverages.

Refrain from the use of all tobacco and vaping products on library property. This includes electronic cigarettes.

Refrain from adhering or attaching items or decorations to any walls, doors, or windows. Doing so may incur damage fees.

### Library Equipment

Subject to prior booking, the following equipment is available to use in the meeting room: pipe and drape, overhead projector, opaque projector, slide projector, TV, video/DVD media player, cd/cassette player, video camera, projection screen, podium, portable stage, TV/multi-media projector, portable speaker system, keyboard, and a flip chart/marker board stand. ~~The pipe and drape, keyboard, and portable stage are not~~ Inquire ahead of time which equipment is available at the Ossian Branch Library.

### Capacity

The fire marshal's capacity will not be exceeded.

#### Main Small Meeting Room

- 24 people with tables and chairs
- 49 people with chairs only

#### Main Large Meeting Room

- 72 people with tables and chairs
- 250 people with chairs only

#### Main Large and Small Meeting Rooms used together

- 378 people with chairs only

#### Parlor

- 24 people with tables and chairs
- 49 people with chairs only

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## SERVICES POLICY

### Equipment

#### In-House Use Equipment

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.

Equipment loan criteria:

- Fees may apply.
- The library will not be held responsible for damages to a patron's personal equipment as a

result of use of library equipment.

## Public Use Equipment

The library loans several pieces of equipment, including but not limited to the following: multi-media projector, overhead projector, slide projector, screen.

Equipment loan criteria:

- Patrons with a valid adult library card may check out the equipment for a period up to ~~72 hours~~ **3 days**. Equipment must be picked up and returned to the main library or branch.
- ~~Equipment may be reserved up to 3 months in advance during Media Services Department service hours.~~
- ~~Equipment may not be used where any exchange of funds or goods take place.~~

## Exam Proctoring

The proctoring of examinations is a service offered by the Wells County Public Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

Anyone is eligible to utilize this service.

There is no charge for each exam proctored. There is a fee charged if faxing or mailing is required. All fees are payable just prior to taking the exam.

All qualified staff, full and part-time, are able to proctor exams, as allowed by their work schedule. ~~The Application for Proctoring Service form should be turned in to the proctor when scheduling the test at least 7 days in advance.~~ Tests will be scheduled during the proctor's regular work hours. Tests must be completed 30 minutes before the library closes.

Exam proctoring criteria:

- The ~~student~~ **patron** will allow sufficient time to take the examination before the deadline that has been established by the institution.
- The ~~student~~ **patron** will be required to present a valid picture I.D. at the time of the exam.
- Proctors will not monitor a ~~student~~ **patron** continuously during an exam, but may check on the ~~student~~ **patron** periodically. The Library does not guarantee that a quiet study room will be provided.
- Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations.
- Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.

- Librarians cannot proctor exams that **students patrons** bring in themselves.
- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed or emailed back to the educational institution.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- ~~Application for Proctoring Service forms will be retained by the library for a period of two years from the date of the application.~~

Responsibilities of the test taker include:

- Read the Exam Proctoring Policy.
- ~~Fill out the Application for Proctoring Service form and return it to the Adult Services Desk at least seven (7) days prior to test date.~~

## Notary Public

Notary public service is provided for a **\$2.00-charge fee** for each use of a notary stamp. As this service is subject to the availability of the notary public on staff and may not be available during all library hours, patrons should call prior to coming to the library. All persons signing the document must be present and bring a valid id. Documents must not be signed ahead of time. If your document requires a personal witness, please have your personal witness present at the time of signing.

## Homebound services

Homebound services are provided to Wells County citizens unable to use a library facility. The Homebound Service Application is available online as well as at the library.

Homebound patrons of the Wells County Public Library have access to the following services:

- Materials are selected by staff. Materials are picked up and returned by a third party.
- Materials **are** selected, delivered, and returned by staff or approved volunteer for patrons who reside in local residential facilities.
- Materials **are** delivered to **the** patron's home by staff or approved volunteer. Such service is available on an individual basis. The library determines eligibility.

Materials Loaned:

- Homebound patrons may borrow books, audio books and movies for up to six weeks. ~~without fines, unless the material's home location is New.~~

## Special Room Use

The Main library and the Ossian branch library have several rooms available for patron use. **Library programming always has priority.**

## Meeting Rooms

Meeting rooms are available at the Main and Ossian libraries for groups to reserve and use for a fee.



## Children's Story Hour Room

Due to several safety and equipment concerns, the Main library's story hour room will be reserved for library programming. All other activities may be approved at the discretion of the director or children's services manager.

The Ossian Branch library's story hour room is used for library programming. All other activities may be approved at the discretion of the director or branch librarian. ~~Library programming always has priority.~~

## Study Rooms

Rooms are available **to adults and young adults** at the discretion of the librarian ~~to adults and young adults~~. Room capacities vary and are based on fire code regulations. Reservations may be made in two (2) hour increments. Reservations may be made up to two (2) weeks in advance.

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# NON-DISCRIMINATION POLICY

## 1.1 Equal Employment Opportunity Policy

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, age, gender identity, military service status, pregnancy, childbirth or related medical condition, veteran status, genetic information (including family medical history), mental/physical 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 the full adherence to our equal employment opportunity objectives.

## 1.3 Anti-Harassment Policy

In providing a productive working environment, WCPL believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, mental or physical disability or other legally-protected status. It is WCPL's policy to provide an environment free from such harassment.

It is against policy for any employee, whether a manager, supervisor or coworker, to harass another employee or board member. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, mental or physical disability or other legally-protected status, or that of the individual's relatives, friends, or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes with or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. **WCPL also prohibits harassment of third parties, including vendors or visitors.**

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to ~~the~~ Human Resources or the Director. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.



## 1.5 Employee Protection Policy

If any employee reasonably believes that a policy, practice, or activity of WCPL (or another individual or entity with whom WCPL has a business relationship) is in violation of law or clear mandate of public policy, a written complaint must be filed by that employee with the Director. Examples of reportable activities would include such activities as discrimination/harassment/retaliation, questionable accounting practices, stealing, safety violations, criminal conduct, or any other violation of law.

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## EMPLOYMENT POLICIES

### 2.5 Selection of Employees

#### Employment of Relatives

WCPL is committed to hiring and retaining qualified persons. At the same time, WCPL recognizes that hiring and retaining close relatives of current employees might raise serious questions regarding the objectivity of the hiring decision, work assignments, confidentiality preservation, performance evaluations, and other employment decisions despite qualifications. WCPL will not employ close relatives of Library Board members or the Director. WCPL will not employ close relatives if such employment results in an individual being placed in a position under, or having supervisory influence over (actual or perceived), a relative or partner. Employees who are married to each other, or live together in a spousal relationship though not married, may not work in the same department. However, all employment decisions will be administered on a case-by-case basis.

If an employee subsequently becomes a manager with supervisory influence over a relative, as described above, they must immediately bring the relationship to the attention of the Director for an employment decision to be made.

For the purpose of this policy, a relative ~~is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, specifically~~ including spouses, parents, children, grandparents, grandchildren, brothers, sisters or in-laws (mother, father, sister, brother) and partners. Failure to follow this policy may result in discipline, up to and including dismissal.

## COMPENSATION & WORK WEEK POLICIES

### 3.2 Wages

#### Pay Raises

Pay raises are granted with the approval of the Library Board. No step raise is given until the employee has 1 year of service at the library. Any cost of living or annual raise ~~is given at the employee's 1-year anniversary. In subsequent years, the employee will be~~ received annual raises on January 1.

### 3.3 Work Week

#### Definition

The work week is defined as a 7-day, 40-hour work week. The work week begins at 12:01 a.m. Tuesday and ends at 12:00 midnight on Monday. No **non-exempt** employee may work more than 10 hours in 1 day without permission of the library director.

### 3.4 Attendance

All employees must **contact** **notify** WCPL at least 30 minutes prior to their starting time to report their absence from work. In all cases of absence or tardiness, employees must provide their supervisor (or on-call personnel when applicable) with an honest reason or explanation. Documentation of the reason may be required. Employees must also inform their supervisor (or on-call personnel when applicable) of the expected duration of any absence. In the event of an extenuating circumstance in which an employee will be absent and not reporting to work for their regular starting time, the employee must **call in** **notify the library by an all staff email or phone call** as soon as possible. **While appreciated, only texting your supervisor is not an acceptable means of notification.** This applies to any day on which the employee is scheduled to work. ~~Texting is not an acceptable means of notification.~~ Not **notifying** **contacting** WCPL in advance of their regular starting time on any day may result in discipline and, if repeated, may result in dismissal.

### 3.8 Payday and Release of Direct...

Employees are paid bi-weekly (every other Friday). Each pay represents wages earned by the employee during the two-week period ending on the previous Monday at mid- night. If payday is a holiday, WCPL releases pay the prior work day. If an error is found in pay, it should be reported to the Accountant **Bookkeeper** immediately.

### 3.10 Compensation

#### Overtime

Non-**exempt** employees may choose to receive compensation for overtime in one of two forms

- Payment for overtime hours at the rate of one and one half the employee's hourly wage for each hour of overtime worked, or
- In lieu of monetary compensation, compensatory time as time off for overtime hours at a rate not less than one and one **half** hours for each hour of overtime worked shall be given and must be taken within the next pay period.

Non-**exempt** employees will be allowed to schedule and work overtime only with the permission of the department head and library director.

#### Workmen's Compensation

When a work-**related** injury or illness occurs, the following steps must be taken immediately:

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## WORKPLACE POLICIES (fixed grammar throughout)

### 4.9 Library Van Use

WCPL's van should be used for work-related travel whenever possible, rather than personal vehicles. The library van shall be used by licensed staff members when doing library business and for the

transport of library materials. The Library Board must be given notification of out-of-state meetings or overnight use of the van. **Remember, you** **Staff should be mindful they** are in the library van with our logo and should operate the vehicle in a safe, courteous and efficient manner. A binder with the Library Van Use Policy can be found in the van's **glovebox**.

## 4.13 Community Events **(Separating Procedure from Policy)**

### ~~Speakers and Performers~~

~~In an effort to be a good community partner, the library and several local organizations have created a committee that will regularly meet to share upcoming events in an effort to avoid competing with each other and to instead build and further Wells County as a whole. The goal will also be to work together on any events that might happen the same day and can be cross promoted. To help with this process, and to also make sure we are not competing internally between departments in the library for media attention and publicity, the library created this policy.~~

### ~~Adult Services Programs~~

~~The Community Relations Manager will be the primary contact with outside speakers/performers for adult events, including those for adult services and library committees. A staff member with a personal relationship to a potential speaker/performer can make the initial contact, but the Community Relations Manager needs to be brought into the process prior to confirming a date for the event.~~

### ~~Teen and Children's Events~~

~~For teen and children's events, the Community Relations Manager will need the information listed below for publicity purposes and will help double-check we have everything else. You may request that the Community Relations Manager be the primary contact for outside speakers. Please double-check the dates with the Community Relations Manager before booking an outside speaker/performer, so the community calendars and any potential competing in-house events can be checked.~~

### ~~Information Needed from Speakers or Performers:~~

- ~~• Verify name of speaker/performer and get general bio (note: this is a good question to ask, don't rely on information on websites unless they tell you to go to the website for info).~~
- ~~• Photo of speaker and mention to community contact that we need permission to use in area newspapers for publicity and internally for promotion. Based on the event, we might also need one other promotional photo if the speaker photo does not showcase the type of event as well.~~
- ~~• Cancellation plan due to weather or other circumstances. Find out costs associated with cancellation or postponement.~~
- ~~• Contracts are not always needed, unless the speaker requires them, if the cost will be over \$300, or at the discretion of the Community Relations Manager or Director. If a speaker requires a contract, they need to be approved by the Community Relations Manager and then the Director, as needed.~~
- ~~• Invoices need to come in before the event and be into the Accountant & HR Manager prior to the board meeting BEFORE the event takes places. Note: sometimes this is a full month ahead of the event.~~
- ~~• If invoices have to be paid ahead of the event and mailed in, discuss this with the speaker or while reviewing their contract or invoices and make sure the Accountant & HR Manager has all information and appropriate documentation.~~

- ~~If we are paying over \$600 to a speaker or any business, then we need a W-9. Depending on the type of event we might also need a copy of their limited-liability insurance for the business (this is usually only needed when we have to purchase additional insurance on the event).~~

~~If the speaker does not have a cost, then a gift will be provided and that gift will take into account mileage to and from the event and the nature of the event if they should receive a monetary gift or item. Approximate gift costs should be \$20-\$40 for a 1-2 hour program. If there are multiple performers or presenters, this gift cost can be split among them. If the person speaking is largely promoting their business as a part of the talk or getting some kind of free in-kind marketing in return, then that may be viewed as their compensation.~~

### **Event Calendar/Software**

~~Person in charge of event is required to input the information on the Sign-up software and provide complete information about the event to the Community Relations Manager by the next newsletter deadline. The Community Relations Manager prefers a summary of the event in the format listed in the newsletter, as this information will be used for all publicity efforts. If anything changes with the event, please update the Community Relations Manager immediately.~~

### **Request for Funds**

~~All requests for funds for events must be into the Friends of the Library several months before the event and before the event is publicized in the newsletter.~~

### **Weather Cancellation**

~~The Community Relations Manager will post on social media, the library's website and contact staff in charge of adult events to see if they are cancelling programs due to weather.~~

### **Speakers and Performers**

To main consistency between departments and to help prevent competition in the library for media attention and publicity, when working with outside speakers and performers, staff need to follow these general guidelines.

### **Adult Services Programs**

The Community Relations Manager will be the primary contact with outside speakers/performers for adult events, including those for adult services and library committees. A staff member with a personal relationship to a potential speaker/performer can make the initial contact, but the Community Relations Manager needs to be brought into the process prior to confirming a date for the event.

### **Teen and Children's Events**

For teen and children's events, staff need to check with the Community Relations Manager for current procedures including (but not limited to) information needed for publicity, contract specifications (if a contract is needed), how payments will be handled, and if there are competing events happening on the same date within the community or at the library. Staff can also request that the Community Relations Manager be the primary contact for outside speakers. Staff need to check with the Accountant regarding payment of invoices at least one month prior to the scheduled event date and if any extra paperwork would be required for payment.

### **Event Calendar/Software**

Person in charge of event is required to input the information on the Sign-up software and provide information about the event to the Community Relations Manager.

### **Request for Funds**

All requests for funds for events must be into the Friends of the Library before the event is publicized and occurs.

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# EMPLOYEE BENEFITS

## 5.6 Leave of Absence

Wells County Public Library is not covered under the Family Medical Leave Act (FMLA). The library does not employ 50 or more employees. WCPL offers Leave of Absence to eligible employees.

### Eligible Employee

An eligible employee is a current employee who has been employed by WCPL for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

Employees must give WCPL at least 30-days' notice of their intent to leave of absence if the leave is foreseeable. If the leave is not foreseeable, employees must make a good faith effort to provide notice as soon as practicable and must generally comply with WCPL customary call-in requirements. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

The library director and Library Board must approve leaves of absence. All leaves must be submitted **on** WCPL's Leave of Absence Request Form ~~in writing with the date of departure and date of return specified in writing.~~ A leave of absence is defined as an absence without pay and may be requested for the following reasons:

- **Parenting Leave** - Leave to care for the employee's new child, including birth, by adoption or by foster-care placement.
- **Family Medical Leave** – Leave to care for the serious health condition of the employee's spouse, child or parent.
- **Employee Medical Leave** – Leave for the employee's own serious health condition, if the condition renders the employee unable to perform their job functions.
- **Military Family Exigency Leave** – Leave because of a qualifying exigency arising from the fact that the employee's spouse, child or parent is a covered servicemember who is on, or has been notified of a call or ordered to, covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as: making arrangements necessitated by short-term deployments; attending certain military events and related activities; assisting the servicemember with alternative childcare arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements; and assisting the servicemember with certain financial and legal arrangements related to active duty or the call to active duty.
- **Covered Servicemember Leave** – Leave to care for the employee's spouse, child or parent who is a covered servicemember with a serious illness or injury incurred or aggravated in the line of duty on active duty. This leave may also be taken by an employee who is next of kin of the covered servicemember.
  - **"Covered servicemember"** for this purpose means a member of the Armed Forces

who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the military's temporary disability retired list for the serious illness or injury. "Covered servicemember" also means a veteran who is undergoing medical treatment, recuperation or therapy for a serious illness or injury and who was a member of the Armed Forces at any time during the five-year period preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. ("Veteran" is defined in 38 U.S.C. § 101.)

- **"Serious illness or injury"** for this purpose, with respect to a member of the Armed Forces, means an injury or illness incurred or aggravated in the line of duty on active duty that renders the covered servicemember unfit to perform the duties of their office, grade, rank or rating. With respect to a veteran, a serious illness or injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces that manifested itself before or after the member became a veteran.

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or involves continuing treatment by a health care provider that includes one or more of the following:

- A period of incapacity (e.g., inability to work, attend school or perform other regular daily activities) of more than three consecutive, full calendar days that also involves treatment two or more times, within 30 days of the first day of incapacity, by or under the direct supervision of a health care provider (or treatment by a health care provider one time with a regimen of supervised continuing treatment). For these purposes, the first (or only, if applicable) in-person treatment visit must take place within seven days of the first day of incapacity.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.). In order to qualify, the condition must require visits for treatment at least twice per year.
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's disease, severe stroke, terminal stages of disease.)
- Any period of absence to receive multiple treatments either for restorative surgery after an accident or other injury or for a condition that likely would result in a period of incapacity of more than three consecutive calendar days if left untreated (e.g., cancer [chemotherapy], severe arthritis [physical therapy], kidney disease [dialysis])

### **Amount of Leave**

The employee is entitled to a total of 12 workweeks of leave (based on the employee's normal hours per week) during a 12-month period, for leave other than covered servicemember leave. The 12-month period measures forward from the date the employee's first leave of absence begins. In some cases, employees can take a leave of absence in continuous weeks. In others, they may break the leave down into intermittent leave or reduced schedule leave.

**"Intermittent leave"** means the leave is taken in separate blocks of time due to a single illness or injury, and it may include time periods as small as one hour. For example, an employee may be eligible to take time off occasionally for medical appointments or therapy.

**“Reduced schedule leave”** means a leave schedule that reduces an employee’s usual number of working hours per week or per day. In other words, a reduced leave schedule is a change in the employee’s schedule for a period of time, usually from full-time to part-time.

When an employee takes intermittent leave or reduced schedule leave, only the time actually taken off counts against the employee’s 12-week leave allotment.

An eligible employee also may be asked to furnish WCPL with subsequent health care provider certifications on a reasonable basis during the employee’s leave period except if the employee is on leave to care for a covered servicemember. An eligible employee’s failure to furnish subsequent certifications may result in termination of the employee’s right to leave.

### **Return to Work**

An employee returning to work from leave of absence must be able to perform the essential functions of his or her job with or without reasonable accommodation. If reasonable accommodation is required, the employee must notify Human Resources. An eligible employee on leave must submit to WCPL a medical release (i.e., fitness for duty certification) indicating that the employee is able to return to work and perform the essential functions of the employee’s position. WCPL will furnish the employee with a list of essential functions to facilitate this process. Failure to submit a medical release will preclude the employee from being restored to his or her employment with WCPL.

- **Medical and Parental Leave**

In accordance to the conditions and provisions of the Family and Medical Leave Act, employees may request a leave for the birth or adoption of a child or the serious health condition of the employee or the employee’s immediate family that makes it imperative for the staff member to remain away from work. This applies to employees who have worked at least 12 months and for at least 1,250 hours during the previous 12-month period. Immediate family is defined as spouse, children, and parents. Whenever possible, ample notice is to be given to make schedule changes. All accumulated sick leave must be used and is included in the 12-week maximum mandated limit.

The library will continue up to 12 weeks of health insurance coverage for a full-time employee under qualified FMLA leave as long as the employee continues his/her contribution.

All health leaves not covered by FMLA should be requested in writing. The library director and the Library Board will consider each request on its merits and determine the employee’s loss of benefits based on the length of leave.

- **Military Leave**

The library will comply with all state and federal laws regarding military leave.

- **Educational Leave**

A request for a leave of absence for educational purposes will be required in writing. The library director and the Library Board will consider each request on its merits and determine the employee’s loss of benefits based on the length of leave.



- **Leave for Other Reasons**

Before a leave of absence for vacation or for reasons other than above will be granted, all vacation and personal time must be used before the leave of absence begins. The library director and the Library Board will consider each request on its merits and determine the employee's loss of benefits based on the length of leave.

## 5.7 Health Insurance

Health Insurance coverage is offered to each employee who is regularly scheduled to work 30 or more hours per week. Each employee participating in the health insurance plan is required to contribute a portion of the premium in the amount determined by the Library Board each plan year. Eligible employees may choose to enroll in the library's Section 125 Salary Reduction Plan to have their premium portion payroll deducted on a pre-tax basis. The amount to be paid for health insurance is not listed as part of the employee's total yearly salary.

Coverage for eligible employees begins at **their hire date**. ~~the first of the month following a 30-day waiting period~~. The waiting period begins on the date of hire or the date that an existing employee becomes eligible. Following the initial waiting period, eligible employees may only elect health coverage during an annual open enrollment that is 30 days prior to the library's policy renewal.

## Appendix A - Schedules

### REPLACEMENT COSTS SCHEDULE

ITEMS	REPLACEMENT COST	PROCESSING FEE
<b>ART PRINTS</b>		
Art Prints	\$50.00	\$5.00
Art Print Bags	\$25.00	
<b>AUDIO</b>		
Audio Book Artwork	\$1.00	
Audio Book CDs (per CD)	\$10.00	
Audio Book Case	\$7.00	
Audiokits (Book & CD)	\$20.00	\$5.00
Audiokits Replacement Bags	\$9.00	
<b>BOARD GAMES</b>		
Silicone X Band	\$1.00	
<b>BOOK CLUB KITS</b>		
Replacement Bag	\$24.00	
<b>BOOKS</b>		
Books – Fiction: Hardback	\$20.00	\$5.00
Books – Fiction: Paperback	\$8.00	\$5.00
Books – Non-Fiction: Hardback	\$35.00	\$5.00
Books – Non-Fiction: Paperback	\$20.00	\$5.00
Books – Toddler	\$7.50	\$5.00
<b>CAKE PANS</b>		
Cake Pan	\$20.00	\$5.00
Replacement Bag	\$8.00	
Replacement Instructions	\$2.00	
<b>GRAB &amp; GO BAGS</b>		

Replacement Bags	\$24.00	
<b>HOTSPOTS</b>		
Charging Unit	\$15.00	
Case	\$10.00	
Hotspot	Value of Device <del>\$90.00</del>	\$5.00
<b>INTERLIBRARY LOAN</b>		
Interlibrary Loan Materials	Determined by Owning Library	\$5.00

## Appendix B – Forms

### Hotspot Agreement

The Wells County Public Library provides our hotspots free of charge as a public service. In order to continue this service, it is important that devices be returned on time and in the same condition they were received. Please carefully read the following guidelines on hotspot use:

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. Services will be shut off 48 hours after due date.

- The devices may be renewed **1** time. They cannot be renewed if another person is waiting for the item.
- ~~Hotspots may be checked out at a WCPL circulation desk during operating hours.~~
- All components must be returned in the same condition they were received, including the hotspot device, its instruction manual, ~~USB cable, AC adapter~~ **charging unit** and case. We will not accept substitutions of case, ~~adapter or cable.~~ **or charging unit.**
- Patrons are responsible for costs associated with damage, loss, or theft of hotspots and their accessories. Patrons should make all reasonable efforts to maintain the security of the hotspot to avoid theft or damage.
- If a hotspot device is lost or damaged, the patron will be charged a ~~\$90 replacement fee~~ **the value of the hotspot plus a processing fee**. If any other items are missing or replaced, the patron will be ~~subject required to pay~~ **current replacement costs.** ~~These costs will be:~~

~~Charging Unit~~ ~~\$15~~  
~~Total replacement cost \$105.00 (with \$5 processing fee)~~

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## FMLA-Leave Request Form (New Form)

### LEAVE of ABSENCE REQUEST FORM

**Part A: To be completed by employee and/or supervisor, and then submitted to supervisor.**

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

### REASON FOR LEAVE:

Birth of ☐ a child/ adoption of a child or placement of a child in foster care Due to  
the employee's own serious health condition  
To care ☐ for a qualifying family member with a serious health condition

To attend to a Qualifying Exigency (QE) for a spouse, parent, child of a service member who is “on active duty (or notified of an impending call or order to active duty) in the Armed Forces (including the Reserves and National Guard) in support of a contingency operation.”

To care for a qualifying family member who incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces or Emergency Services.

Provide description/details as appropriate:

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## TYPE OF LEAVE REQUESTED:

Continuous ☒ Intermittent ☐ Reduced Hours ☐

If leave is approved, do you wish to use available sick leave, vacation time and/or compensatory time while on leave? ☐ Yes ☒ No

If applicable, provide details:

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Date leave to start: \_\_\_\_\_ Date of anticipated return to work: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Part B: To be completed by supervisor, and then submitted to human resource contact.**

Employee's ID# \_\_\_\_\_ Hire Date \_\_\_\_\_ Employee's Job  
Title \_\_\_\_\_

☐ I have attached a list of essential job functions for this employee's position (for leave requests arising due to the employee's own serious health condition).

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Date

**Part C: To be completed by human resource and then submitted to director.**

Date agency became aware of employee's need for leave: \_\_\_\_\_

Are employee and reason for leave  
eligible?

☒ Yes

☐ No

(Complete appropriate FMLA MOU)

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*HR Representative Signature*

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*Date*

**Part D: To be signed by director and then submitted to board for approval.**

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*Director Signature*

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*Date*

**Part E: To be signed by Board of Trustees if approved.**