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**Waupaca Area Public Library
Policy Committee Meeting
Library Meeting Room C
Wednesday, November 21, 2018, 5:30pm
(or immediately after the Library Board Meeting)**

1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review policies:
 - Circulation – review material limits, restrictions (2017)
 - Employee Dress (2007)
 - Library Board (2009)
5. Consider new Policies:
 - Supporting Breastfeeding Employees
 - 3D Printer Policy
6. Discussion about turning off Library WIFI at night
7. Adjournment

**PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL
ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR
PUBLIC MEETINGS.**

Please call the library by 12:00 pm on meeting date if you are unable to attend.

Chapter 2 Circulation of Library Materials and Overdue Schedule

A. Registration

1. Wisconsin residents of all ages are encouraged to apply for their own library card. Individuals under the age of 16 must be accompanied by a parent or legal guardian to register for a card.

2. All borrowers must be registered at an Outagamie Waupaca Library System Member library and show their library card or proof of identity to borrow materials.

3. Patron agrees to the following: I accept responsibility for library materials borrowed with this card until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date. I agree to reimburse the library for materials that are lost, damaged or stolen. I agree that this library card may be required to borrow materials.

4. Waupaca Area Public Library will accept any combination of the following forms of identification that verify identity, birthdate and current address:
 - Valid Wisconsin Driver's License or Wisconsin ID
 - Passport
 - Checkbook with local address
 - Any official item mailed to current address (ex. utility bill)
 - Rent Receipt
 - Student ID

5. A replacement fee of \$3.00 is charged for a lost card. Worn or expired cards are replaced at no charge.

B. SEE NEXT PAGE FOR CIRCULATION PERIODS AND OVERDUE SCHEDULE

**CIRCULATION PERIODS
AND OVERDUE
SCHEDULE**

Adult & Teen	Checkout	Late Fee/Day	Renewals
Audio books	28 Days	\$0.10	2
Books	28 Days	\$0.10	2
Short Loan	14 Days	\$0.10	0
Movies	7 Days	\$0.25	2
Music	14 Days	\$0.25	2
Magazines	14 Days	\$0.10	2
CD-ROMS	28 Days	\$0.10	2
ILL	User Specified	\$1.00	Upon request
Equipment	3 Days	\$1.00	0
Children's	Checkout	Late Fee/Day	Renewals
Audio books	28 Days	\$0.10	2
Books	28 Days	\$0.05	2
Short Loan	14 Days	\$0.10	0
Movies	7 Days	\$0.25	2
Music	14 Days	\$0.25	2
Magazines	14 Days	\$0.10	2
Video Games	7 days	\$.25	2
CD-ROMs	28 Days	\$.10	2

1. Maximum checkout limit for all materials is 75 items.
2. Movies, music, audio books, and CD-ROMs are limited to twenty-five per person for the designated loan period
3. Video games are limited to two per person for the designated loan period

4. Card holders are limited to 25 Infosoup holds and 5 Out of System holds at one time.
5. Items that have holds placed on them are not renewable.

C. Overdue library materials

1. No card holder with billed materials or over \$5.00 in late fees will be allowed to check out additional materials.
2. ~~Adult patrons with late fees or bills that restrict their borrowing privileges may not use the card of a minor child to check out adult materials.~~
3. As a courtesy, patrons will be notified of overdue materials as designated on the application form (by email or text message ~~postal mail~~).
4. Maximum late fee per item is \$5.00, not to exceed the cost of the item.
5. Schedule for overdue notices and bills is as follows:
 - a. The first overdue notice for all materials is generated 3 days after the due date.
 - b. Overdue items will be billed if not returned 4 weeks after the due date.
 - c. Items from other libraries will be subject to policies of owning library.
 - d. Patron will be charged postage if a bill or registered letter must be mailed.

D. Lost or damaged Materials

1. If an item is lost or damaged, the patron will be billed for the replacement cost plus the cost of processing.
2. Patron accounts with bills for unreturned or damaged items of \$50 or more will be turned over to a collection agency. A \$10 nonrefundable fee will be added to the account. Library patrons with unpaid bills that have gone to collections will not be allowed to borrow materials from the library until the balance is paid in full.
3. The Library is not responsible for damage done to personal equipment while using library materials.

Refunds

If the lost item is returned within 30 days after the bill is paid, the patron may be refunded the cost of the item less a fee of \$5.00. The decision to refund payment will be made at the discretion of designated library personnel. Materials belonging to other libraries will be excluded from this policy.

Waiving Fees

1. "Food For Fines" drives may be held three times a year. Each drive may not exceed a fourteen day period. Patrons are asked to bring approximately one item per dollar of their fees.
2. Library sponsored programs may be offered to reduce fees.
3. Fees for lost or damaged items or postage will not be waived.

Approved by the Waupaca Area Public Library Board of Trustees September 14, 1993
Revised 2/01 Mary Keefer, Board President and Gerald A. Brown, Library Director
Revised by the Waupaca Area Public Library Board of Trustees March 2003.
Revised by the Waupaca Area Public Library Board of Trustees August 8, 2008
Revised by the Waupaca Area Public Library Board of Trustees February 10, 2009
Revised by the Waupaca Area Public Library Board of Trustees February 9, 2010
Revised by the Waupaca Area Public Library Board of Trustees June 8, 2010
Revised by the Waupaca Area Public Library Board of Trustees May 10, 2011
Revised by the Waupaca Area Public Library Board of Trustees September 13, 2011
Revised by the Waupaca Area Public Library Board of Trustees August 13, 2013
Revised by the Waupaca Area Public Library Board of Trustees April 8, 2014
Revised by the Waupaca Area Public Library Board on April 14, 2015
Revised by the Waupaca Area Public Library Board on September 8, 2015
Revised by the Waupaca Area Public Library Board on November 16, 2016
Reviewed by the Waupaca Area Public Library Policy Committee November 21, 2018

Chapter 9 Library Employee Dress Policy
Library Employee Dress Policy

1. All attire must be appropriate for the employee's position.
2. Blue jeans are not appropriate for adult staff except on weekends and specified dates. Teen staff and pages may wear blue jeans without holes and rips.
3. ~~“Non-Library” tee-shirts or sweatshirts with logos are not appropriate—(the exception is “dressy” sweatshirts). Team jerseys may be worn on designated game days.~~
4. Revealing clothing is not appropriate.

Approved by the Waupaca Area Public Library Board of Trustees July 27, 1995
Revised by the Waupaca Area Public Library Board of Trustees June 10, 1997
Revised by the Waupaca Area Public Library Board of Trustees October 23, 2003

To replace Library Dress Guidelines

Adopted by the Waupaca Area Public Library Board of Trustees April 2008

Chapter 11 Library Board

The Waupaca Area Public Library Board has a great deal of responsibility and many important duties to perform. The basic building block for every Library Board is a set of bylaws. Bylaws should be updated at least every five (5) years. Included in the bylaws should not only be the composition of the board, officer's responsibilities, and information regarding meetings, committees, etc., but also terms of office, number of re-appointments allowed, action taken for frequent absence, and procedure for securing, appointing, and orientating new board members. The major responsibilities and duties of the Library board are outlined below:

- a) Create a set of bylaws.
- b) Hold effective meetings.
- c) Hire and evaluate the library director.
- d) Approve the hiring and evaluations of library staff.
- e) Develop the Library budget.
- f) Set library staff salaries and wages.
- g) Develop essential library policies.
- h) Plan for the library's future.
- i) Cooperate with the Outagamie Waupaca Library System

The current Wisconsin Public Library Trustee Manual provides details on the responsibilities and duties of the Library Board.

Revised by the Waupaca Area Public Library Board of Trustees November 2004
Revised by the Waupaca Area Public Library Board of Trustees February 10,
2009

Chapter 15H Policy for Supporting Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the Waupaca Area Public Library provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

The Waupaca Area Public Library subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Organization Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

- **Space to Express Milk**

A private study room shall be available for employees to breastfeed or express milk. The room will be private, sanitary, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in employee breakroom refrigerator or in employee's personal cooler.

Employee Responsibilities

- **Communication with Supervisors**

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

- **Maintenance of Breastfeeding Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

- **Milk Storage**

Each employee is responsible for proper storage of her milk using the Library Break Room refrigerator or a personal storage cooler.

- **Use of Break Times to Express Milk**

When more than one breastfeeding employee needs to use the designated lactation space, employees can use the sign-in log provided in the Library Break Room to negotiate milk expression times that are most convenient or best meet their needs.

Presented to the Waupaca Library Policy Committee on November 21, 2018

3D Printer Policy

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

A. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
No Weapons.
3. Obscene or otherwise inappropriate for the Library environment.
4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

B. The Library reserves the right to refuse any 3D print request.

C. Cost: Patrons will be charged the cost of materials. Printing at the library will cost a minimum of \$3.00 per object plus (\$.20) cents per gram of filament used in the process. Patrons must use the filament provided by the library.

D. Library patrons who wish to use the 3D printer must go through a training session. Patrons must stay with the 3D printer until the project is completed.

PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

A. Design creation:

1. The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
2. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
3. The Library has computers with AutoCAD and Photoshop software that may be used to create a design.

4. Digital designs also are available from various file-sharing databases such as Thingiverse.com.

B. Submitting a design for printing:

1. Persons wanting to use the 3D printer will make an appointment with staff to go through the training process and schedule another appointment for printing. All printing projects must be completed 1 hour before library closing.
2. The design to be printed must be in .stl, .obj, or .thing file format (no larger than 25MB)
3. The files will be readied for printing in MakerWare or other authorized software. The Library will view all files in MakerWare or other authorized software before printing.

Please note that procedures governing the use of the Library's 3D printers are subject to change.

DEFINITIONS

- 3D printing: the process of making a physical object from a digital model.
- 3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.
- CAD: Computer Assisted Drawing