



# WAUPACA AREA PUBLIC LIBRARY

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WAUPACA AREA PUBLIC LIBRARY

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WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
POLICY COMMITTEE MEETING AGENDA

WEDNESDAY, DECEMBER 15, 2021,  
5:30 OR IMMEDIATELY AFTER THE REGULARLY SCHEDULED BOARD MEETING  
CITY COUNCIL CHAMBERS

*Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."*

1. ROLL CALL :

COMMITTEE MEMBERS: Lori Chesnut, Mary Zimmermann, Glenda Rhodes, Gracie Liegl, Allison Wolff

2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: 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 media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Review of printing costs. The Committee may decide to take action on this item.

ACTION ITEM: APPROVE

4. Review Succession Plan (new Policy) The Committee may decide to take action on this item.

ACTION ITEM: APPROVE

5. Review the "Material Selection Policy" and the "Material Review Policy" and form. The Committee may choose to act on these items.

6. Adjournment

Handouts:

Printing costs

Succession Plan

Material Selection Policy

Material Review Policy

Guidelines for Managing Requests for Reconsideration or Challenges to Library Materials

# Copying, Printing, and Faxing

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## Charges for copying/printing

- \$.10 for 8 ½ by 11 inch black & white (each printed side) **Proposed change \$.15 per side**
- \$.50 for 8 ½ by 11 inch color
- \$.15 for 8 ½ by 14 inch black & white
- \$.75 for 8 ½ by 14 inch color
- \$.50 for 11 by 17 inch black & white
- \$1.00 for 11 by 17 inch color

## Charges for Faxing

- \$2.00 for the first page
- \$1.00 for every additional page

No charge for cover sheet or confirmation page (provided by the Library). No international faxing. No faxes received.

Library Name	B&W 8x10	Color 8x10	B&W 11x17	Color 11x17	Outgoing Fax	Notes	Incoming Fax
Black Creek	\$0.25	\$0.50	-----	-----	\$1.00	total for first 3 pgs+ .50 each additional	
Clintonville	\$0.15	\$0.25	-----	-----	\$1.00	in or out	
Hortonville	\$0.25	\$0.50	-----	-----	\$1.00	first page+ .75 each additional	\$1.00
Iola	\$0.15	\$0.30	\$0.30	\$0.60	\$1.00	in or out	
Manawa	\$0.15	\$0.25	-----	-----	\$3.00	total for first 5 pgs+ .50 each additional	\$1.00
Marion	\$0.20	\$0.30	-----	-----	\$0.50	in or out	
Scandinavia	\$0.15	-----	-----	-----	\$1.00	in or out	
Waupaca	\$0.10	\$0.50	\$0.50	\$1.00	\$2.00	first page+ 1.00 each additional	-----
Weyauwega	\$0.10	-----	-----	-----	\$2.00	first page+ 1.00 each additional	\$1.00
Average	\$0.17	\$0.37		\$0.80	\$1.39		\$1.00

## **Waupaca Area Public Library Director Succession Plan**

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

### **Succession Plan in the Event of a Temporary Absence: Short-Term**

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the Director (or member of the Management Team, in the event of the unavailability of the Director), will inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

The Board will decide who will serve as the Interim Library Director. The Board may also consider the option of splitting executive duties among the designated appointees.

### **Authority and Compensation of the Interim Library Director**

The person appointed as Interim Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Interim Library Director may be offered *one* of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Interim Library Director period; or
- No additional compensation

### **Board Oversight**

The Board President will be responsible for monitoring the work of the Interim Library Director during the leave of absence period and will be sensitive to the special support needs of the Interim Library Director in this temporary leadership role.

### **Communications Plan**

Immediately upon transferring the responsibilities to the Interim Library Director, the Board President will notify staff and Board Members of the delegation of authority.

As soon as possible after the Interim Library Director has begun covering the unplanned absence, Board members and the Interim Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- City Administrative Staff & Mayor
- OWLS System Director and Staff

### **Completion of Short-Term Emergency Succession Period**

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

### **Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term**

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Interim Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Interim Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

#### **Determination of if an Interim Library Director is needed**

The criteria that the Board and Interim Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Interim Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of a similar type of library
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Interim Library Director determine that an Interim Library Director (or consultant to the Interim Library Director) is needed, a representative from the Board should contact the library system and ask for resources related to hiring an Interim Library Director.

#### **Completion of Long-Term Emergency Succession Period**

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to the City Finance Director or City Administrator.

### **Succession Plan in Event of a Permanent Change in Library Director**

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Hiring Committee to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Hiring Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

### **Acceptance of Emergency Succession Plan**

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's calendar of duties shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

A copy of this Succession Plan will be housed in the binder with Original Policies. A digital copy for editing shall be kept in the Library Director's computer.

Signatures of Approval for Waupaca Area Public Library.

Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Board Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Waupaca Area Public Library Board Date: \_\_\_\_\_

### **Key Information Waupaca Area Public Library**

Having access to the organization's key information is imperative for any succession plan. Below is the location and or information necessary to ensure the organization can continue to operate in the absence of the library director.

**Board By-Laws, Minutes, Approved Actions and Documents:** Physical copies in binders marked Board Reports, organized by years in Director's Office; Digital copies in computer file in Board Reports and on Library website, organized by years and months and with City Clerk.

**Strategic Plan:** Physical copy: booklet on shelf in Directors Office. Digital copy on website and on Directors Computer under Planning and New Director

### **Financial Information – filed on Director's computer**

- Employer Identification Number:
- State Tax Exempt Number: CES #
- DUNS #

**Current & previous audited financial statements:** housed in city Hall with the Finance Director

### **Payroll**

- City Finance Director

### **Calendar of Annual Deadlines/Events**

<b>Month</b>	<b>Annually</b>
January	<ul style="list-style-type: none"><li>• Planning Committee meets to approve Progress Towards Goals and Working Plan</li><li>• Foundation Meeting (2<sup>nd</sup> Monday)</li></ul>
February	<ul style="list-style-type: none"><li>• Annual Report due March 1</li><li>• Personnel Committee meets to approve supervisor assessments</li><li>• Library Legislative Day</li></ul>
March	<ul style="list-style-type: none"><li>• County Advocacy for library funding</li><li>• Policy Committee meets to review policies</li></ul>
April	<ul style="list-style-type: none"><li>• Orientation of new Library Board Members appointed by Mayor</li><li>• Welcome to new Council Members and elected officials</li><li>• Annual Report presentation to Council</li><li>• Purge personnel files and paper financial records in accord with Record Retention Schedule</li><li>• Foundation Meeting</li></ul>
May	<ul style="list-style-type: none"><li>• Annual review of City Ethics and Fraud Policies</li><li>• Annual review of Library Board By-Laws</li><li>• Library Board Officer elections</li><li>• Committee appointments</li></ul>
June	<ul style="list-style-type: none"><li>• Policy Committee meets to review policies</li></ul>
July	<ul style="list-style-type: none"><li>• Foundation Meeting</li></ul>
August	<ul style="list-style-type: none"><li>• Finance Committee meets to work on preliminary budget</li><li>• Upcoming annual calendar approved</li></ul>
September	<ul style="list-style-type: none"><li>• Library Report on SLP</li><li>• Wish List Creation for Annual Fundraiser Mailing</li></ul>
October	<ul style="list-style-type: none"><li>• Budget approval</li><li>• Policy Committee meets to review policies</li><li>• Foundation Meeting</li></ul>
November	<ul style="list-style-type: none"><li>• City Council approves annual budget</li><li>• Library Director Assessment</li><li>• Staff Goal Setting and Assessments</li></ul>

## Guidelines for Managing Requests for Reconsideration or Challenges to Library Materials

The information provided below is meant to help directors and member library staff manage requests for reconsideration or challenges to library materials within their collection. If you have any questions regarding any of this information, please reach out to the system director at 414-286-8149.

### Preparation

Library staff should anticipate requests for reconsideration or challenges to materials by having a robust collection development policy that includes a thorough reconsideration process. A thoughtful reconsideration process will help defuse the situation and establish expectations for both patrons and staff. Some examples of collection development policies and reconsideration procedures are available on the DPI website: <https://dpi.wi.gov/pld/boards-directors/policy-resources#Materials>. Member libraries are also encouraged to review information from the ALA Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries available here: <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>.

### Process

When a request for reconsideration or challenge is made MCFLS recommends the following course of action:

- Staff should immediately notify their direct supervisor or director of the request or challenge. Keep in mind that not every encounter is a challenge and could just be a matter of curiosity or concern. Library staff should be prepared for all encounters.
- Follow the steps outlined in your collection development policy to address the request. The material in question should remain available for checkout rather than removing it immediately or checking it out to a staff account.
- Notify the MCFLS Director or Library Systems Administrator as soon as possible. System staff can consult on next steps if necessary and put you in contact with the correct people at either the state or national level.
- Notify the ALA Office of Intellectual Freedom (OIF) and fill out the form available here to report the details: <http://www.ala.org/tools/challengesupport/report>. More guidance is available from the ALA website on [Challenge Support](#).
- If the materials in question are written for children or YA audiences, contact the Cooperative Children's Book Center (CCBC) at UW-Madison. The CCBC confidentially assists Wisconsin librarians and teachers when they are facing potential or actual materials challenges. Contact information and details are available at <https://ccbc.education.wisc.edu/intellectual-freedom-2/intellectual-freedom/>

### Resources

The DPI also recommends the following resources to assist with challenges and requests for reconsideration.

- CCBC Resources
  - [Steps to Take When Materials Are Challenged](#)
  - [Be Prepared: What to Do Before, During, and After a Materials Concern or Challenge](#)
  - [Materials Concern Checklist](#)
- [Trustee Essential 22: Freedom of Expression and Inquiry](#)
- [Trustee Essential 23: Dealing with Challenges to Library Materials or Policies](#)

## Material Selection Policy

### **Purpose**

The Waupaca Area Public Library selects materials and develops collections in many different formats to provide Waupaca area residents with a wide range of informational, recreational and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Waupaca area residents.

### **Policy**

- A.** An objective of the Waupaca Area Public Library is to select, organize, preserve and make freely available materials that help individuals and groups in the community to:
  - 1. pursue continuing education
  - 2. develop their creative capacities
  - 3. become more responsible members of the community
  - 4. understand their cultural heritage and that of others
  - 5. become more capable in their occupations
  - 6. use their leisure time creatively and enjoyably
  - 7. obtain needed information
- B.** To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
- C.** In its selection of materials, the Waupaca Area Public Library endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association.
- D.** The final responsibility for material selection lies with the Library Director. The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
- E.** The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
- F.** Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.
- G.** Selection of materials may be influenced by many factors, including but not limited to the following:
  - 1. budgetary considerations
  - 2. physical limitations of the library building
  - 3. suitability of the format and construction
  - 4. availability of specialized materials in other local libraries



5. availability of material through interlibrary loan
6. the need for added materials in subject areas
7. the special needs of library patrons for materials in accessible formats
8. age appropriateness for the intended collection

**H.** Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Titles that are self-published are not added to the regular collection unless there is a compelling reason to do so; i.e. valuable local content, high local interest. Print on demand titles that are self-published, even though available via mainstream distributors, will not be added unless they meet the library's collection criteria.

**I.** The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gifts Policy.

**J.** The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn and outdated materials.

**K.** Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy.

**L.** The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

**M.** Challenges regarding specific materials will be reviewed upon written request. Such requests will be referred to the Library Director. See "Materials Review Policy."

Adopted 3/1994 Revised 7/2007, 5/2012, 7/2018

## **Material Review Policy**

The objective of the Material Review Policy is to encourage as well as respect all library patrons' opinions and ideas by providing a step-by-step procedure for processing their concerns. Parents or legal guardians are responsible for the selection of materials for their own children. No one person can exercise censorship to restrict access of materials to others. The Waupaca Area Public Library supports and endorses the Intellectual Freedom Statements: "Freedom to View" and the "Library Bill of Rights." Copies of these documents are available upon request.

1. The library patron should obtain a Request for Library Item Review form (from any service desk at the Library or online), complete the form, and return it to the Library.
2. The Library Director will contact the patron to acknowledge receipt of the form.
3. The Library Director will respond to the request within 30 days of receipt of the form.
4. If the patron is dissatisfied with the Director's response, they may direct a letter to the Library Board and the Library Director will provide the Board with all documentation.
5. The Library Board will set up a committee of board members, library staff, and/or community members to examine the item, and consider the request for review as well as the Director's response.
6. The Committee will meet and discuss the item to be reviewed. They will make a determination on what will happen to the item and notify the patron (in writing) of their decision within 10 business days.
7. If the patron is dissatisfied with the Committee's decision they may direct a letter to the Library Board. The Library Board will hold a public hearing if deemed necessary. The decision of the Library Board will be final.

Replaced the Reconsideration of Materials Policy which was:

Approved by the Waupaca Area Public Library Board of Trustees May 21, 1991  
Revised by the Waupaca Area Public Library Board of Trustees June 8, 1999  
Revised by the Waupaca Area Public Library Board of Trustees April 13, 2004  
Revised by the Waupaca Area Public Library Board of Trustees June 12, 2007  
Adopted by the Waupaca Area Public Library Board of Trustees May 8, 2012

Waupaca Area Public Library  
Request for Library Item Review

My concern is about:

\_\_\_\_ Book

\_\_\_\_ Audio item

\_\_\_\_ Video item

\_\_\_\_ Internet link

Please fill in the following information (if relevant)

Title: \_\_\_\_\_

Author/Producer/URL: \_\_\_\_\_

Please tell us all you can to help us understand your concerns.

1. How did you learn of this item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What is it about the item that you object to?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you read/listen to/view the entire item? If not, which segments did you read/listen to/watch?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you believe are the main ideas of the item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Your signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I file this concern on behalf of \_\_\_\_\_ self \_\_\_\_\_ my child \_\_\_\_\_ Other (please list) \_\_\_\_\_

How do you wish to be contacted? \_\_\_\_\_ mail \_\_\_\_\_ phone \_\_\_\_\_ email

The Library Director will acknowledge your concern and contact you with a response within 30 days of receipt.