



11345 North Cedarburg Road, Mequon, Wisconsin 53092

ADVOCACY COMMITTEE AGENDA

June 27, 2019, 6:00 p.m.

Second Floor Conference Room

- I. Call to Order, Verification of Posting, Roll Call**
- II. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the December 10, 2018 Meeting
- III. New Business**
 - A. Mission Statement
 - B. Policy Review
- IV. Adjourn**

JanaLee Hitchcock, Chair

Posted: June 25, 2019

Mission Statement

The Frank L. Weyenberg Library is a focal point of learning and culture in Mequon and Thiensville and the community center to which citizens turn for the discovery of ideas, the joy of reading, and the power of information. The Library strives to deliver quality informational services, both traditional and innovative, for all ages, needs and backgrounds. The Library supports the American Library Association's *Library Bill of Rights*, *Freedom to Read*, *Freedom to View*, and *Libraries: an American Value*.

Our goals are:

- to assemble and provide access to a diverse collection of materials in a variety of formats for education, enrichment and recreation
- to offer accurate and unbiased access to information
- to encourage reading and critical evaluation of information as lifelong skills
- to serve as a community resource for informational and cultural programming
- to expand library boundaries through interlibrary cooperation and efficient use of technology
- to advocate for the strength and efficacy of public libraries.

Our chosen roles of emphasis are:

- **Visit a Comfortable Place**
Patrons can expect safe and welcoming physical and virtual spaces to meet and interact with others, to read and reflect, and to exchange ideas and opinions.
- **Stimulate Imagination**
Patrons can expect materials to enhance their leisure time when and where they want them and will have staff assistance to make choices among options.
- **Satisfy Curiosity**
Patrons can expect current and authoritative resources to explore topics of personal interest, to make informed decisions and to continue to learn throughout their lives.
- **Know Your Community**
Patrons can expect a central source for information on programs, services, activities and information of local interest.

Children in the Library

The Frank L. Weyenberg Library welcomes and encourages families and children to come to our Library. We are committed to providing resources and programs that excite children about books, reading and libraries and that promote a learning environment. We encourage parents to be aware of their child's reading activities and interests, and to make library time a pleasant family experience.

Staff are here to assist children with their library use. Responsibility for the behavior and safety of children using the Library rests with the parent or caregiver and not with library personnel. Library staff will not supervise children.

Staff shall not wait beyond closing time with an unattended child. If an unattended child is in the building at library closing time, staff shall contact the Mequon Police Department. It is the policy of the Library that staff members will not transport children.

Children Age Seven (7) and Under

The Library recognizes that the safety of children left unattended in the Library is a serious concern. Young children left on their own often become frightened or anxious. No public place, including the Library, can guarantee the safety of children. Children aged seven (7) or under, or children with special emotional and physical needs must be accompanied by a parent or adult caregiver who must remain with the child at all times.

When a child age seven (7) or under is left unattended, staff shall:

1. Ascertain the name of the child, and the parent or caregiver who brought him/her to the Library.
2. Assist the child in locating a parent or caregiver.
3. If a parent or caregiver cannot be contacted within ten (10) minutes, staff will contact the Mequon Police Department for assistance. Staff will remain with the child until a parent, caregiver or police arrive.
4. Staff must complete a Library Incident Report and submit it to the Director by the next working day.
5. If deemed necessary, the Library Director will send a letter to the parents or caregiver explaining the Library's policy.

Children Age Eight (8) and Older

Children age eight (8) and older are invited to use the Library and attend programs without parental supervision, provided their behavior meets the standards expected of our library patrons. Parents should be aware of when programs end and the closing time of the Library. If library staff determine that any child is behaving in an unacceptable manner or is not coping adequately, staff will contact a parent or

caregiver. If library staff are unable to contact a parent or caregiver within ten (10) minutes, the Mequon Police Department may be contacted for assistance.

Confidentiality of Identifiable Information About Library Users

Wisconsin State Statute 43.30 protects the privacy of library users. Confidentiality extends to information sought or received; materials consulted, borrowed or acquired; database search records; reference interviews; usage records; interlibrary loan records; and any other personally identifiable uses of library materials, facilities or services. The Weyenberg Library of Mequon – Thiensville strives to protect all aspects of patron confidentiality.

The First Amendment of the United States Constitution guarantees freedom of speech and of the press. It protects the corresponding right to hear what is spoken and read what is written, free from fear of intrusion, intimidation, or reprisal. Confidentiality is essential to protect the exercise of these rights from invasions of privacy.

The Frank L. Weyenberg Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, our judicial system provides the mechanism for seeking release of such confidential records. Except as otherwise required or allowed by Wisconsin State Statute 43.30 (5) and 43.30 (6), the issuance of a court order, following a showing of good cause based on specific facts by a court of competent jurisdiction, is required for release of such information.

In accordance with Wisconsin law, custodial parents or guardians of children under the age of sixteen (16) may, upon request, review library records pertaining to their child's use of the library's documents or other materials, resources or services. Custodial parents or guardians must sign the Frank L. Weyenberg Library form certifying that the requestor is the custodial parent or guardian of the child whose records have been requested prior to the Library releasing the relevant records. Documents that demonstrate to the Library that the requestor is the custodial parent or guardian of the child may be required in addition to completion of the form.

**Custodial Parent/Guardian Certification
For Access to Children's Records**

I, _____, hereby certify that I am the
(Requestor's Name)

custodial parent or guardian for _____
(Child's Name)

(Child's Address and Date of Birth)

and pursuant to 43.30 Wisconsin Statutes, hereby request to review the following

library records pertaining to _____ 's
(Child's Name)

use of the library's documents or other materials, resources or services.

Requested Records:

- Items checked out
- Overdue items
- Outstanding fines and fees
- Current holds/requests

The Frank L. Weyenberg Library will not release personal information about this child.

The Frank L. Weyenberg Library maintains only current records on customer use of the Library. Previous circulation records must be requested through the System office.

Signed and certified by: _____
(Custodial Parent or Guardian)

Date: _____

Displays

The Frank L. Weyenberg Library welcomes the opportunity to offer community groups, organizations and individuals use of the library's lobby case and/or gallery. Space is provided for displays of an educational, cultural or recreational nature, and not for the sole purpose of specific event promotion or sales. Patrons or organizations wishing to use such space may be required to submit photos of materials to be displayed. Final acceptance of a display shall be at the discretion of the Director. Acceptance of a display by the Library does not constitute an endorsement by the Library of the exhibitor's policies or beliefs or a partnership between the exhibitor and the Library. Items displayed must fit within the physical confines of the exhibit area. No items may be hung over the rotunda's railings unless agreed upon by the Library. No items may be placed on window ledges or in the foyer unless agreed upon by the Library. The Library does not assume responsibility for damage to materials or equipment owned by the individual or group using the display area. Any group that damages library property or equipment will be billed for repairs.

It is the responsibility of each exhibitor to set up and remove a display in a timely manner, based on the dates agreed upon at time of exhibit acceptance. Use of the lobby display case is scheduled for a period of one calendar month. Exhibits in the gallery are scheduled for a period of two consecutive calendar months. The Library does not carry insurance on, and is therefore not responsible for, any items owned by the exhibitor. Exhibitors must sign and return the exhibit release form prior to the initial exhibit date.

Exhibit Release & Waiver of Liability for Damage to Displays

Description of materials on loan:

Date of exhibit: _____

Library Display Area: Lobby case: _____ Gallery: _____

Printed name: _____

Email: _____

Telephone: _____

(turn over)

The undersigned, for myself and on behalf of any other individual or organization with an ownership interest in the items or materials being displayed, hereby agree to hold harmless the Frank L. Weyenberg Library of Mequon-Thiensville, its Trustees and Officers individually and in their corporate capacity, its agents and its employees, from and against any and all loss, including attorney fees, damages, expenses and liability (including statutory liability) in conjunction with claims for damages as a result of property damage, tangible or intangible, to materials exhibited, displayed, and/or presented by the undersigned on the library's premises said damage to materials including the loss of real value, market value, or perceived value of work, as well as loss of use of tangible property which has not been physically injured or destroyed, resulting from:

1. delay or lack of performance by or on behalf of The Library of any contract or agreement; and/or
2. failure of The Library or of work performed by or on behalf of The Library to meet the level of performance, quality, fitness or durability warranted or represented by The Library.

I, the undersigned, hereby lend the following materials to the Frank L. Weyenberg Library for exhibition purposes only. On behalf of myself and any other individual or organization with an ownership interest in these items or materials, I release the Library of any and all responsibility for loss of, or damage to, my display items while they are in the possession of the Library.

Signature: _____

Date: _____

Records Retention

The Frank L. Weyenberg Library Board of Trustees adopts the *Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems* as adopted by the Wisconsin Public Records Board, February 27, 2006, and as is applicable to its operations:

<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/libraryrecordschd.pdf>