

Village of Mukwonago  
**Notice of Meeting and Policy Committee Agenda**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Tuesday, October 31, 2023**

Time: **12:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

**1. Call to Order**

**2. Roll Call and Introduction of Guests**

**3. Approval of Minutes**

3.a Minutes from September 26, 2023

[Policy Committee Meeting Minutes 20230926\\_unapproved.pdf](#)

**4. Discussion/Action Items**

4.a Public Computers and Internet Access Policy

Discussion and possible action on an updated draft of the Public Computers and Internet Access Policy that has been reviewed by Village legal counsel.

[DRAFT Public Computers and Internet Access Policy\\_for PC 20231031.DOCX](#)

4.b Emergency Procedures

Discussion and possible action on revising Emergency Procedures.

[MCL Emergency Procedures approved 20180621\\_removed private info.pdf](#)

**5. Referral Items**

**6. Confirm Next Meeting Date**

**7. Adjourn**

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

**Mukwonago Library Board**  
**Policy Committee DRAFT Meeting Minutes**  
**Meeting of Tuesday, September 26, 2023**

**1. Call To Order**

The meeting was called to order at 12:00 p.m., September 26, 2023 by Policy Chair Howard Pringle.

**2. Roll Call and Introduction of Guests**

In attendance were committee members Trustees Diane Magolan, Howard Pringle, Carol Stienstra, and Donna Whalen. Also in attendance was Library Director Abby Armour. There were no guests.

**3. Approval of Minutes**

- 3.a The minutes of the June 29, 2023 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Whalen, second by Pringle. Motion approved.

**4. Discussion/Action Items**

- 4.a Confidentiality, Privacy, and Surveillance Policy

Library Director Armour explained and detailed the changes to the Public Behavior Policy that had been reviewed by Village legal staff after the last Policy Committee meeting and which was being presented to the Committee for final review. Some minor updates were incorporated into the policy at the suggestion of Village legal but it was felt that no substantial revisions or additions to the policy were necessary. The Committee recommends that the revised policy incorporating the language from legal staff and incorporated into the policy by Director Armour be forwarded to the Board for approval and adoption at the October 12 Board meeting.

Motion by Whalen, second by Magolan. Approved unanimously.

- 4.b Public Computers and Internet Access Policy

Library Director Armour reviewed the Public Computers and Internet Access Policy and detailed the multiple changes she had recommended to the policy. The changes are primarily in the area of adjusting the policy to changes in both the internet and the usage of the internet along with some changes to public computer usage that better reflect other approved policies. Because of its direct impact on the public and public services, the Committee recommends that the revised policy be forwarded to the Village legal staff for review and, after legal review, returned to the Policy Committee for final review at its next meeting, tentatively scheduled for October 31, 2023.

Motion by Magolan, second by Stienstra. Approved unanimously.

**5. Referral Items**

There were no referral items.

**6. Confirm Next Meeting Date**

The next meeting of the Policy Committee is tentatively scheduled for Tuesday, October 31 at noon. Planned for discussion are a final review of the Public Computers and Internet Access Policy and an initial review of Emergency Procedures.

**7. Adjourn**

Stienstra moved, second by Whalen that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 12:47 p.m.

Minutes submitted by Howard Pringle, September 26, 2023

Mukwonago Community Library  
Public Computers and Internet Access Policy  
Approved Policy Committee Sept 26, 2023

The Mukwonago Community Library ("MCL") endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. . This policy provides rules and guidance for anyone who utilizes the Library's network, software, and hardware ("Users"). This includes but is not limited to: public computers, laptops and mobile devices using the library's wireless network, and laptops and mobile devices on other networks inside the library.

- I. Responsible Use
- II. Confidentiality and Security of Electronic Information
- III. Public Computer Use
- IV. Wireless (Wi-Fi) Use
- V. Printing and Copyright Disclaimer
- VI. Library's Rights Reserved

I. Responsible Use

The Internet is a worldwide network of information for many people and cultures and is continually expanding. Users may find that some sites are controversial, offensive, imprecise, or unverified. The Mukwonago Community Library does not censor or otherwise filter access to Internet materials or protect users from information they may find offensive. Just as MCL does not endorse any of the various viewpoints in its physical and digital collections, the Library also does not endorse the accuracy of information or diverse viewpoints accessed through the Internet. Therefore, it is the responsibility of the user to choose and evaluate the content and accuracy of sources accessed via the Internet.

- A. Parents and/or legal guardians assume all responsibility for their child's use of, and exposure to, the Internet through the Library's connection.
- B. Use of the Library's public computers and/or network for illegal or inappropriate purposes is strictly prohibited. Improper use will result in immediate termination of use and may result in termination or suspension of Library privileges. Examples of unacceptable uses include, but are not limited to: accessing files, passwords, or data belonging to others without their permission; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed, or other protected material; misrepresenting oneself as another user; accessing materials defined as "harmful to minors" by Wis. Stat. § 948.11; harassing or interfering with other users; and violating applicable local, state, federal, or international laws.

- C. MCL assumes no responsibility for damage, theft, corruption, or loss of a user's equipment, software, data files, or other personal property brought into or used at the Library's facilities.
- D. MCL prohibits damaging or modifying the Library's computer equipment, hardware, software, or network whether in use at the Library, on loan, or offsite. Users will not deliberately propagate computer viruses and malware. Users will be charged to fix any damage they cause.
- E. MCL does not take responsibility for any viruses, malware, or other attacks on or changes made to a user's device. The Library cannot make any guarantee about the compatibility of personal equipment with the Library's network, printers, or other devices.

## II. Confidentiality and Security of Electronic Information

Library users have the right to confidentiality and privacy. However, Internet users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The Internet is not a secure medium and third parties may be able to obtain information about users' activities. See the Library's Confidentiality and Privacy Policy for more information..

- A. Please use caution before providing any personal information over the Internet. Parents and/or legal guardians are responsible for the actions of their children under the age of eighteen (18).
- B. Users are responsible for ensuring that personal devices have security protection against viruses and other malware. Users access the Library's network at their own risk.
- C. Users have the right to confidentiality and privacy. However, if the MCL staff has reason to believe that a user is not using the Library's computers or network responsibly, they may internally review files, logs, and/or communications to maintain system integrity and ensure adherence to policy. The Library, in accordance with the Library's Confidentiality and Privacy Policy, the USA Patriot Act, and corresponding Wis. Stat. § 43.30, the Library will release records to authorities only as required by the law.

## III. Public Computer Use

MCL provides public computers for educational and informational purposes. These computers have unfiltered access to the Internet as well as basic productivity software. These computers are only available inside the Library during business hours.

- A. Users must have their library card number and PIN to use the public library computers or to print from any computer.
  - a. Minors under the age of eight (8) must be accompanied by a guardian when using the Library's public computers to ensure proper use of the equipment.
  - b. Minors under the age of eighteen (18) must have their library card and PIN to use the public computers.
  - c. Adults age eighteen (18) and older may request a guest pass to use the public computers. Library staff may ask for identification to verify age.

Public library computers are available on a first come, first served basis. Library staff may ask users to log out after three (3) hours of use to allow others to use the computer.

Users with expired library cards will not be able to use the library's public computers.

- B. MCL's public computers contrast from personal computers in that they are used by many different people throughout the day. To guard against unintentional abuse, Library computers contain software that limits some functionality as well as clears all recent changes and data upon logging off.

#### IV. Wireless (Wi-Fi) Use

MCL offer free wireless access (Wi-Fi) to the internet via it's network both inside the building and on the Library property to all users.

- A. All policies, rules, and laws apply to wi-fi use on personal devices.
- B. Users are responsible for connecting their personal device to wi-fi. Library staff are only able to provide basic support.
- C. Wi-fi access and bandwidth are not guaranteed.

#### V. Printing and Copyright Disclaimer

MCL provides access to printing, scanning, and faxing as a convenience to users.

- A. Some services may require a fee to use. The Library Board sets the fees and they are posted in the Library. Users are responsible for all costs associated with using these services.
- B. MCL is not responsible for errors in printing, faxing, or scanning.
- C. Printing is available on the library's public computers and via a mobile printing option accessibly via a user's device. MCL does not guarantee compatibility between a user's device and this software.

- D. Copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of the Fair Use Act. Any responsibility for consequences arising from the copyright infringement or any other illegal use lies with the user.
- VI. Library's Rights Reserved
- Violation of this policy may result in loss of Internet and/or library privileges. Illegal uses of public access Internet computers may also be subject to prosecution by local, state and/or federal authorities. The Library reserves the right to:
- A. Terminate a user's session, without notice.
  - B. To limit the amount of computer time at any one sitting.
  - C. To erase any and all users' files stored on library equipment, without notice.
  - D. To deny or limit access to computer operating systems.
  - E. To deny or revoke Internet or library privileges for a specified amount of time.

#### Revision History

May 18, 2017	Policy Created. Replaces Internet Access Policy.
March 1, 2018	Reviewed by Policy Committee. No changes found necessary.
May 15, 2018	Approved by Library Board.
March 21, 2019	Removed Section IV, Paragraph E from the policy which stated "Children less than 18 years of age must have written parental / guardian permission on file prior to computer usage".
Date TBD	Policy updated for clarity and consistency throughout. Section III added guest pass access and clarified minors' access; removed fines block to access computers; removed time limit to access computers Added Section V "Printing and Copyright Disclaimer" Added Section VI "Library's Rights Reserved" Reviewed by Village legal counsel

**Mukwonago Community Library**  
**Emergency Procedures**  
**Approved: 21 June 2018**

- I. Emergency Numbers**
- II. Purpose**
- III. General Guidelines**
- IV. Evacuation Procedures**
- V. Fire**
- VI. Tornadoes**
- VII. Closings**
- VIII. Health Emergencies**
- IX. Bomb Threats**
- X. Power Outages**
- XI. Staff Training**
- XII. Active Shooter Procedures**
- XIII. Accident / Incident Report**

**Appendix A: Mukwonago Community Library Accident / Incident Report Form**

- I. Emergency Numbers**
  - Emergency Number: **911**
  - Police Department (Non-Emergency): 262-363-6434 or ext. 1221
  - Fire / Ambulance Department (Non-Emergency): 262-363-6426 or ext. 3401
  - Department of Public Works: 262-363-6447 or ext. 7100
  - Mukwonago Village Hall: 262-363-6420 or ext. 2104
- II. Purpose**



In the event of an emergency, it is the primary responsibility of the library staff present to do whatever is necessary to ensure the safety of themselves, library staff, and library patrons. People first, property / items second. Different emergencies require different protective actions to keep people safe. The purpose of this policy is to provide general guidelines as well as provide an overview of the steps that should be followed in a specific emergency.

### **III. General Guidelines**

General guidelines for action in any emergency situation are:

- (A) Attempt to remain calm.
- (B) Gather as much information as possible in regards to the location and nature of the emergency.
- (C) Evacuate the area if the threat of danger is imminent and have trained emergency personnel secure the area from entry by all.
- (D) Alert the appropriate emergency agency (police, fire, or ambulance) by calling 911 and stand available to direct them to the location of the emergency. Staff are asked not to gather around the person involved in the incident.
- (E) Contact the Library Director.

### **IV. Evacuation Procedures**

General guidelines for evacuation of the building are:

- (A) Reference staff will clear all patrons from the north side of the building (adult and young adult areas). Reference staff will check the magazine aisles, moving through fiction / nonfiction, checking the History Room, study rooms and the Young Adult area. In the case of a fire, patrons / staff should exit via the northwest corner door or the main entrance. In the case of a tornado, follow the direction of the staff to the southeast stairwell to the basement.
- (B) Circulation staff will clear the center of the building checking the bay windows through the DVDs, children's DVDs, large print stacks, and will also clear the Community Room and lobby bathrooms. In the case of a fire, patrons / staff should exit via the main entrance. In the case of a tornado, follow the direction of the staff to the southeast stairwell to the basement.

- (C) Office staff (Director, Youth Services, and Administration Office) will clear the south end of the building including MetaSpace 511 and the bathrooms on the south end of the building (children's and staff areas). In the case of a fire, patrons / staff should exit via the former library entrance located in the children's area. In the case of a tornado, follow the direction of the staff to the southeast stairwell to the basement.
- (D) On Saturdays, the Reference staff should clear the central and north end of the building. The Circulation staff should clear the south end of the building.

## **V. Fire**

Staff are asked to familiarize themselves with the locations of fire extinguishers and fire alarms before a problem occurs. Fire extinguishers are in the following areas: staff area by the whiteboard, lobby area by the bulletin boards, on the column between computer bays (north side of building), on the column by the former library entrance (south side of building). There are also several fire extinguishers located in the basement.

If you detect a fire before an alarm is activated automatically, activate the alarm and evacuate the building. You may attempt to extinguish a small fire with an extinguisher yourself after an alarm has been activated, but be careful not to place yourself in danger.

The building will need to be evacuated (See Section IV. Evacuation Procedures) once the fire alarm has sounded:

- (A) The Library Director or her/his designee will announce over the public address system that: "This is an emergency. Please use the nearest exit to evacuate the building and make your way to the St. Pius Church parking lot across Division Street." Ask everyone in the building to remain calm and walk. Do not run and do not use the elevator.
- (B) If possible, the Library Director or her/his designee should try to close the door to the burning area to confine the fire and minimize the spread of smoke.
- (C) The Library Director or her/his designee should direct staff and patrons to exit the building as quickly as possible.
- (D) The central meeting place for evacuees is the St. Pius Church parking lot located across Division Street. Do not return to the building for any reason until approval is given by the Fire Department.

Fire extinguishers are checked every year by the Fire Department and serviced every three years.

## **VI. Tornadoes**

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted.

A tornado WARNING is declared when a tornado has been sighted in the area. The village's tornado siren will be activated.

When the tornado siren sounds, patrons and staff will be directed to the basement (See Section IV. Evacuation Procedures):

- (A) The Library Director or her/his designee will announce over the public address system that: "A tornado warning has just been issued for the Mukwonago area. Please make your way to the Circulation Desk at this time for further safety instructions and directions to the basement. Thank you."
- (B) The building's evacuation procedures should be followed with all patrons and staff being directed down the stairs in the staff area located on the south end. One staff member should proceed immediately to the basement to coordinate the arrival of the patrons in the basement. The patrons will be guided to the north end of the basement until the all-clear signal is given.
- (C) A safety kit, batteries, radio, and flashlight are already located downstairs in the north end of the basement.

## **VII. Closings**

The Library Director is responsible for closing the library due to unhealthy conditions or health crises, unsafe weather conditions or other emergencies. The primary factor in any decision will be the safety of the patrons and the library staff. The Library Director will work closely with the Library Board of Trustees President to determine if the library should be closed or library operating hours adjusted. Operational hours of the library may be modified based on the amount of available staff.

In the event the library is closed to the public, library staff may still be required to report to work unless otherwise directed by the Library Director. Under any given situation, the staff member must notify the Director should she / he not be able to report to work.

In the event the library is closed or operating hours are changed, notice will be made via local TV, radio outlets, social media, and the library's website. If possible, a notice will also be posted on the library's front doors.

#### **VIII. Health Emergencies**

**911** should be called immediately in the event of any serious medical situation. Without specialized training, it is recommended that unless the situation is a life-threatening emergency, staff keep sick and injured patrons as comfortable as possible until trained, professional help arrives. If administering first aid is necessary, staff should exercise caution. An incident report should be filled out regarding any medical incidents for the protection of the staff, library and the Village.

#### **IX. Bomb Threats**

Gather as much information from the reporting caller as possible and keep the caller on the line as long as possible. Attempt to learn as much from the caller as you can, such as the planned time of explosion, the type of bomb and its location in the building. Take note of the person's voice noting its quality, mannerisms, accents, and any other distinguishing characteristics.

Immediately after the caller hangs up, call the police immediately and evacuate the building following the evacuation procedures (See Section IV. Evacuation Procedures).

#### **X. Power Outages**

In the event of a power outage, turn off and unplug computer workstations, as well as other electrical equipment (photocopiers, printers, etc.). Once the power has been restored, the equipment may be turned back on.

#### **XI. Staff Training**

All library staff and volunteers are strongly encouraged to attend training sessions. Periodically, CPR and AED training will be scheduled for library staff and volunteers. Other applicable training may also be scheduled for library staff and volunteers.

#### **XII. Active Shooter Procedures**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

- (A) Be aware of your environment and any possible dangers.
- (B) Take note of the nearest exits and if feasible, leave the building.
- (C) If you are in an office, stay there and secure the door.
- (D) If you are in a hallway, get into a room and secure the door.
- (E) As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him / her.
- (F) Call 911 when it is safe to do so.
- (G) When law enforcement arrives, show your hands and follow commands.

### **XIII. Accident / Incident Report**

Library employees are required to report in writing all accidents or unusual incidents to the Library Director within 24 hours of the incident. The time, place, nature and circumstances of the accident/incident are to be included in the report. The report should also list the names of any library employees or patrons who may have witnessed the accident or incident. (See Appendix A)

## Appendix A: Accident / Incident Report Form

Date of Accident / Incident: \_\_\_\_\_

Description of Accident / Incident: \_\_\_\_\_

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What Action was taken?

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Names / Addresses / Phone Numbers of Person / Persons involved in the incident:

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Names / Addresses / Phone Numbers of Person / Persons witnessing the incident:

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Signature and Date of Staff Member filling out report:

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### **LIBRARY DIRECTOR OR SUPERVISOR IN CHARGE TO COMPLETE SECTION BELOW**

What, in your opinion, caused the accident / incident?

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What, in your opinion, can be done to prevent a reoccurrence of this accident / incident again?

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Date Reviewed: \_\_\_\_\_

Director / Supervisor Signature: \_\_\_\_\_

### **Revision History**

<b>07 September 2017</b>	Emergency Procedures draft presented to the Policy Committee. Note that Emergency Policy is being considered more procedural and to be titled Emergency Procedures.
<b>12 October 2017</b>	Emergency Procedures draft #2 presented to the Policy Committee.
<b>16 October 2017</b>	Updated Emergency Procedures replaces Emergency Policy as motioned by the Mukwonago Community Library Board.
<b>21 June 2018</b>	Reviewed by Policy Committee and forwarded to Library Board for approval. No changes recommended.