



**ADVOCACY COMMITTEE AGENDA**  
**Wednesday, October 12, 2022, 1:30pm**  
**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 September 14, 2022, Meeting
- III. Unfinished Business**
  - a. Discussion and Possible Action: Inclusive Services Assessment & Guide
- IV. Future Meeting Dates**
  - a. Board of Trustees Meeting, October 19, 2022, 6pm
  - b. Other Meetings:

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Jeffrey Hansher, Chair

Posted: October 7, 2022



**Frank L. Weyenberg Library of Mequon-Thiensville**  
**Minutes of the Advocacy Committee Meeting**  
September 14, 2022

The Advocacy Committee of the Frank L. Weyenberg Library Board of Trustees was called to order at 10:06am, Wednesday, August 10, 2022, by Chair Jeffrey Hansher, in the Second Floor Conference Room.

**I. Call to Order, Verification of Posting**

Jeffrey Hansher called the meeting to order at 10:04am.  
Posting notice as of September 12, 2022, was verified.

Trustees present: Hansher, Rachel Burner, Catherine Perry  
Staff present: Rachel Muchin Young, Library Director

**II. Approval of Minutes**

Perry moved to approve the minutes of the August 10, 2022, meetings of the Advocacy Committee. Burner seconded the motion. Motion carried.

**III. Unfinished Business**

- a. Discussion and Possible Action: Inclusive Services Assessment & Guide  
Committee reviewed sections of the Inclusive Services Assessment & Guide (WI-DPI June 2019). They focused on the sections titled: Computers and Technology, Collection Spaces, Restrooms, Staff Areas, Access, Library Card Registration, Online Access (Website and Catalog), Marketing, Community Engagement, Funding, Self Care for Library Worker, Inclusive Culture at the Library, evaluating each item on the checklist with Yes, No, In Progress, or Not Applicable.

**IV. Next Meeting:**

- a. October 13, 2022, 1:30pm, Second Floor Conference Room

**V. Adjourn**

There being no further business to come before the Committee, Perry moved to adjourn. Burner seconded the motion. Motion carried. Meeting adjourned at 10:55am.

Respectfully submitted,  
Rachel Muchin Young, Library Director

# INCLUSIVE SERVICES ASSESSMENT RUBRIC

Frank L. Weyenberg Library of Mequon-Thiensville

Advocacy Committee/Rachel Muchin Young, Library Director

SECTION/TOPIC	MAXIMUM POINTS	ADDITIONAL ASSESSMENT DATES		SECTION AVG %
		9/30/2022	POINTS	
<b>SECTION 1: WHO IS RESPONSIBLE</b>				<b>86%</b>
<a href="#">Governance</a>	25	21.0	<b>84%</b>	
<a href="#">Administration</a>	14	13.0	<b>93%</b>	
<a href="#">Staffing</a>	19	15.5	<b>82%</b>	
<b>SECTION 2: WHAT THE LIBRARY HAS TO OFFER</b>				<b>80%</b>
<a href="#">Collections</a>	23	20.0	<b>87%</b>	
<a href="#">Programming</a>	18	13.5	<b>75%</b>	
<a href="#">Services</a>	23	18.0	<b>78%</b>	
<b>SECTION 3: WHERE THE INTERACTIONS TAKE PLACE</b>				<b>82%</b>
<a href="#">Facility - Outdoor Spaces</a>	21	19.0	<b>90%</b>	
<a href="#">Facility - Indoor Space (General)</a>	43	41.0	<b>95%</b>	
<a href="#">Facility - Meeting Room/Event Space</a>	5	5.0	<b>100%</b>	
<a href="#">Facility - Computers and Technology</a>	32	22.0	<b>69%</b>	
<a href="#">Facility - Collection Spaces</a>	15	10.0	<b>67%</b>	
<a href="#">Facility - Restrooms</a>	6	4.0	<b>67%</b>	
<a href="#">Facility - Staff Areas</a>	7	5.0	<b>71%</b>	
<a href="#">Access - Location, Hours, and Services</a>	4	4.0	<b>100%</b>	
<a href="#">Access - Library Card Registration</a>	8	7.5	<b>94%</b>	
<a href="#">Access - Online Access (Website and Catalog)</a>	10	7.0	<b>70%</b>	
<b>SECTION 4: HOW THE LIBRARY ENGAGES WITH THE COMMUNITY</b>				<b>95%</b>
<a href="#">Marketing</a>	6	6.0	<b>100%</b>	
<a href="#">Community Engagement</a>	13	13.0	<b>100%</b>	
<a href="#">Funding</a>	9	8.5	<b>94%</b>	
<a href="#">Self Care for Library Workers</a>	8	7.0	<b>88%</b>	
<a href="#">Inclusive Culture at the Library</a>	11	10.0	<b>91%</b>	
<b>OVERALL AVERAGE</b>				<b>85%</b>

## REFLECTION WORKSHEET

	TOPIC %	SEC- TION %	CONCERNS
<b>WHO IS RESPONSIBLE?</b>		<b>86%</b>	
GOVERNANACE	84%		Most IP items require revising documents.
ADMINISTRATION	93%		
STAFFING	82%		Staff training re: inclusivity is needed.
<b>WHAT THE LIBRARY HAS TO OFFER</b>		<b>80%</b>	
COLLECTIONS	87%		Collection development policy needs revisions.
PROGRAMMING	75%		Director, librarians must meet to discuss inclusion.
			Need to provide adaptive technologies, information about sensitive issues, possibly in other languages.
SERVICES	78%		
<b>WHERE THE INTERACTIONS TAKE PLACE</b>		<b>82%</b>	
FACILITY	90%		Need to install pictograms.
INDOOR SPACES (GENERAL)	95%		Need to install pictograms.
MEETING ROOM/EVENT SPACES	100%		
COMPUTERS AND TECHNOLOGY	69%		Consider more adaptive devices, written transcripts.
COLLECTION SPACES	67%		Need better signage, visual cues.
RESTROOMS	67%		Pictograms, adult changing stations.
STAFF AREAS	71%		White noise machines; ergonomic workstations?
ACCESS	100%		
LIBRARY CARD REGISTRATION	94%		Need some more policy updates.
ONLINE ACCESS	70%		Need options to convert to accessible formats.
<b>HOW THE LIBRARY ENGAGES WITH THE COMMUNITY</b>		<b>95%</b>	
MARKETING	100%		
COMMUNITY ENGAGEMENT	100%		
FUNDING	94%		Need to keep encouraging advocacy.
SELF CARE FOR LIBRARY WORKERS	88%		Need to encourage staff to slow down, reflect.
INCLUSIVE CULTURE AT THE LIBRARY	91%		We have no tracking measures.
<b>OVERALL SCORE</b>		<b>85%</b>	