RACINE
PUBLIC LIBRARY

75 7th Street
Racine, WI 53403

P   262-636-9212
W   RacineLibrary.info

Regular Board Meeting

DATE: **Thursday, January 19th, 2023**
TIME: **4:30 pm**
PLACE: Racine Public Library
         75 7th Street, Emily Lee Room
         Racine, WI 53403

Meeting available on Zoom.us at the following meeting link:
https://us02web.zoom.us/j/83366595254
Via phone: Call in: 1-312-626-6799

Meeting ID: 833 6659 5254
Passcode: 966325

> If you require a sign language interpreter, assistive listening devices, or other accommodations to participate in this meeting, please contact the Racine Public Library's Business office (262-636-9170) at least 72 hours in advance.

This meeting will be open to the public at the Racine Public Library as well as virtually via Zoom. Those wishing to observe virtually may do so by downloading the Zoom app to their personal computer, tablet, or smartphone, and utilizing the above information to join via computer, or they may dial in by telephone. If you wish to communicate in written format with the Board, send comments to the Executive Director at 75 7th Street, Racine, WI 53403 or angela.zimmermann@racinelibrary.info.

AGENDA

1. **Call to Order**
2. **Roll Call & Introductions**
3. **Comments from the Public**

   Information and comments may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Board President. The Library Board may have limited discussion on the information received, however, no action will be taken on issues raised during the public comment session unless they are otherwise on the agenda for that meeting. Public comments should be addressed to the Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Library employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Board President.

4. **Correspondence**
5. **Closed Session**

   Please take notice that the Library Board of Trustees of the Racine Public Library will make a motion to go into closed session pursuant to § Wis. Stat. 19.85(1) (f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. You are further notified that at the end of the Closed Session, a motion will be made to reconvene in open session pursuant to § Wisc. Stat. 19.85(2) to consider possible action on matters discussed in closed session.

6. **Open Session**

   Motion to reconvene into open session pursuant to § Wis. Stat 19.85(2) for possible discussion and/or action concerning any matter discussed in closed session.

7. **Consent Agenda**
   a) Approve Minutes of November 2022 Meeting
   b) Approve Financial 2022 Year End Executive Summary Report
   c) Approve Financial 2023 January Invoices and Credit Card Purchases

8. **Reports**
   a) Executive Director Report (Angela Zimmermann)
   b) RPL Board President (Trustee Kaprelian)
   c) City Council Liaison (Trustee Kaprelian)
   d) RPL Foundation and RPL Foundation Capital Campaign Initiatives (Trustee Kaprelian)
   e) RUSD Liaison (Trustee O'Connell)
   f) Prairie Lakes Library System Liaison (Trustee O'Hagan)
   g) Building & Grounds Committee Report (Trustee O'Connell) – last met on June 9th, 2021
   h) Finance & Personnel Committee Report (Trustee Kaprelian) – last met on September 14th, 2022

9. **New Business (Discussion/Action Items)**
   a) Discussion on the City of Racine resolution in support of encouraging the Racine Public Library Board to implement wage and benefit increases for the 2023 budget – Discussion/Action
   b) Approve for the Public Records Policy and the CCTV Surveillance Policy to be eliminated and incorporated in the new Confidentiality and Privacy Policy – Discussion/Action
   c) Approve 2023 Open Hours, Closures, and Holidays – Discussion/Action
   d) Approve changes made to the Public Use of Rooms Policy – Discussion/Action
   e) DPI Trustee Essentials Chapter 1: The Trustee Job Description
   f) DPI Trustee Essentials Chapter 2: Who Runs the Library?

10. **Referral Items**
11. **Confirmation of Next Board of Trustees Meeting:** *February 16th, 2023 at 4:30 pm*
12. **Adjournment**

Executive Director's Background Information on Agenda Items

Happy New Year Trustees,

As always, please refer to this background information document to guide you through the agenda items. My promise of getting us on the City's Legistar (the City's calendar with published agendas and documents) has still NOT happened. 100% my fault! There have been quite a few other things going on which have taken my attention. I will fulfill this promise for the February packet.

See you all on Thursday,
Angie

For those attending via Zoom:
Zoom Meeting Credentials

Join Zoom Meeting
https://us02web.zoom.us/j/83366595254?pwd=VURFSlU5QVB5NFI2OUw1Wm9idDRCdz09

Meeting ID: 833 6659 5254
Passcode: 966325
One tap mobile
+16469313860,,83366595254# US
+19294362866,,83366595254# US (New York)

Consent Agenda
Approve Minutes of November 2022 Meeting: Enclosed in the packet are the November 17th, 2022 Board meeting minutes. *Pages 6-7*

Approve Financial 2022 Year End Executive Summary Report: Enclosed in the packet is the executive summary of 2022 as it stands now. I'm sure there will be some final invoices that will trickle in for the 2022 year and I'll bring that final information to the February Board meeting, if so. At the February meeting, you will see the full picture of where the 2022 landed, inclusive of revenue and expenditures. *Page 8*

Approve Financial 2023 January Invoices and Credit Card Purchases: Enclosed in the packet are the monthly invoices and credit card purchases for *approval through January 11th, 2022. Pages 9-12*

The 4th quarter trust fund reports will be available by and in the February Board packet indicating what is remaining in all unrestricted accounts.

Reports
Executive Director, Board President, City Council Liaison, RPL Foundation, RUSD Liaison, Prairie Lakes Library System and various committees to report.

Enclosed in the packet is the Executive Director's report, inclusive of staff reports. *Pages 13-26*

New Business (Discussion/Action Items):

Approval for the Public Records Policy and the CCTV Surveillance Policy to be eliminated and incorporated into the new Confidentiality and Privacy Policy – Discussion/Action: (deferred from the November meeting)
The final existing RPL policies which officially needed review were the Public Records Policy and the CCTV Surveillance Policy. I'm looking to eliminate both of those and have that information located in a new all-encompassing *Confidentiality and Privacy Policy*. This was deferred from the November meeting to provide further detail on what RPL would do in the event of a data breach. RPL does not house patron information. That is a library system issue, so a Prairie Lakes Library System. The addition to the policy can be found in red to address a data breach and what our actions would be.
Current Public Records Policy: *Page 27*
Current CCTV Surveillance Policy: *Page 28-29*
New Confidentiality and Surveillance Policy: *Pages 30-38*

Approve 2023 Open Hours, Closures, and Holidays – Discussion/Action: *Enclosed in the packet* are the days I'm proposing we're closed for the 2023 year, inclusive of staff training days. *Page 39*

Approve changes made to the Public Use of Rooms Policy – Discussion/Action: Considering the 2nd floor renovation is nearing completion; the Public Use of Rooms policy needs to be significantly altered to accommodate for all of the new spaces. Changes are made in red. Keep in mind that there will also be procedures for each room (how one is expected to behave in the TeenScene, etc.). These are not included in this policy as those will be changing quite a bit over the coming months as we become familiar with the rooms. The policy will be the general, overhead document though and is VERY much a work in progress yet as we figure out how all the rooms will exactly function. The Innovation Lab and TeenScene are NOT a part of this document. I don't necessarily envision them being available for public reservation, at least not anytime soon. *Pages 40-50*

DPI Trustee Essentials Chapter 1: The Trustee Job Description: A new year means beginning all over with the Department of Public Instruction's Trustee Essentials. These are excellent to work

through for newer Board members and are a good refresher for Board members who have been on the Board a bit longer. Please read through Chapters 1 and 2 for discussion at the Board meeting. *Attached separately and linked above.*

DPI Trustee Essentials Chapter 2: Who Runs the Library? A new year means beginning all over with the Department of Public Instruction's Trustee Essentials. These are excellent to work through for newer Board members and are a good refresher for Board members who have been on the Board a bit longer. Please read through Chapters 1 and 2 for discussion at the Board meeting. *Attached separately and linked above.*

Racine Public Library Board of Trustees November 2022 DRAFT Meeting Minutes

A regular monthly meeting of the Racine Public Library Board of Trustees was held November 17th at 4:30 pm via a hybrid fashion (video conference and in-person).

Board Members present: Grace Allen (4:35), Melvin Hargrove, Rebecca Hornung, Carl Hubbard, Alberto Huerta, Melissa Kaprelian, Brian O'Connell, James O'Hagan, and Jenny Trick.

Excused Board Members: Angelina Cruz and Damian Evans

Staff Members present: Executive Director Angela Zimmermann, Deputy Director Nick Demske, and Business Manager Evelin Garcia

1. **Call to Order.** President Kaprelian called the meeting to order at 4:31 pm.
2. **Roll Call & Introductions.** None.
   a. Grace Allen was introduced as the new City of Racine Board appointment.
3. **Comments from the Public.** None.
4. **Correspondence.** Any correspondence and links were shared on the November agenda.
5. **Consent Agenda.** Trustee O'Hagan made a motion to approve the consent agenda as presented. Trustee Hargrove seconded. Motion passed unanimously.
6. **Reports.** Reports were given from the Executive Director, Vice President of the Board, City Council Liaison, RPL Foundation, and the RUSD Liaison. Executive Director and staff reports can be found in the Board packet.
7. **New Business (Discussion/Action Items)**
   a. **Approve Member Library Agreement for participation in the Prairie Lakes Library System – Discussion/Action:** Trustee Hargove made the motion to approve the member library agreement for participation in the Prairie Lakes Library System. Trustee Hornung seconded. Motion passed unanimously.
   b. **Approve Resource Library Agreement between Prairie Lakes Library System and Racine Public Library for 2023 – Discussion/Action:** Trustee Hargrove made the motion to approve the resource library agreement between Prairie Lakes Library System and Racine Public Library for 2023. Trustee Trick seconded. Motion passed unanimously.

c. **Approve an additional floating holiday for applicable employees on Friday, November 25th, 2022 (retroactive action) – Discussion/Action:** Trustee O'Hagan made the motion to approve the additional floating holiday for applicable employees on Friday, November 25th 2022. Trustee Hubbard seconded. Motion passed unanimously.

d. **Approve for the Public Records Policy and the CCTV Surveillance Policy to be eliminated and incorporated in the new Confidentiality and Privacy Policy – Discussion/Action:** Trustee O'Hagan motioned to defer this discussion item until the December meeting. Trustee Hargrove seconded. Motion passed unanimously.

e. **DPI Trustee Essentials TE27: Trustee Orientation and Continuing Education – Information:** The review and discussion of the DPI Trustee Essentials chapter #27 occurred.

8. **Referral Items:** None.
9. **Trustee Comments:** None.
10. **Confirmation of Next Meeting:** *December 15th at 4:30 pm*
11. **Adjournment:** Trustee Hargrove made a motion to adjourn the meeting at 5:12 pm. Trustee Hubbard seconded. Motion passed unanimously.

Racine Public Library Executive Account Summary
Account Balances ending 12/31/2022

ACCOUNT DESCRIPTION	2022 BUDGET	2022 ACTUAL	AVAILABLE BUDGET	2022 % USED	
Salaries	1,774,041	1,828,551.70	-54,511	103.10	*
Part Time Salaries	626,001	538,002.95	87,998	85.90	
Overtime	3,000	13,331.04	-10,331	444.40	*
FICA	183,599	177,447.56	6,151	96.60	
WRS	142,383	135,314.50	7,069	95.00	
Health Care	589,680	589,680.00	0	100.00	
Mileage	2,200	2,979.20	-779	135.40	*
Professional Services	0	2,175.00	-2,175	100.00	*
Contracted Services	221,850	218,934.48	-7,186	103.20	*
Property/Equipment Rental	14,309	13,130.81	1,178	91.80	
Advertising	2,500	2,720.90	-221	108.80	*
Office Supplies	18,000	14,302.99	3,697	79.50	
Postage & Shipping	5,400	5,387.59	12	99.80	
Copying & Printing	0	8.75	-9	100.00	*
Work Supplies	18,200	13,056.19	5,144	71.70	
Janitorial Supplies	11,700	9,947.74	1,752	85.00	
Small Equipment	400	402.95	-3	100.70	*
Licenses Permits & Fees	100	260.00	-160	260.00	*
Memberships	3,938	2,200.69	1,737	55.90	
Utilities	130,000	121,593.79	8,406	93.50	
External Communication Service	23,809	18,950.86	4,858	79.60	
Education/Training/Conferences	7,500	3,360.00	4,140	44.80	
Travel	1,000	6,019.14	-5,019	601.90	*
Building Repairs & Maintenance	21,000	9,599.25	11,401	45.70	
Equipment Repairs & Maintenan	16,000	13,529.17	2,471	84.60	
Grounds Repairs & Maintenance	13,000	9,548.42	3,452	73.40	
Software Maintenance	35,768	47,566.66	-11,799	133.00	*
I/S Building Occupancy	149,076	149,076.00	0	100.00	
I/S City Telephone System	7,035	7,035.00	0	100.00	
I/S Garage Fuel	3,800	7,347.87	-3,548	193.40	*
I/S Garage Labor	4,000	1,643.48	2,357	41.10	
I/S Garage Materials	1,500	2,494.80	-995	166.30	*
I/S Information Systems	13,126	13,125.96	0	100.00	
Equipment	22,000	13,163.37	8,837	59.80	
Computer Hardware	13,000	9,486.77	3,513	73.00	
Library Materials	40,000	28,180.85	11,819	70.50	
Library Materials-Print	106,725	122,917.98	-16,193	115.20	*
Library Materials-Serial	19,000	17,905.92	1,094	94.20	
Library Materials-Microfilm	0	0.00	0	0.00	
Library Materials-Audio Visual	41,000	27,707.33	13,293	67.60	
Library Materials-Electronic	43,735	14,848.20	28,887	34.00	
Library Materials-Other	6,000	3,704.62	2,295	61.70	
Grand Total	4,335,375	4,216,640.48	108,633	97%	

Racine Public Library
Check and Credit Card Purchases
12/11/2022 - 1/11/2022

VENDOR NAME	FULL DESCRIPTION	AMOUNT
ADOBE SYSTEMS INC	CREATIVE CLOUD & ADOBE STOCK	134.96
AGILIS LINXUP MOTOSF	TRACKING FOR TRANSIT VAN	25.00
AMZN MKTP US MB5JN6M	YS - CRAFT SUPPLIES	52.69
AMZN MKTP US MB5JN6M	TEEN - MINI HOT GLUE GUNS (6)	101.94
AMZN MKTP US MB5JN6M	TEEN - CRAFT SUPPLIES	13.98
AMZN MKTP US MB5JN6M	TEEN - CRAFT SUPPLIES	25.38
AMZN MKTP US MB5JN6M	TEEN - CRAFT KITS & WOODEN KEY TAG & PHONE STAND	60.65
AMZN MKTP US MB5JN6M	AS PROGRAM- ZIPLOCK BAGS	7.90
AMZN MKTP US MB5JN6M	DSI - VARIOUS SUPPLIES - PRINTER FILAMENT SPOOL HO	206.17
AMZN MKTP US MB5JN6M	DSI-PROFESSIONAL DRAWING PENCILS & POWER CORD	28.99
AMZN MKTP US MB5JN6M	DSI-PLYWOOD SHEETS	27.98
AMZN MKTP US MB5JN6M	AS - SPICES FOR TAKE HOME KITS	45.06
AMZN MKTP US MB5JN6M	YS - PEG DOLLS	31.99
AMZN MKTP US MB5JN6M	TEEN - STORAGE BOXES (12 PK)	35.46
AMZN MKTP US MB5JN6M	SERVING SPOONS	12.99
AMZN MKTP US MB5JN6M	CORKSCREW (2) & SERVING TONGS	36.46
AMZN MKTP US MB5JN6M	DESK ORGANIZER PENCIL HOLDER 2-4 PKS	19.80
AMZN MKTP US MB5JN6M	WALL CLOCK & OVAL SILVER MIRROR	45.38
AMZN MKTP US MB5JN6M	GARMENT RACKS (2)	99.96
AMZN MKTP US MB5JN6M	ILL PRINT MATERIAL	7.24
AMZN MKTP US MB5JN6M	PRINT MATERIAL	10.99
AMZN MKTP US MB5JN6M	PRINT MATERIAL	33.90
AMZN MKTP US MB5JN6M	PRINT MATERIAL	41.37
AMZN MKTP US MB5JN6M	AV MATERIAL	39.98
AMZN MKTP US MB5JN6M	FAMILY FUN COLLECTION - KEYS TO THE CASTLE	25.39
AMZN MKTP US MB5JN6M	HEAVY DUTY PRONG HOOKS	10.99
AMZN MKTP US MB5JN6M	TV MOUNT	117.96
AMZN MKTP US MB5JN6M	TV WALL MOUNT	59.96
AMZN MKTP US MB5JN6M	WIRELESS MOUSE & KEYBOARD COMBO	34.99
AMZN MKTP US MB5JN6M	SFP MODULES 10 PK	87.41
APPLE ONLINE STORE	APPLE MAC MINI	649.00
AUNT FLOW	FEMININE PRODUCTS DISPENSERS (2) & STOCK TO FILL	1,390.00
BARNES & NOBLE #2037	MAGAZINES (3)	25.48
BAYLON INC	ANNUAL EXTINGUISHER SERVICE	626.55
BEST BUY	DSI-NINTENDO SWITCH	14.99
BEST BUY	TEEN AREA GAMING EQUIPMENT	124.59
BEST BUY	TEEN AREA GAMING EQUIPMENT	145.35
BEST BUY	TEEN AREA GAMING EQUIPMENT	199.98

BEST BUY	SMART FIRE TV & GAMING EQUIPMENT - COMBO OF 2 IN	311.49
BEST BUY	SMART FIRE TV (2)	759.98
BEST BUY	TEEN AREA GAMING EQUIPMENT	88.25
BEST BUY	TEEN AREA GAMING EQUIPMENT	294.79
BEST BUY	TEEN AREA GAMING EQUIPMENT	295.90
BEST BUY	TEEN AREA GAMING EQUIPMENT	47.74
BEST BUY	TEEN AREA GAMING EQUIPMENT	93.44
BEST BUY	TEEN AREA GAMING EQUIPMENT	99.99
BEST BUY	REFUND TAX - TEEN AREA GAMING EQUIPMENT	-66.73
BONAFIDE SAFE & LOCK	REPAIR GARAGE DOOR LOCK	1,097.53
BRODART CO	PRINT MATERIAL	8.09
BRODART CO	PRINT MATERIAL	302.60
BRODART CO	PRINT MATERIAL	195.60
BRODART CO	PRINT MATERIAL	233.45
BRODART CO	PRINT MATERIAL	289.60
BRODART CO	PRINT MATERIAL	313.10
BRODART CO	PRINT MATERIAL	265.50
BRODART CO	PRINT MATERIAL	236.80
BRODART CO	PRINT MATERIAL	122.30
BRODART CO	PRINT MATERIAL	124.00
BRODART CO	PRINT MATERIAL	217.50
BRODART CO	PRINT MATERIAL	220.90
BRODART CO	PRINT MATERIAL	577.10
BRODART CO	PRINT MATERIAL	530.37
BRODART CO	PRINT MATERIAL	789.51
BRODART CO	PRINT MATERIAL	621.83
BRODART CO	PRINT MATERIAL	1,254.46
BRODART CO	PRINT MATERIAL	964.97
BRODART CO	PRINT MATERIAL	692.56
BRODART CO	PRINT MATERIAL	822.26
BRODART CO	PRINT MATERIAL	362.62
BRODART CO	PRINT MATERIAL	467.07
BRODART CO	PRINT MATERIAL	416.06
BRODART CO	PRINT MATERIAL	297.84
BRODART CO	PRINT MATERIAL	871.33
CITY OF LA CROSSE	CITY LIBRARY COLLECTIVE REIMB FOR LACROSSE PL	687.54
CLEANCO RACINE INC	NOVEMBER 2022 JANITORIAL SERVICE	5,809.60
CLEANCO RACINE INC	DECEMBER 2022 LIBRARY JANITORIAL SERVICE	5,072.97
CONSTANT CONTACT	EMAIL MARKETING PLAN	112.50
DOLRTREE	YS - VARIOUS PROGRAMMING SUPPLIES/DECORATIONS	18.75
FORWARD TS LTD	10/30/22 -11/29/22 CONTRACT BASE RATE CHARGE 5 COF	522.64

FORWARD TS LTD	FREIGHT ON TONER SHIPMENT	17.37
FOUR SEASONS LAWNCAR	OCT/NOV 2022 MOWING & FALL CLEAN UP	1,044.75
FOUR SEASONS LAWNCAR	NOV 2022 SNOW REMOVAL & SALTING	220.00
FOUR SEASONS LAWNCAR	12/09/2022 - SALT SIDEWALKS	60.00
FOUR SEASONS LAWNCAR	DECEMBER 2022 CLEARING & SALTING SIDEWALKS	620.00
GFL ENVIRONMENTAL IN	DEC 2022 GARBAGE & RECYCLING COLLECTION	417.98
GREAT AMERICA FINANC	SHAPR COPIERS (3) LEASE PYMT	310.77
HOBBY LOBBY #283	SCRAP BOOK PAPER-YS PROGRAM	41.98
HOME DEPOT USA INC	WATER JUGS (8) & DRILL	55.92
HOME DEPOT USA INC	WATER JUGS (8) & DRILL	319.00
LDV INC	REPAIR ACCIDENT DAMAGE ON TECH MOBILE	932.28
MICHAELS STORES 9192	SENIOR CRAFT SUPPLIES - WATERCOLORS, DRAFTING TAI	14.76
MICHAELS STORES 9192	SENIOR CRAFT SUPPLIES - WATERCOLORS, DRAFTING TAI	16.07
MICHAELS STORES 9192	SENIOR CRAFT SUPPLIES - WATERCOLORS, DRAFTING TAI	16.54
MICHAELS STORES 9192	WOOD BIRDHOUSES (20)-AS PROGRAM	73.80
MIDWEST TAPE LLC	AV MATERIAL	31.08
MIDWEST TAPE LLC	AV MATERIAL	38.88
MIDWEST TAPE LLC	AV MATERIAL	10.36
MIDWEST TAPE LLC	AV MATERIAL	6.48
MIDWEST TAPE LLC	AV MATERIAL	12.95
MIDWEST TAPE LLC	AV MATERIAL	16.20
MIDWEST TAPE LLC	AV MATERIAL	2.59
MIDWEST TAPE LLC	AV MATERIAL	25.90
MIDWEST TAPE LLC	AV MATERIAL	2.59
MIDWEST TAPE LLC	AV MATERIAL	29.16
MIDWEST TAPE LLC	AV MATERIAL	7.77
MIDWEST TAPE LLC	AV MATERIAL	10.36
MIDWEST TAPE LLC	AV MATERIAL	12.95
MIDWEST TAPE LLC	AV MATERIAL	12.95
MIDWEST TAPE LLC	AV MATERIAL	17.69
MIDWEST TAPE LLC	AV MATERIAL	198.63
MIDWEST TAPE LLC	AV MATERIAL	462.88
MIDWEST TAPE LLC	AV MATERIAL	46.91
MIDWEST TAPE LLC	AV MATERIAL	99.98
MIDWEST TAPE LLC	AV MATERIAL	101.20
MIDWEST TAPE LLC	AV MATERIAL	189.95
MIDWEST TAPE LLC	AV MATERIAL	22.49
MIDWEST TAPE LLC	AV MATERIAL	229.40
MIDWEST TAPE LLC	AV MATERIAL	26.24
MIDWEST TAPE LLC	AV MATERIAL	384.91
MIDWEST TAPE LLC	AV MATERIAL	44.23

MIDWEST TAPE LLC	AV MATERIAL	30.57
MIDWEST TAPE LLC	AV MATERIAL	57.55
MIDWEST TAPE LLC	AV MATERIAL	68.20
MIDWEST TAPE LLC	AV MATERIAL	77.96
MIDWEST TAPE LLC	DIGITAL MATERIAL	1,273.56
MINSKY-KELLY, DEBRA	NOVEMBER 2022 CLINICAL SUPERVISION SOCIAL WORKE	200.00
MINSKY-KELLY, DEBRA	DECEMBER 2022 CLINICAL SUPERVISION SOCIAL WORKEF	200.00
PACKERLAND RENTAMAT	FLOOR MAT RENTAL - 2 INVOICES: 2957509 & 2957510	149.83
PIGGLY WIGGLY #037	ZIPLOCK BAGS - QRT & GAL	13.18
QUADIENT FINANCE USA	NOVEMBER 2022 MAILER POSTAGE	13.91
QUILL CORPORATION	DSI - TONER CARTRIDGE, LABEL TAPE & SURGE PROTECT(	79.99
QUILL CORPORATION	DSI - TONER CARTRIDGE, LABEL TAPE & SURGE PROTECT(	138.34
SAMS CLUB #6331	PAPER TOWEL HOLDER & AIR FRESHNERS (2)	19.97
SAMS CLUB #6331	PAPER PLATES FOR STAFF ROOM	26.98
SAMS CLUB #6331	PAPER TOWEL HOLDER & AIR FRESHNERS (2)	2.48
STATE OF WISCONSIN D	07/01/22 - 12/31/22 TEACH SERVICES	1,500.00
TARGET	CANDY CANES, GLUE & DOMINOES-SENIOR PROGRAM-15	31.04
TRI-PHASE AUTOMATION	PHOTOELECTRIC SENSOR, LESS FREIGHT	210.85
UNIVERSAL PROTECTION	11/25/22 - 12/01/22 LIBRARY SECURITY SERVICES	569.64
UNIVERSAL PROTECTION	11/18 - 11/24 SECURITY SERVICES FOR LIBRARY	263.38
UNIVERSAL PROTECTION	12/02 - 12/ 08 SECURITY SERVICES FOR LIBRARY	575.75
UNIVERSAL PROTECTION	12/09 - 12/15 SECURITY SERVICES FOR LIBRARY	588.02
US CELLULAR	11/10/22-12/09/22 MONTHLY CELL PHONE SERVICE	408.74
US CELLULAR	11/09/22-12/08/22 BKM INTERNET SERVICE	79.04
US CELLULAR	12/10/22-01/09/23 MONTHLY CELL PHONE SERVICE	408.74
US CELLULAR	12/09/22-01/08/23 BKM INTERNET SERVICE	79.04
VELVET TOUCH LAUNDRO	LAUNDER CLEANING RAGS	38.00
VOXIMPLANT.COM	CALL CENTER & EMAIL	30.00
WISCONSIN LIBRARY AS	LIBRARY LEGISLATIVE DAY REGISTRATION FEE	28.00
WWP BATZNER PEST CON	DEC 2022 PEST CONTROL	57.00
ZOOM VIDEO COMMUNICA	DEC 2022 VIDEO COMMUNICATIONS	29.98
Total		44,558.35

Angela Zimmermann, Executive Director Report

2nd Floor Renovation Update

The 2nd floor is near completion and looks wonderful and modern. It's functional, user-friendly, and overall very exciting. I went before the City's Public Works Committee on Tuesday (January 10th) evening for a change-order concerning the 2nd floor (while the total was for $46,424.71, it was a plethora of change orders grouped together rather than smaller change orders presented individually). At the February meeting, I'll present in detail the cost breakdown of the entire second floor (still invoices trickling in), but we will be within 10% of the overall approved cost. The project was also extended out until the end of February due to supply change issues.

On January 23rd, the Lake Avenue atrium and its supplies will finally arrive. We are also waiting on the graphic which will adorn the glass wall to the History Room, the installation of the screen in the Community Room, and various lighting fixtures. For the most part, we are about 95% complete with the project.

We are also working on the proper wayfinding, procedures for various rooms/areas, and staffing for the new spaces.

Racine Public Library Foundation / Capital Campaign

Admittedly, with the holidays, the finalization of so many things with the renovation, personnel issues, the Business Manager being out for an extended time on leave, and due to the ongoing budget conversations/confusion with the City and staff, the capital campaign has been put a bit on the backburner, as running the Library takes precedence. However, there is a draft of the case statement in existence and at our next meeting with the consultant, we'll be finalizing this. I'm also currently looking for a Steering Committee Chair and an Honorary Chair to assist with the fundraising, either from the Foundation Board (which needs more bodies) or from the community.

At the approval of the Foundation Board, we have also moved the Foundation information to a landing page within our current website, which is very similar to our Friends landing page on our site. Some reasons we wanted the Foundation page on our website was because of potential security breaches with the old Foundation website. The old site was also not kept up well, and it's far easier for us to maintain it all in one location.

Community Powered Project with WI Humanities

I haven't mentioned the ARPA funded projects in a while but this particular one was a partnership with other libraries and with the WI Humanities. As background and a refresher, this project is based on a decade of community-engaged public humanities work by architecture professor Arijit Sen of UWM, working with his students and community leaders in racially and ethnic diverse MKE neighborhoods that face a variety of challenges. WH worked then on developing the Community Powered pilot project to build on Arijit's past grassroots humanities-based work, with our library partners as the anchor institution in each community. Wisconsin Humanities developed the Community Powered curriculum and materials, and

trained four young, full-time paid local Community Powered Coordinators and their library partners in techniques such as oral history collection, history harvests, and a variety of digital story collection/ storytelling approaches. Racine Public Library is one of the collaborative libraries and our coordinator Anthony (they/them) has been working with our internal mentors from Racine Public Library Local History Librarian, Rebecca Leannah and Teen Librarian, Carrie Richmond. Anthony chose to focus their project and work with the LGBTQ Center and figure out programs with them, as well as talk with the people running the Passion Project here in Racine and plan on recording the stories of those participating in the Passion Project.

As of right now, Anthony is finalizing the LGBT Resource Map with the LGBT Center. It should be available later this month and will be published with the webpage we're developing and on the LGBT Center's website. They are working with Heidi from Passion Project to set up courses on photography and encouraging the community to take photos that bring Racine members pride in their community. They are working on developing podcast classes, and will be hopefully having Heidi either assist or with the photography course they develop included in this program. Anthony is also working with Jason Love of Racine Video Production Workshop (works in Racine and Kenosha), and the Writer's Guild of Racine.
They are also looking for events around the city to try and interact more with the community and will be active in creating events for our audio/podcasting studio and our TeenScene (new teen area name) once those areas are ready to host events!

Public Safety Specialists
If the Board recalls, the Public Safety Specialist positions were approved for the 2023 budget. I had Nick (Deputy Director), Evelin (Business Manager), and Ashley (Social Worker) conduct the interviews at the end of the year for these positions. These positions are under the oversight of the Business Manager. We will be finalizing our contract with the security vendor at the end of this month and the Public Safety Specialists will begin on the 23rd and go through the onboarding process and settle into their normal hours. We are hiring two part-time Public Safety Specialists (as budgeted) and one substitute (as back-up). We also held one final Q&A session this past Friday (January 13th) with the staff and the Leadership Team for the staff to ask any further questions about the process and changes with security.

Meetings and Activities
Meetings during December dwindled a bit for me simply do the holidays and such, and most of them were centered around the 2nd floor renovation and furniture deliveries. Various community conversations happened also with the African American Chamber of Commerce (I offered to work with them to hold their Health & Business Expo this late summer on the Library grounds to gain better traction/interest for the event), various interested donors, United Way/VITA which will be returning to the Library beginning January 26th on Thursdays and Fridays, the Friends of the Library, and the Foundation. In the coming weeks, all of the regular and quarterly meetings begin for me such as SRLAAW, WI Resource Library Directors, Prairie Lakes Library System Directors, City Library Collective meetings, capital campaign consultant meetings, as well as Library Legislative Day on February 7th.

Nick Demske, Deputy Director

--We reviewed applications and conducted interviews for our Public Safety Specialist roles--the roles which will be replacing the current contracted security guards we have. Since December ended--and as of the writing of this report--we've also successfully hired for those roles, and those new employees will start their employment before the month is over. There is much more to do around establishing these new personnel into the institution, but this is an item that is a very significant accomplishment--as it has been discussed as an institutional need literally since long before I started working here, nearly 16 years ago. Angie and the leadership team have talked about shifting the organizational culture for the last two years, and they are very much doing that in this change. It's something that took a ton of discussions, consensus building and training/education for all of us as staff members and its significance can't really be overstated.

--We continued the long ongoing saga of reviewing applications, scheduling, and conducting interviews for another part time bookmobile driver and, after this last month of work, my hope is that we may be able to report a new staff member in that role by the January Board meeting.

--Typically, every year during the holidays, Bookmobile is out of operation because it is the time of the year where it receives annual maintenance. This year, however, because we have the Techmobile, Angie arranged for us to still have limited mobile availability throughout the duration of the holidays. The process had its hiccups for a number of reasons, but ultimately we were still able to provide 100% more mobile services this holiday season than we've ever provided in the past.

--Lastly, I'll just mention that as the building renovation (hopefully) nears its end and is looking more and more impressive every day, we are receiving constant positive comments on how impressed community members are with the changes. I not only want to acknowledge Angie for taking full leadership of that effort and handling so much of it personally, but also want to acknowledge our staff--and even our patrons--for their patience, tolerance and perseverance as they struggled to serve the public while heavy duty construction was happening all around them since May now. Again, this is an enormous accomplishment that everyone in this administration and on this staff can feel very proud to have taken part of.

December Programming Statistics

The Library presented 22 programs in December, which reached a total participation of 1190 people--a larger total than most months this year. 20 programs were in person and 2 were virtual. In person programs had an average of 58 attendees, and the virtual programs had an average of 12 attendees.

Programs	# of Program	Participants	Format

Steve Darnall: 'Tis the Season: Holiday Traditions from Radio's Golden Age	1	15	Live virtual
Girls Who Code - Fratt	1	5	In-person
RUSD Maker Faire Outreach	1	150	In-person
Android 101	1	1	In-person
RUSD Maker Faire Outreach - Knapp	1	225	In-person
Holiday Craft	4	69	In-person
RUSD Maker Faire - Julian Thomas	2	350	In-person
Family Storytime	1	21	In-person
Maker Monday	1	20	In-person
Maker Faire Outreach to Shulte	1	150	In-person
Podcast 101	1	6	In-person
Afternoon Book Group	1	9	Live virtual
Coding blocks	1	2	In-person
Maker Faire Outreach at Wadewitz Day 1	1	150	In-person
A Brie to Disa Brie	1	5	In-person
3d Printing	1	3	In-person
Poetry and Painting	1	8	In-person
Cutting the Cord	1	1	In-person
TOTAL	22	1190	

Patron Services

In December, staff answered 1718 questions via phone and chat and 6652 in person. A total of 8370 questions were answered across all methods of communication. 79% of the reference questions were asked in person, while 21% were received over the phone or via chat.

Total # of phone calls (reference)	1002
Total # of phone calls (curbside)	204
Total # of phone calls	1206
Avg. # of calls per day	47.71

Avg. # of calls per hour	4.98
Total talk time (reference)	3423.05
Total talk time (curbside)	551.9
Total talk time	3974.95
Avg. call length (reference)	3.42
Avg. call length (curbside)	2.71
Total chats	53
Total chat messages	262
Avg. # of messages per chat	4.94
Total phone and chat questions	1718
In-person reference questions	6652
Total # of reference questions answered	8370
Computer usage - total logins	717
Computer usage - total time	579.43
Computer usage - avg. time per login	48.51
Faxes	527
Scans	2901

Social Worker report: *submitted by Ashley Cedeño*

Month: December 2022

Bus Passes
- Total bus passes given out: 31

Patron Interactions (drop-in, by appointment or phone call): 40
> *patron interactions do not include bus passes*

September 21': 6
October: 15
November: 15
December: 19
January 22': 24
February: 20
March: 28
April: 61
May: 34
June: 36
July: 39
August: 42

September: 33
October: 40
November: 52
December: 40

2022 Total Interactions (appointments and walk-ins): **449**

Need/Concerns:

Applying for Benefits/Financial Assistance	11
COVID-19	
Domestic Abuse	
Education	
Emotional Support	2
Employment	1
Food Insecurity	1
General	8
Healthcare	3
Housing	
Incidents/Crisis	1
Internet/Hotspot	4
Legal	2
Mental Health	
Re-entry Services	
Refugee Support	
Sensory Room	
Sexual Assault Services	
Substance Use	
Transportation (not including bus passes)	7
Veteran Services	

Continued Education (CE):
- N/A

Other:
- Met with Crystal Landeros at Healthcare Network to discuss collaborations around health education and advertisement of RPL's Blood Pressure Kits

- Was a part of interviewing committee for Public Safety Specialist position

Circulation Report of December Activities 2022: *submitted by Chris Tobias*

RPL circulated a total of 28,753 in December of 2022. 26,601 items from Main and 2,152 items from the Bookmobile. November 2022 circulation was 33,912. Approximately 7,083 holds were placed and filled. 5,283 items loaned from our collection to other libraries, and 4,794 received for RPL patrons. 191 new library cards were issued during the month of December. 1,279 items were loaned out to patrons via our Home Delivery Service in the month of December.

- In December circulation staff inducted 69,098 items through the automated material handler (AMH).

Technical Services Report of December Activities 2022: *submitted by Chris Tobias*

In December TSD staff placed orders for 370 items and received 1341 previously ordered items. A total of 1345 items were added to the catalog.

Beyond Books Collection added:
- Adult Sensory Kit
- Movement Sensory Kit

Circulation Statistics: *submitted by Chris Tobias*

2022 Monthly Statistics	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total
Circulation													
Main	30,954	33,151	36,271	34,038	32,801	33,662	34,154	34,868	32,600	31,793	30,795	26,601	391,688
Bookmobile	3,605	2,993	3,974	3,504	3,273	3,453	3,515	3,869	3,647	3,378	3,117	2,152	40,480
Total	34,559	36,144	40,245	37,542	36,074	37,115	37,669	38,737	36,247	35,171	33,912	28,753	432,168
Home Delivery Service	1,465	1,355	1,532	1,232	1,219	1,115	1,415	1,032	1,437	1,012	1,642	1,279	15,735
Bulk Loans (Outreach)		780	650	770	642	773	880	720	860	934	960	860	8,829
Holds Placed	10,269	9,355	9,517	8,603	8,451	8,046	8,298	8,911	9,067	8,846	8,263	7,083	104,709

Interlibrary Loans													
SHARE Loaned	7,055	6,547	6,269	6,263	5,944	6,138	5,713	6,455	5,856	6,090	6,300	5,198	73,828
ILL Loaned (Wiscat Lender filled)	98	103	108	128	85	103	84	97	95	96	77	85	1,159
Total Loaned	7,153	6,650	6,377	6,391	6,029	6,241	5,797	6,552	5,951	6,186	6,377	5,283	74,987
SHARE Received	5,237	4,979	5,315	5,133	5,741	5,894	5,984	5,862	5,866	5,770	5,393	4,730	65,904
ILL Received (Wiscat Borrower filled)	112	129	151	139	81	146	104	116	125	93	93	64	1,353
Total Received	5,349	5,108	5,466	5,272	5,822	6,040	6,088	5,978	5,991	5,863	5,486	4,794	67,257
Overdrive Downloads													
Audiobooks	3,876	3,697	4,126	3,858	3,973	4,001	4,120	4,147	4,131	4,025	3,835	3,771	47,560
EBooks	5,600	5,085	5,483	5,233	5,358	5,382	5,609	5,660	4,827	5,071	4,901	4,905	63,114
Periodicals	478	366	367	570	442	354	370	456	305	361	411	351	4,831
Other	6	7	11	4	4	-	2	1	-	-	-	-	35
Total downloads	9,960	9,155	9,987	9,665	9,777	9,737	10,101	10,264	9,263	9,457	9,147	9,027	115,540
Hours Open													
Main	224	222	257	230	229	246	225	243	230	238	235	201	2780
Mobile	140	129.25	153.25	137.5	135.25	147	141.25	158	141.75	145.75	142.25	80	1651.25
Total	364	351.25	410.25	367.5	364.25	393	366.25	401	371.75	383.75	377.25	281	4431.25

Library Cards Issued													
Adult	114	150	179	172	147	183	222	207	156	150	137	87	1,904
Juvenile	29	41	47	62	57	117	93	100	73	63	50	27	759
HOMEDELIV	-	2	-	-	1	1	1	2	1	1	4	1	14
Lost Cards	86	108	114	129	103	134	120	138	99	92	94	76	1,293
Total	229	301	340	363	308	435	436	447	329	306	285	191	3,970
AMH Inductions	79224	77638	85631	81358	75346	80002	79125	84439	78571	78198	81109	69098	949,739

Staff Continuing Education Activities

We had a reported total of eight hours of CE from 2 staff members for December.

At this, the end of the year, I just want to take a moment to reflect on not even just all the ways the staff members here touch hearts and help brighten days and lives…but even engage in heroic or life changing acts. It happens with regularity here and it is a huge reason why the RPL--and public libraries in general--are so incredible.

This past month, Rebecca Leannah, our Local History Librarian, noted that not only has she been able to do more research projects for patrons than usual (which is especially impressive, because December is usually such a lull month), but she even was successful in "connecting a lost half-sister and daughter to their half-brother here in Racine" through her research skills and assistance. This is definitely a remarkable service to get to provide to these patrons and the fact that a librarian will help with something so potentially impactful for free never ceases to amaze me.

Rebecca is also joined by Sue McGrath, Ashley Cedeño, and Sean O'Toole as a team that helped respond to and resolve a serious medical incident that a patron experienced while at the library in December. Having assisted with a number of these personally at the RPL, I know how potentially scary, high-stress and emotionally demanding these instances can be, when they emerge. From all reports, though, these 4 sprung into coordinated action and did everything as well as possibly could've been expected of them to be there for this patron in crisis and stabilize the situation until emergency workers arrived. Big thank you to those 4 this month especially for stepping up during a critical incident!

The last act of heroism I will mention comes via our Stationary Engineer, Michael Monday, who has an indomitable spirit and whose respectful demeanor has earned him respect in turn from every one of his colleagues here. We are so lucky to have Mike on staff here every day. But we

were especially lucky to have him here on a day between Christmas and New Year's when, after he had left the building to begin a 5-day vacation, he came back after 6pm because *both* of the front doors were malfunctioning and no one could get through them to get inside the library. Many people worked to assist patrons during this technological fail, but Mike came back into work in his sweatpants and wrestled the doors back into proper working order. It was truly a Christmas miracle.

Thanks Mike, and thanks to all of our staff for putting in another year's worth of heroic community service.

Evelin Garcia, Business Manager

Business Office
- Working on processes w/ Director
  - Meeting room rental
    - $50 for new space
    - $25 for lee room
  - Purchasing
  - Capital campaign
  - Getting the bikes refinished
    - w/be picked up in January
  - Ordering needed items for 2nd floor
  - Received quote for exterior cameras
  - Quote for postage machine

- Working with DSI
  - Asset Tagging
    - On-going process

- Assisting with Ruff Readers Program
  - Administrative duties
    - New session will begin in February of 2023

- Assisting Marketing
  - Listing daily programs on boards

- Safety Specialist
  - Will start on the 23rd

Building
- Working with the City to get the handle bars repaired
  - Undetermined - when they will be fixed
- Moving furniture
- Maintaining the exterior clean

- Check into the front doors
- Working on cleaning contract
  - Will stay with current vendor
    - Fixed monthly cost
  - Will be getting a quote for blinds to be cleaned (every 6 mo)
  - Quote to get carpets washed yearly

Training
- Shooting Training sometime in January

Shay King, Head of Business Development

Fundraising
Dream Unbounded: The Campaign for the Racine Public Library
The layout of the case statement is almost complete, with one section pending additional detail and the overall document pending a final round of revisions.

Annual Fundraising
The Racine Public Library Foundation's website has been converted into a webpage on the Racine Public Library's website: RacinePublicLibrary.info/foundation. The DSI team is working on closing the old website and redirecting it to the new webpage.

The report of results from the December fundraising mailings is in progress through the business office.

Press highlights
In December, the library was referenced **in the media at least 17 times**.

Highlighted coverage:
- Racine Public Library offers ebook service - The Journal Times, Dec. 26

Owned media highlights
Website
December visitors: 5,696 (4,643 new)
December pageviews: 19,175

New pages:
- The Racine Public Library Foundation

Most visited pages:
- Homepage (57%)

- Libby vs. hoopla (3%)
- Library GO! (2%)

Google Business Listing
December calls: 274
December direction requests: 333
December website clicks: 1,791
December appearances in search results: 3,040
December business profile views: 5,369

Our Google profile's busiest day was Dec. 27, the first day we reopened after the weather closing and Christmas holiday.

Search terms that revealed the library's page
* This excludes searches for the org in general, like "racine library" or "library near me." Any searches without a number were shown on Google as "<15" searches.
- Our hours (34)
- Racine Public Library photos (23)
- Searches for locations: 7008 155th Avenue, Kenosha; Caledonia Public Library; Franksville WI library; Indian Village Restaurant, West Forest Home Avenue, Greenfield WI; Racine County Jail; Racine WI and other variants
- Searches for the Bookmobile (3+)
- Searches for library cards (2+)
- Searches for our dropboxes (2+)
- Searches for programs - Paint N Sip; retro anime
- Racine County phone number
- "Racine Public Library reviews"
- "Racine Public Library services"

Newsletter
December open rate: 27.8%
December click rate: .5%
Current newsletter recipients: 18,650
Most-opened newsletter: Dec. 9, 27.8% open rate - "Last Maker Monday of the Year! Monday, Dec. 12" with the preheader "🕎 Holiday Reads for you to Check Out 🎅"
Most-clicked newsletter: See above, .5% click rate - most-clicked link to Spice It Up program (21 clicks)

Social Media
Facebook
Current likes: 5,090 (1% up)
December reach: 7,946 (77.8% down)
December posts and stories: 24
Most-reached post: 2,044 reach - Dec. 22 digital titles promo

Instagram
Current followers: 1,077
December reach: 889 (12.8% up)
December posts and stories: 16
Most-reached post: 475 reach - Dec. 11 meme about new desk

TikTok
December followers: 188 (10% up)
December video views: 404
December video uploads: 1

Our most popular video gained another 325 views (4,408 total).

Melissa Donaldson, Head of Digital Services and Innovation

Programming

In December the Digital Services Innovation Team held and participated in 16 programs with a total attendance of 1077 participants.

Our team helped the RUSD with their STEAM Maker Faire. I received the email below from the event coordinator.

Hey Melissa,

I just wanted to thank you and your team for helping out at the Maker Faire. I thought the entire event went really well and I attribute that to all the volunteers helping at the Maker Faire. Having individuals helping with background knowledge with using the Makey Makey was HUGE!! Thanks again for all your help and I hope you have a great holiday break.

--
David Venne
Assistant Director of STEAM
262-220-0969
x7090

STEAM AT RACINE UNIFIED SCHOOL DISTRICT
TEACHING THROUGH THE LENS OF STEAM

Tech Support
- Digital Services and Innovation Lab staff had 27 appointments with patrons this month. This comes to about 13.5 hours of work for the staff.
- DSI had 4 support tickets come in from staff.

<u>Partnerships</u>
- Continue to partner with IT Collaborative Group.
- Continue to partner with RUSD for various tech-related programs.

CURRENT POLICY

RACINE PUBLIC LIBRARY
PUBLIC RECORDS POLICY

1.   **Public Records Access**

It is public policy that all individuals are entitled to as much information as provided by law regarding the affairs of government and the official actions of representatives of government.

Per Wisconsin Statute §19.34(1), the City of Racine is required to adopt, display and make available for inspection and copying at its offices, a notice containing a description of the City and the established times and places at which the public may obtain information and access to records from the legal custodian of the department, make requests for records, or obtain copies of records, and how much will be charged for the copies. Per Wisconsin Statute §19.34 2(a) and 2(b), access to records must be provided during office hours if there are regular hours at the location where the record is. If there are not regular hours, the City must provide access (1) on 48 hours' advance notice; or (2) in an established period of at least 2 consecutive hours per week.

A record requester shall be allowed to inspect or copy a record and the City must provide facilities comparable to those used by its employees during established office hours. The City is not required to purchase or lease equipment or to provide a separate room for the inspection, copying or abstracting of records (§19.35 (2). However, the law does not require the immediate, unlimited access to records, and there are certain records that may not be disclosed to the public under any circumstances. Under no circumstances is the City required to create a record to respond to a public records request. In addition, the law permits a records custodian time to reflect upon the request and assure a proper disclosure is made.

The City Attorney is the City's designated public records counselor. All public record requests and responses must be reviewed and coordinated with the City Attorney's Office.

Approved by the Racine Public Library Board of Trustees, March 19, 2015

RACINE PUBLIC LIBRARY
CCTV Surveillance Policy

Purpose

The Racine Public Library Board of Trustees is responsible for establishing rules to maintain security and safety for members of the public and library employees. As part of that responsibility, the Board has adopted this policy to regulate the use of closed circuit television (CCTV) to observe and record public areas on the premises of the Racine Public Library.

Purpose and Scope of Surveillance

The purpose of CCTV surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance will be conducted in public areas of the library for security purposes, in a manner consistent with other existing library policies.

The library reaffirms its support for Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."

The public will be notified, by signage at each entrance to the library, that video surveillance is in use for security purposes. Cameras may be installed in public locations within and outside the library, including common spaces such as entrances, near book and media collections, and public seating areas. Cameras will not be installed in areas where library users or staff members have a reasonable expectation of privacy, such as restrooms or employee break rooms.

Video surveillance will be conducted in a professional manner by personnel who have been appropriately trained in its responsible use by the security manager or other security personnel.

Recorded video will ordinarily be retained for a period of no more than 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other use as approved by the director, or by the security manager with approval of the director.

Persons with authorized access to the CCTV surveillance system shall be limited to:
• The director and his/her designees
• The security manager (head of circulation/outreach/technical services/security) and his/her designees
• Security guards
• The information technology (IT) manager and his/her designees
• Public service desk staff, for the limited purpose of monitoring real-time use of designated public areas approved by the security manager. These areas may include the Youth Services area, meeting rooms and Computer Lab.

• Contractors authorized by the security manager, for the limited purpose of performing repair, installation, and maintenance on the system

Responsibilities

1. The security manager, in consultation with the director and/or business manager, is responsible to authorize installation, relocation, replacement and use of all CCTV camera surveillance for safety and security purposes at the library.

2. The security manager must review and approve the proposed location of all permanent CCTV cameras before installation.

3. No recordings or images captured by CCTV cameras which show identifiable persons, identifiable library materials in the possession of a library users, or other readable communication from a library user to a library employee shall be released at the request of third parties until the proprietary of disclosing the requested recordings or images has been evaluated as provided in Item 4 below.

4. The security manager, in consultation with the director and/or deputy director, will review all requests received by the library to release recordings or images obtained by means of CCTV surveillance. Video recordings and images obtained through CCTV surveillance will be released, or disclosure will be declined, in accordance with applicable laws under exigent circumstances, or in response to a search warrant or court order. An exigent circumstance is defined as an urgent situation requiring swift investigation and action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. Also, recordings or images captured by CCTV surveillance may be shared with library insurance representatives when relevant to an insurance claim investigation. No release of CCTV recordings or images will occur without prior authorization by the security manager or his/her designee, after consultation with the director.

5. The security manager will store, in a secure location, recorded video footage or images retained as part of a criminal investigation or court proceedings, or for other use as approved by the director, or the security manager with approval of the director.

6. When an incident report is written for which an image would be a helpful and integral part of the report, the image may be downloaded by security personnel and attached to the report for distribution to authorized internal personnel via print or the staff intranet. Distribution of such reports shall be under the direction of the security manager on a "need to know" basis.

Related Policies and Procedures
• Customer Promise Policy
• ALA Code of Ethics

Racine Public Library
Confidentiality and Privacy Policy

Privacy Statement

Protecting Library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of Library books, materials, equipment, programs, services, facilities, and/or staff assistance is an important principle of the Library. This policy affirms the Library's commitment to privacy, explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them.

Definition of Terms

- **Privacy** is the right to seek information through Library resources without having the subject of interest known or examined by others.
- **Confidentiality** exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- **Personally identifiable information** is information such as name, Library card number, e-mail or mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the Library in keeping records confidential. In certain circumstances, Library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56). In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant. Staff members are provided training in handling requests from law enforcement. The staff procedure can be found in Appendix 1 to this policy.

The relevant Wisconsin laws concerning the confidentiality of Library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of Library materials, resources, or services.

Wis. State Statute 43.30 requires that Library records may only be disclosed under the following circumstances:

1. With the consent of the individual Library user.

2. To a custodial parent or legal guardian of a juvenile under 16 years of age.

3. By court order.

4. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the Library. In this instance, the Library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.

5. To persons acting within the scope of their duties in the administration of the Library or Library system.

6. To other libraries for interlibrary loan purposes in accordance with the standards set forth in Wisconsin Statute Sections 43.30(2) and (3).

7. To a qualifying third party[1] to assist with delinquent accounts. Under the provisions of the law, the Library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for Library business purposes.

1. To receive a Library card, Library users are required to provide identifying information such as name, birth date, picture ID, and physical as well as mailing address (if different). The identifying information is retained, as long as the Library user continues to use the Library card. In most cases the information will be in the database for a maximum of three years after the person stops using the Library card at which time the record is deleted.

2. A Library user's circulation record includes current identifying information, items currently checked out[2] or on hold, as well as overdue materials and fines.

3. Ninety days after an item is returned, the Library System removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

4. The Library may also gather information necessary to provide a requested service to a Library user including but not limited to the following examples:

   • Records of electronic access information such as the Library card or guest pass number used to log onto Library public computers or search a Library database

   • Records for interlibrary loan requests or reference services

   • Records needed to sign up for or participate in Library classes and programs

- Records for use of meeting rooms

- Records for receiving emails and/or text messages about Library services and programs

Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to Library staff may be subject to open records requirements.

5. The Library treats records as confidential in accordance with Wisconsin State Statute (43.30). The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility
Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a Library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use

- Don't share the Library card, user IDs, or passwords

- Select passwords which are easy to remember, but difficult for others to guess by including a mixture of numbers, symbols, and/or upper and lowercase letters

Keeping Account Information Up-To-Date

A patron may access his/her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that Library operations can function properly. A patron may view or update his/her personal information in person. He or she may be asked to provide some sort of verification or identification card to ensure verification of identity.

Parents and Children

For the protection of patrons, parents seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent. According to Wisconsin State Statute 3.30(1b)(1a) "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under s.767.41(4).

Items on hold

Items placed on hold for Library patrons are shelved for pick-up in the public areas of the Library. Patrons of any age may choose to have other people pick up their holds. Holds will be checked out on the Library card presented at the time of check-out.

Public Computer Use and the Library's Automation Systems

The Library routinely and regularly purges information that may be linked to Library users, such as information from web servers, mail servers, computer time management software, interlibrary loan requests, and other Library information gathered or stored in electronic format.

The Library System maintains the online catalog and a number of databases. The Library System automatically collects and maintains statistical information about Library users' visits to the Library catalog and databases. This information includes the IP address of the visitor, the computer and web browser type, the pages used, the time and date, and any errors that occurred. This information is used for internal reporting purposes and individual users are not identified.

Network traffic is monitored to identify unauthorized attempts to upload or otherwise damage the web service. If a Library user chooses to pay fines and fees via credit card, the credit card number is not stored in the user's Library account; it is simply passed through to the payment processor.

Websites

The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites which may be different from the privacy practices described in this policy. The Library encourages Library users to become familiar with privacy policies of other sites visited, including linked sites.

The Library website does not collect personally identifying information from visitors to the website unless the patron requests a service via the Library website. The Library may collect non-personal information from visitors to the website for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal information collected include Internet Protocol (IP) address of the computer, the type and version of browser and operating system the computer uses, geographical location of

the network used to link to the Library's site, and time and date of the access. There is no link to personally identifiable information in computer communications, unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary "cookies" to maintain authentication when a patron is logged in to

the online catalog. A "cookie" is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use "cookies" to help control browser sessions. Websites may use the record of "cookies" to see how the website is being accessed and when, but not by whom. To learn more about cookies and protecting privacy online visit **OnGuard Online**.

Library database users are asked for their Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and the Library System work with a variety of partners to provide e-content (e.g. e-books, e-audios, e-music, e-videos, e-magazines) to users. Prior to checking out any of the

Library's e-content users should read the privacy policy of the company that is providing the service. For example, users who check out e-books from the Wisconsin Digital Library for use on their Kindle (or via a Kindle app) will receive those e-books via Amazon. Amazon's privacy policy describes the kind of information that is collected and stored in connection with such transactions. However, all other e-book formats within the OverDrive collection do not collect this information.

Wireless Access

The Library offers free wireless access (Wi-Fi) for Library patrons to use with their own personal notebooks, laptops and other mobile devices. These access points are unsecured. A patron's use of this service is governed by the Library's internet policy.

Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within the building that are not provided by the Library. Use of these non-Library wireless networks within the Library's facilities is also governed by the Library's internet policy.

As with most public wireless "hotspots," the Library's wireless connection is not secure. Any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hotspot." Use of the Library's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss of confidential information or damages resulting from that loss

Other services

Some patrons may choose to take advantage of RSS feeds from the Library's website, hold and overdue notices via e-mail or text message, and similar services that send personally identifiable information related to Library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside the Library's control.

Radio Frequency Identification (RFID)

The Library uses RFID technology to secure and circulate its collection.

1. The only information stored on the RFID tag is the item barcode and a security bit that indicates if the item is in or out of the Library.

2. RFID technology is not used in Library cards.

Library Photos

The Library takes photos at Library programs and they may be posted to the website or used in promotions. Patrons are advised to step to the side or notify Library staff members if they do not wish to be in photographs.

Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises may be under continuous video surveillance and recording.

Images from the Library surveillance system may be stored digitally on hardware in the library. It is the intent of the Library to retain all recorded images for a minimum of thirty days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images. Typically, images will not be routinely monitored in real-time, nor reviewed by Library staff, except when specifically authorized by the Executive Director.

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Video surveillance data are considered to be protected public Library records. State Statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a Library supported in whole or in part by public funds, the Library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.

2. If a Library requests the assistance of a law enforcement officer, and the Director of the Library determines that records produced by a surveillance device under the control of the Library may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement.

Illegal activity prohibited and not protected

Patrons may conduct only legal activity while using Library resources and services. Nothing in this policy prevents the Library from exercising its right to enforce its Code of Conduct, protect its facilities, network and equipment from harm, or prevent the use of Library facilities and equipment for illegal purposes. The Library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or Library policy is suspected. Staff is authorized to take immediate action to protect the security of Library patrons, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and redress

Patrons with questions, concerns, or complaints about the handling of his/her personally identifiable information or this policy may file written comments with the Executive Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

The Executive Director is custodian of Library records and is authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Executive Director

may delegate this authority to designated members of the Library's leadership team. The Executive Director confers with the City Attorney before determining the proper response to any request for records. The Library will not make Library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All Library staff are trained to refer any law enforcement inquiries to the Executive Director.

Breach of Security

Any actual or suspected security breaches involving confidential information must be reported immediately to the Head of Digital Services and Innovation and the Executive Director. Incident response procedures will be initiated to identify the suspected breach, remediate the breach, and notify appropriate parties (Prairie Lakes Library System) as well as follow the Federal Trade Commission's response to a data breach.

Policy Changes

This Privacy Policy may be revised to reflect changes in the Library's policies and practices or to reflect new services and content provided by the Library. Patrons are encouraged to check this document periodically to stay informed of the Library's current privacy guidelines.

Footnotes

[1]   Qualifying third parties are:

- a collection agency
- a law enforcement agency, but only if the dollar value of the individual's delinquent account is at least $50.

[2]   Patron records show current checkouts. When an item is returned, it is removed from the patron's checkout list. However, patrons who sign up for the reading history service will have their checkout history saved instead of purged. The user has the option to turn off the service and delete his/her reading history at any time.

Appendix 1

Procedures for Complying with Law Enforcement Request for Information

The Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

If anyone approaches staff alleging to be a law enforcement official requesting information, staff will immediately contact the Executive Director. In the Executive Director's absence, the highest ranking person on duty is responsible for working with the requestor.

The Executive Director or her/his representative will ask to see official identification and will photocopy the ID.

If the law enforcement officer does not have a court order compelling the production of records, the Director or her/his representative shall explain the state statute regarding confidentiality of Library records under ss. 43.30. Staff will not disclose any information to law enforcement personnel without a court order.

If the law enforcement official presents a subpoena, the Executive Director or her/his representative will contact the City Attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. In the event that the City Attorney is not available, the Deputy City Attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.

If the law enforcement official presents a search warrant, it is executable immediately. The Executive Director or her/his representative will notify the City Attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The Executive Director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of Library property.

The Executive Director or her/his representative will inventory any items removed from the Library as a result of the search warrant.

The Library will keep a record of all legal requests.

The Library will keep a record of all costs incurred by any search and/or seizures, including time spent by Library staff assisting in the search or the inventorying of items.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant. Failure to comply exposes individuals to criminal and civil penalties under the USA Patriot Act. The gag order does not change the Library's right to legal representation during the search. An attorney should be called immediately, although the FBI does not have to wait until the Library receives legal counsel before acting on the court order. If the Library's legal counsel cannot be reached, the Library Director or her/his designee, will call the ALA Office for Intellectual Freedom (OIF) at 800-545- 2433 x4223 and state only "I need to speak with an attorney." The OIF will put the caller in touch with an attorney familiar with FISA. The staff member should not inform OIF staff of the existence of the warrant.

Emergency Disclosures of Communication

If the Library staff observes what could reasonably be construed as a threat of imminent danger to life, the staff member is to immediately alert local law enforcement through the 9-1-1 emergency response system and then immediately inform the highest ranking person on duty. The highest ranking person on duty should then immediately contact the Executive Director.

Approved by: RPL Board of Trustees
Approved Date: January 19th, 2023
Review Schedule: Annual.
Next Review Date: January 2024

2023 Racine Public Library Holiday Schedule

New Year's Day Observance	Monday, January 2nd
Martin Luther King Jr. Day	Monday, January 16th
All-Staff Training Day	Friday, May 12th
Memorial Day	Monday, May 29th
Independence Day	Tuesday, July 4th
Labor Day	Monday, September 4th
All-Staff Training Day	Friday, October 20th
Thanksgiving Day	Thursday, November 23rd
Christmas Eve Observance	Monday December 25th
Christmas Day Observance	Tuesday, December 26th
New Year's Eve Observance	Monday, January 1st, 2024

Note: I do NOT have us closing the Spring Break Holiday (Friday, April 7th) nor Thanksgiving Friday (Friday, November 24th). These are City of Racine holidays but based off of how successful Black Friday was for us this past year, I foresee it being just as successful again. The Spring Break holiday would be new for us to be open. Just as this past Thanksgiving Friday, those who would receive holiday pay that day would receive a floating holiday instead.

Racine Public Library
Public Use of Rooms Policy

I.   **Intended Purpose and Sharing of Space**

The Racine Public Library Public Use of Rooms Policy supports the American Library Association's *Library Bill of Rights* which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The Racine Public Library is committed to racial equity and social justice. Our Library strives to maintain welcoming and inclusive public spaces. Meeting and Study Rooms are heavily used and the Public Use of Rooms Policy aims to support equitable distribution of a shared community resource.

Meeting Rooms, Study Rooms, and the Racine History Room are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the Library's rooms does not constitute the Library's endorsement or advocacy of a meeting's content or an individual/group. Public Use of Library rooms may include content that may be unorthodox, unpopular with the majority, or controversial in nature.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Racine Public Library's Rules of Behavior Policy applies to programs or meetings held within meeting and study rooms. Use of meeting and study rooms should not interfere with the normal functions of the Library. Library staff will have free access to rooms at all times. The rooms may not be used for private social functions. The Executive Director shall be responsible for developing and implementing rules and procedures governing use of the Meeting rooms, Study rooms and Racine History Room. Exceptions to the Public Use of Rooms Policy may be made at the discretion of the Executive Director.

II.   **Public Use of Meeting Rooms**

Meeting rooms are intended for larger groups than study rooms, and therefore have additional usage requirements. Non-profit groups and organizations, and business, corporate, for-profit organizations and the general public may be eligible to use the meeting rooms as long as no fee is charged for attendance, no sales or solicitations of customers or the public occur, and no advertisement of services or products takes place. The organization may have information available about its purpose, but this is not a forum to distribute materials. Any purpose which, in the opinion of the Library Board or its authorized personnel, would be disruptive to the normal operation of the Library will

not be allowed. The Library Board reserves the right to deny a return engagement to any party that violates this or any other rule stated in this policy. Permission to use the meeting rooms cannot be granted for activities prohibited under local, state, and/or federal law. The meeting room user must pay the applicable user fee but must not charge an admission fee to the public. Persons using the meeting rooms must comply with all the rules of behavior set forth in the ~~Rules of Behavior Policy~~ A Library Commitment of Excellence for All Policy. A person's right to request the use of a meeting room or to attend a meeting or program will not be denied because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Users of the meeting rooms are required to comply with the Americans with Disabilities Act in reasonably accommodating persons with disabilities. Library staff may attend or observe any meeting or program at any time. If the activities are inappropriate or disrupt the public's use of the facilities, the staff has the right to stop the meeting.

Hold Harmless Agreement:
The user must abide by this policy, indemnify the Library from any damage caused by the user, and hold the Library, the City of Racine, and its employees free from any liability. Details about the rules and fee schedules for meeting rooms usage can be found in the *Meeting Rooms Rules of Use & Fee Schedule*. Contact the Administrative Assistant at 262-636-9170 for more information about or to begin the rental process.

III.   **Public Use of Study Rooms**
The primary purpose of the study rooms is to provide space for small groups and/or individuals to meet and work. Capacities of the rooms may vary. Details about reservation and use of study rooms can be found in the *Study Rooms Rules of Use*.

IV.   **Public Use of Racine History Room**
The Racine History Room has been established for scholars and researchers needing to use the unique historical Racine materials and resources located in this room.
The Racine History Room equipment and furnishings will be used exclusively for the purpose of local history research and related activities and will be available during normal library hours. The room is not to be used as a study room. Details about the use of the Racine History Room can be found in the *Racine History Room Rules of Use*.

See also:
A. Meeting Rooms Rules of Use & Fee Schedule
B. Meeting Rooms Application
C. Study Rooms Rules of Use
D. Racine History Room Rules of Use

A. Meeting Rooms Rules of Use & Fee Schedule

City departments and committees may use the meeting rooms to conduct City of Racine business if there is no conflict with the Library's need for the rooms. The Friends of the Library and the Racine Public Library Foundation may use the room for meetings and events, which are for the purpose of supporting the Racine Public Library. No fees will be assessed for these uses.

Because the Library uses the meeting rooms routinely in carrying out the varied activities that support its mandated library service, and because of the lack of supporting staff available to provide a full range of meeting rooms services, the use of the Library meeting rooms by the general public is offered only on a limited, self-service basis. To defray the taxpayers' costs for meeting room reservation and maintenance services, the general public is required to pay a fee to use the library meeting rooms.

Priority
In all cases, the Library's use of the meeting rooms will be given first priority. To that effect, the Library reserves the right to cancel a reservation by the general public with two weeks' notice whenever the rooms are needed for Library purposes. If the Library cancels a reservation by the general public, the Library staff will attempt to find an alternate location in the Library for the meeting. All uses other than by the Library will be granted on a first come, first served basis.

Provision for Use by Minors
Minors (under eighteen years of age) must have the meeting room application signed by a sponsoring adult (at least eighteen years of age) who must also be present at the meeting.

The Library's ~~Rules of Behavior Policy~~ Library Commitment of Excellence for All Policy and the Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library are applicable to all attendees, and will be enforced in the event meeting room users bring children and leave them unattended while attending meetings.

Room Availability During Regular Open Hours of the Library
The meeting rooms will be available for use by advance reservation from when the Library opens until fifteen minutes before the library closes.

Monday through Thursday	9:00 a.m. -7:45 p.m.
Friday and Saturday	10:00 a.m.-3:45 p.m.

Room Availability After Regular Open Hours of the Library
The entire Library facility may be used for special events after hours only. A separate fee per hour will be charged for the use of the meeting rooms or areas after hours. An additional fee per hour will be charged for a ~~security guard~~ Public Safety Specialist.

Reservations
To reserve a meeting room, a representative of the reserving group, business, or organization, must fill out a reservation form, sign the hold harmless agreement, pay the user fee and file these items with the Administrative Assistant. The Administrative Assistant and the Executive Director are the only staff members authorized to process meeting room or area reservations and

to make the arrangements needed to fill them. Reservation applications, inquiries, or other concerns directed to other Racine Public Library staff members will be referred to the Administrative Assistant and/or Executive Director.

The meeting rooms must be reserved at least ~~two weeks~~ 48 hours in advance, and may be reserved up to three months in advance.

User Fees
These rates, set by the Library Board, are reviewed periodically and are subject to change by decision of the Board.

1. Atrium Area
   Seating Capacity: 75
   Fee: $25 per meeting
   ~~Security officer~~ Public Safety Specialist after hours: $25 per hour

2. Community Room
   Seating Capacity: 77
   Fee: $100 per meeting
   ~~Security officer~~ Public Safety Specialist after hours: $25 per hour

3. Business Center
   Seating Capacity: 30
   Fee: $50 per meeting
   ~~Security officer~~ Public Safety Specialist after hours: $25 per hour
   Note: When the Business Center is not reserved by a group, it will act as a dedicated quiet space for community members to use during regular Library open hours.

4. Emily Lee Room
   Seating Capacity: 30
   Fee: $25 per meeting
   ~~Security officer~~ Public Safety Specialist after hours: $25 per hour

5. Peggy Martin Room
   Seating Capacity: 20
   Fee: $25 per meeting
   ~~Security officer~~ Public Safety Specialist after hours: $25 per hour

6. Special events at the Library, after hours
   Fee: $300 per hour
   ~~Security officer~~ Public Safety Specialist after hours: $25 per hour and based on staff availability

All applicable licenses and permits are the responsibility of the user.

Room Arrangements
The meeting rooms will be set up according to the needs of the user.

Personnel
The Library cannot provide porter service to transport supplies to or from the meeting rooms, nor any custodial help beyond the normal maintenance of the rooms. The Library cannot provide personnel to assist with meetings or programs or to operate equipment.

Storage
The Library cannot provide storage for property of individuals, businesses, or organizations who meet in the library building, and assumes no responsibility for property whether attended or unattended, before, during, or after meeting room use.

Smoke-Free Facility
Because the City of Racine is smoke-free by City Ordinance, smoking is not allowed in any meeting area.

Technology
The Library can provide a microphone, screen, LCD projector, sound system and laptop computer. Users who wish to borrow this equipment must request it when they reserve the date.

Damage to any Library equipment will be billed to the person/organization responsible for the reservation, including repair/replacement

Prohibition of the Use of the Library Name and Address
~~In any public announcement, the meeting room user is prohibited from using the Racine Public Library's name and/or address in such a way that inference can be made that the Racine Public Library is the host or sponsor of the scheduled event. A copy of the public announcement must be submitted to the Administrative Assistant and approved prior to public release.~~ Room renters must receive approval before using the Library's logo in any communications or promotional materials about their use of the space. Communications and promotional materials must not imply that the Library is the host or sponsor of the event. Please send all documents requiring approval to the Head of Business Development, allowing at least one week to respond.
Allowing a user group to use a meeting room does not constitute the Library's endorsement of the views of the meeting room user, but is a statement of the Library's adherence to the Library Bill of Rights, assuring equitable and non-discriminatory use of the meeting rooms by the public. All signage on Library property is to be placed by the Library (or at least approved by the Library).

Hold Harmless Agreement
The user must abide by all the rules stated in this policy, indemnify the Library from any damage caused by the user, and hold the Library, the City of Racine, and its employees, free from any liability.

RACINE
PUBLIC LIBRARY

B.   Meeting Room Application

Organization: _____

Address: _____Zip: _____ Telephone: _____

Requested Date of Meeting: _____Time: _____ Number of People: _____

If other than normal business meeting, please state the type of activity to be held:

_____

1. Special Arrangements Required? (Please Circle)   Yes   No
2. Refreshments and/or Food to be served?   Yes   No
3. Will you need to use any of the Library's equipment?   Yes   No
    (laptops, monitors, web conferencing equipment)

Please specify:

_____

Room/Area within the Library being requested:

_____

AGREEMENT:
This signed agreement certifies that the applicant has received a copy of, is familiar with, and agrees to abide by the regulations stipulated within the Racine Public Library Public Use of Rooms Policy.

By signing this agreement, the applicant hereby agrees to release from liability the City of Racine, the Racine Public Library Board of Trustees, their agents, officers, employees, and volunteers from any and all costs, damages, or injuries sustained as a result of using any Racine Public Library meeting room or space.

Further, the applicant agrees to indemnify and hold harmless the City of Racine, the Racine Public Library Board of Trustees, their agents, officers, employees, and volunteers from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the library premises, or ways or walks or concourse adjacent thereto, by reason of any bodily injury to, or death of, any person, or by reason of any injury to property of third person occasioned by any act or omission, neglect or wrongdoing of the applicant or any of their officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the applicant

to the premises, and the applicant will, at their, and/or its own cost and expense, defend and protect the Library Board, the City of Racine, their agents, officers, employees and volunteers against any and all such claims or demands.

The Racine Public Library Board of Trustees, the City of Racine, their agents, officers, employees and volunteers are not responsible for the loss of individual property whether attended or unattended, before, during, or after using the library meeting room and/or its spaces.

Applicant Signature: _____ Date: _____

Applicant Name: _____
(please print or type)

Position or Title: _____

Address: _____Zip: _____ Telephone: _____

OFFICE USE ONLY

Approved by: _____ Date: _____ User Fee: _____

Copy of Announcement: _____ Received _____ Not Received

C. Study Rooms Rules of Use

Study Room Use Procedures
1. To use the study rooms ~~in the Adult Services Department~~ located on the second floor, one member of each group must be at least fourteen or above and must leave a valid picture I.D. (driver's license, student I.D., etc.) at the Information Services Station. This person is the "responsible user."
2. The staff person will assign the group to a study room and check the condition of the room when the group leaves. The responsible user must tell the staff when they are leaving, and this person will be held accountable for any damage caused to the room.
3. A vacated room will be considered abandoned after 15 minutes and assigned to the next group. Any personal items remaining in the room will be removed to the Lost & Found. Library staff cannot watch over or be held responsible for users' property.

Scheduling
1. First priority in scheduling the use of study rooms is reserved for Library programs and services.
2. Study rooms may be scheduled for two hours per day. ~~The length of these sessions may be extended if no other patrons are waiting to use a room.~~ Use of the room beyond two hours a day is available depending on demand for the rooms; frequent users of the study rooms may be given lower priority for booking when demand is high.
3. The staff is responsible for scheduling the use of the study room. Reservations may be made in-person, by calling the Library at 262-636-9217, or scheduling online.
4. Reservations may be made up to one month in advance. Patrons will be asked to provide their name, phone number and the date and time they wish to reserve the room.
5. Reserved rooms will be held 15 minutes beyond the reservations time. Patrons who are unable to keep their reservations are asked as a courtesy to contact the ~~Adult Services Desk~~ Information Services Station so that their reserved room may be made available to others. Repeated no-shows may lose their study room privileges.
6. Walk-in patrons may request to use a vacant study room if it is not reserved. Time limits for walk-ins may be less than two hours, depending on the reservation schedule.
7. ~~Users may reserve a study room no more than two times a week.~~

Behavior
1. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition.
2. Users may not move tables and chairs into or remove them from a study room. No items shall be taped or tacked to the walls or windows.
3. Windows in rooms may not be covered at any time.
4. Rooms shall remain unlocked during use.
5. The rooms are not soundproof. Please refrain from talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other Library users which could be heard outside of the study room.
6. Tobacco products and alcohol are not permitted in the study rooms. Food and covered, non-alcoholic beverages are permitted.
7. Users must restore the space to the state it was found in. Those who leave the room in a state of uncleanliness or disarray may be no longer allowed to use the space.

D.   Racine History Room Rules of Use

The purpose of the Racine Public Library History Collection is to preserve materials that document the history of Racine and ~~surrounding areas~~ Racine County, and to make these materials available to researchers and the general public.

The Racine History Room collection contains current and historical information about the City of Racine and Racine County ~~and Wisconsin~~. Included in this collection are items published in Racine, about Racine, or created by Racine citizens ~~authors, musicians and artists, an archival collection of books.~~ Also included are materials by Western Publishing, minutes of local governing bodies, postcards, newspapers and vertical files which contain ~~information, articles and clippings on local and state happenings~~ newspaper clippings. Materials are placed in the Racine History Room collection because they are unique, costly to replace or irreplaceable.

~~Local Authors~~
~~The Racine Public Library will maintain a collection of works by Racine authors. The criteria for who is considered a Racine author is: was born in Racine or has spent a significant portion of their life in Racine and currently has a Racine connection; has written their works while residing in Racine; writes about Racine; has influence in Racine; or has strong Racine roots. The Library reserves the right to determine which authors meet this criterion. Works by Racine authors may be shelved in the Racine History Room, in the circulating collection, or both.~~

Gifts and Donations
The Racine Public Library welcomes gifts and donations ~~of creative works,~~ or artifacts and other memorabilia, which relate in a meaningful way directly to the history of Racine and ~~surrounding areas~~ Racine County. Acceptance of such material is subject to the approval of Library staff. Consideration will be given to appropriateness of the material and the ability of the Library to store and house such material in a safe and efficient manner.

Gifts of money, given outright or as memorials, are also accepted and can be designated for the Racine History Room. If the donor has a special area of interest it will be taken into consideration when making the purchase, however, it may be difficult to find items in certain subject areas due to limited publications. In those instances, the Library reserves the right to purchase what it deems appropriate. All gift materials are acknowledged and recognized on the item or within the [Finding Aid](#).

Withdrawing Materials
The Racine Public Library reserves the right to withdraw materials according to the Collection Development Policy guidelines.

Room Use
Community members will not be allowed within the Racine History Room without a staff member present. If you wish to view the collection, please contact the Local History Librarian,

Rebecca Leannah, either by phone or email, and set-up an appointment. You may contact her at (262)636-9255 or by email: rebecca.leannah@racinelibrary.info.

1. The Racine History Room equipment and furnishings will be used primarily for the purpose of local history research and related activities and will be available during normal Library hours. The room is not to be used as a study room.
2. ~~Library staff may use the room for proctoring appointments.~~
3. Patrons wishing ~~use the room must be at least 18 years old, and must sign-in at the Information Services Station. Patrons will be required to leave a state or government issued photo ID at the Information Services Station while using the collection~~ to view materials outside of the Racine History Room, must leave a library card or a state/government issue photo ID at the Information Services Station. Patrons will receive one item from the collection at a time.
4. Library staff will retrieve materials for patrons.
5. Coats, bags, purses, backpacks, etc. ~~must be kept behind the Information Services Station, outside of the Racine History Room~~ will not be permitted in the Racine History Room, but can be stored at the Information Services Station.
6. Food and drink will not be permitted in the Racine History Room.
7. Ink pens of any kind are not permitted while using the materials. Notes must be taken in pencil or by computer.
8. ~~Paper will be allowed at the discretion of the staff.~~
9. Laptops, cameras and scanners are permitted. Certain materials may not be copied, and are clearly marked.
10. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to cause damage to them.
11. All materials in the Racine History Room are considered reference and ~~may not be taken out of the Racine History Room~~ will not be circulated.
12. ~~There is a copy machine and a scanner located in the Racine History Room.~~ Community members may use the copy machine and scanner located within the Print Center to make copies of certain materials. It is the responsibility of the user to follow all copyright laws.
13. ~~Patrons are asked to leave materials on a table after use for staff to shelve.~~ Community members must return materials to staff members to be re-shelved, community members are not allowed to re-shelve the materials. Once all items have been returned, community members will receive their ID back.
14. Community members wishing to view microfilm materials must request the years at the Information Services Station and the Library Staff will pull the reels to be used at the microfilm station outside of the Racine History Room.

~~**Racine History Room Log**~~
~~A user log will record all users of the room. It will indicate that the user agrees to the provisions of this policy and will include the user's signature, date, printed name, address and phone number. The log will be retained electronically.~~

Approved by: RPL Board of Trustees
Approved Date: January 19th, 2023
Review Schedule: Annual
Next Review Date: January 2023