City of Racine

Meeting Agenda - Final

Library Board

Thursday, April 20, 2023	**4:30 PM**	**Racine Public Library, Lee Room**

Call To Order

Roll Call & Introductions

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.

0372-23   **Subject:** Correspondence

Attachments: A Checkup for Checkout: Medical kits aim to target community health issues_03

Racine County, Higher Expectations launch early literacy work_04062023

Racine Public Library Renovation Complete _04112023

Racine Public Library Renovation Now Complete_04132023

Consent Agenda

0266-23   **Subject:** Approve Minutes from the February 9th, 2023 Special Board Meeting

Attachments: Approve Minutes from the February 9th, 2023 Special Board Meeting

0376-23   **Subject:** Approve Minutes from the March 16th, 2023 Regular Board Meeting

Attachments: Approve Minutes from the March 16th, 2023 Regular Board Meeting

0377-23   **Subject:** Approve Financial March 10th - April 10th, 2023 Invoices and Credit Card Purchases

Attachments: Approve Financial March 10th - April 10th 2023 Invoices and Credit Card Purch

0378-23   **Subject:** Approve March 2023 Executive Summary Report

Attachments: Approve March 2023 Executive Summary Report

0379-23   **Subject:** Approve 1st quarter Trust Funds Report]

Attachments: Approve 1st quarter Trust Fund Reports

Reports

0380-23   **Subject:** Executive Director Report (Angela Zimmermann)

Attachments: Executive Director Report (Angela Zimmermann)

0381-23   **Subject:** RPL Board President Report (Trustee Kaprelian)

0382-23   **Subject:** City Council Liaison (Trustee Kaprelian)

0383-23   **Subject:** RPL Foundation and RPL Foundation Capital Campaign
                 Initiatives (Trustee Karprelian and Executive Director Zimmermann)

0384-23   **Subject:** RUSD Liaison (Trustee O'Connell)

0385-23   **Subject:** Prairie Lakes Library System Liaison (Trustee O'Hagan)

0386-23   **Subject:** Building & Grounds Committee Reports (Trustee O'Connell) -
                 last met on June 9th, 2021

0387-23   **Subject:** Finance & Personnel Committee Report (Trustee Kaprelian) -
                 last met on April 10th, 2023

Attachments: April 10th Draft Meeting Minutes

0354-23   **Subject:** Amendment to the 2023 Racine Public Library Budget to accept
                 the $125,000 City funds as a new revenue source to line item
                 41110/Property Taxes and increase wage account line items
                 50100/Full-Time Salaries ($98,601), 50200/Part-Time Salaries ($11,399),
                 51010/FICA ($6,585), and 51100/WRS ($8,415).

Attachments: 2023 Racine Public Library Budget Amendment

                 Wage Increase Comparisons and Numbers

0355-23   **Subject:** Amendment to line item 52200/Contracted Services transferring

2

$36,277 from 50200/Part-Time Salaries

New Business

0400-23   **Subject:** Approve Racine Public Library's Record Retention Policy - Discussion/Action

Attachments: Records Retention Policy

0401-23   **Subject:** Approve proposed changes to the Library Commitment of Excellence for All

Attachments: Current version of the Library Commitment of Excellence for All

Proposed Changes to A Library Commitment of Excellence for All

0403-23   **Subject:** Approve proposed changes to the Internet Access and Wireless Network Policy

Attachments: Current Version of the Internet Access and Wireless Network Policy

Proposed changes to the Internet Access and Wireless Policy - DiscussionActio

0405-23   **Subject:** Approve proposed changes to the Public Use of Rooms Policy

Attachments: Public Use of Rooms Policy - Current Version

Proposed Changes to the Public Use of Rooms Policy

0407-23   **Subject:** DPI Trustee Essentials Chapter 3: Bylaws - Organizing the Board for Effective Action - Information

Attachments: DPI Trustee Essentials Chapter 3: Bylaws - Organizing the Board for Effective A

0408-23   **Subject:** DPI Trustee Essentials Chapter 4: Effective Board Meetings and Trustee Participation - Information

Attachments: DPI Trustee Essentials Chapter 4: Effective Board Meetings and Trustee Partici

Referral Items

Trustee Comments

Confirmation of Next Meeting: Thursday, May 18th, at 4:30 pm

Adjournment

If you are disabled and have accessibility needs or if you need information interpreted for you, please call the Library's Office at (262) 636-9170 at least 3 business days prior to the meeting.

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)

City of Racine

Meeting Minutes - Draft

Library Board

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Thursday, February 9, 2023	3:15 PM	Racine Public Library, Lee Room

Call To Order

Attorney Letteney & Executive Director Angela Zimmermann

PRESENT: 12 - Melissa Kaprelian, Melvin Hargrove, James O'Hagan, Jenny Trick, Grace Allen, Alberto Huerta, Carl Hubbard, Angelina Cruz, Damian Evans, Becki Hornung, Nicole Pfeifer and Brian F. O'Connell

Roll Call & Introductions

Closed Session

Closed Session at 3:19 pm Board Approved Attorney Letteney to stay; Executive Director Zimmermann was excused

Motion: O'Hagan Second: O'Connell Roll Call Vote: Unanimous

[0102-23](0102-23)

Subject: Communication from the City Attorney, requesting to meet with the Library Board to render advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is likely to become involved

Seek 3rd Party Council through the Racine City Attorney

A motion was made by Hargrove, seconded by O'Hagan, that this file be Approved

Open Session

Open Session at 3:31 pm

Motion Hargrove: Open Session Second: Hubbard Roll Call Vote: Unanimous

Adjournment

Motion: Hubbard Second: Hargrove to Adjourn at 3:33 pm

City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Draft

Library Board

Thursday, March 16, 2023	4:30 PM	Racine Public Library, Lee Room

Call To Order

4:31 pm

PRESENT: 13 - Melissa Kaprelian, Melvin Hargrove, James O'Hagan, Jenny Trick, Grace Allen, Alberto Huerta, Carl Hubbard, Angelina Cruz, Damian Evans, Becki Hornung, Nicole Pfeifer, Greg Helding and Brian F. O'Connell

Roll Call & Introductions

Welcome to new RPL Board Member, Greg Helding (County Appointee).
Damian Evans was only present from 4:39 - 5:00 PM.

PRESENT: 13 - Melissa Kaprelian, Melvin Hargrove, James O'Hagan, Jenny Trick, Grace Allen, Alberto Huerta, Carl Hubbard, Angelina Cruz, Damian Evans, Becki Hornung, Nicole Pfeifer, Greg Helding and Brian F. O'Connell

Comments from the Public

Speakers: Alder Natalia Taft spoke in reference to Subject 0089-23 and in support of the $125,000 being used towards staffs' wage increases.

0283-23   **Subject:** Correspondence

Received and Filed

A motion was made by Helding, seconded by Hubbard, that Subject 0089-23 be moved up.The motion PASSED by unanimous vote.

0089-23   **Subject:** Referred from the full Board on January 19th, discussion on usage of the $125,000 earmarked in the City budget, under contingency funds as it relates to City Resolution 0030-23.

Apply money earmarked in budget as raises 2023 Step with 2% , and 2023 Step with 3% (Residency)

A motion was made by Cruz, seconded by O'Connell, that this Communication be Approved.The motion PASSED by the following vote:

AYES: 8 -   James O'Hagan, Jenny Trick, Grace Allen, Alberto Huerta, Carl Hubbard, Angelina Cruz, Greg Helding and Brian F. O'Connell

NOES: 4 -   Melissa Kaprelian, Melvin Hargrove, Becki Hornung and Nicole Pfeifer

Consent Agenda

0267-23   **Subject:** Approve Minutes from the February 16th, 2023 Regular Board
                Meeting

                **A motion was made by O'Connell, seconded by Helding, that this file be
                Approved**

0268-23   **Subject:** Approve Financial February 10th - March 10th, 2023 Invoices
                and Credit Card Purchases

                **A motion was made by O'Connell, seconded by Helding, that this file be
                Approved**

0269-23   **Subject:** Approve February 2023 Executive Summary Report

                **A motion was made by O'Connell, seconded by Helding, that this file be
                Approved**

Reports

0270-23   **Subject:** Executive Director Report (Angela Zimmermann)

                *Executive Director report located within the Board packet. Angela to share the verbiage
                of potentially controversial nature of some programming with the Board Members at the
                appropriate time.*

                Received and Filed

0271-23   **Subject:** RPL Board President Report (Trustee Kaprelian)

                Received and Filed

0272-23   **Subject:** City Council Liaison (Trustee Kaprelian)

                Received and Filed

0273-23   **Subject:** RPL Foundation and RPL Foundation Capital Campaign
                Initiatives (Trustee Kaprelian and Executive Director Angela
                Zimmermann)

                Received and Filed

0274-23   **Subject:** RUSD Liaiason (Trustee O'Connell)

                Received and Filed

0275-23   **Subject:** Prairie Lake Library System Liaison (Trustee O'Hagan)

Received and Filed

0276-23   **Subject:** Building & Grounds Committee Reports (Trustee O'Connell) - last met on June 9th, 2021

Received and Filed

0277-23   **Subject:** Finance & Personnel Committee Report (Trustee Kaprelian) - last met on March 6th, 2023

Received and Filed

0090-23   **Subject:** Timeline of and Tool used to perform the 2022 Executive Director's performance evaluation

A motion was made by O'Hagan, seconded by Hubbard, that this file be Approved

0278-23   **Subject:** Referral from the Finance & Personnel Committee to approve changes to the Executive Director Performance Evaluation process/policy; allowing the Chair or an appointed person from the Finance Committee to handle the evaluations and informing the staff of the procedures to evaluate the Executive Director

A motion was made by O'Hagan, seconded by Hargrove, that this file be Approved

New Business

0279-23   **Subject:** Discussion on possible formal censure of a Board Officer as presented by Secretary James O'Hagan - Discussion/Action

No further action.

Received and Filed

0280-23   **Subject:** Approve $35,000 from the A. Boernke Fund for the extension of the book sale nook. Rasch Proposal - Discussion/Action

A motion was made by O'Hagan, seconded by Hargrove, that this file be Approved

0281-23   **Subject:** Approve changes to the Circulation Policy to include verbiage

concerning the Beyond Books Collection - Discussion/Action

A motion was made by Hubbard, seconded by O'Connell, that this file be Approved

0282-23   **Subject:** DPI Trustee Essentials Chapter 3: Bylaws - Organizing the Board for Effective Action - Information

  Received and Tabled.

0284-23   **Subject:** DPI Trustee Essentials Chapter 4: Effective Board Meetings and Trustee Participation - Information

  Received and Tabled.

Referral Items

Trustee Comments

Confirmation of Next Meeting: Thursday, April 20th at 4:30 pm

Adjournment

Motion: O'Hagan Second: O'Connell Adjourned at 5:57

VENDOR NAME	FULL DESC	AMOUNT
ADOBE SYSTEMS INC	03/09/23-04/08/23 CREATIVE CLOUD & ADOBE STOCK	134.96
AGILIS LINXUP MOTOSF	GPS TRACKING FOR TRANSIT VAN	25.79
AMAZON MKTPLACE PMTS	3D PRINTER FILAMENT	51.98
AMAZON MKTPLACE PMTS	3D PRINT FILAMENT & AC POWER CORD	58.97
AMAZON MKTPLACE PMTS	HANDHELD VACUUM (2), PICTURE FRAMES (5) & NO SMOKI	36.74
AMAZON MKTPLACE PMTS	FROSTED GLASS SPRAY (2), PHOTO FRAMES & CHESS SET	50.70
AMAZON MKTPLACE PMTS	CLOCKS FOR 2ND FLOOR	82.44
AMAZON MKTPLACE PMTS	HANDHELD VACUUM (2), PICTURE FRAMES (5) & NO SMOKI	59.98
AMAZON MKTPLACE PMTS	AV & PRINT MATERIAL	10.18
AMAZON MKTPLACE PMTS	PRINT MATERIAL	7.47
AMAZON MKTPLACE PMTS	PRINT MATERIAL	9.00
AMAZON MKTPLACE PMTS	PRINT MATERIAL	5.59
AMAZON MKTPLACE PMTS	PRINT MATERIAL	6.63
AMAZON MKTPLACE PMTS	AV & PRINT MATERIAL	29.75
AMAZON MKTPLACE PMTS	AV MATERIAL	16.98
AMAZON MKTPLACE PMTS	FROSTED GLASS SPRAY (2), PHOTO FRAMES & CHESS SET	65.98
AMAZON MKTPLACE PMTS	JIGSAW PUZZLE	19.96
AMAZON MKTPLACE PMTS	DULCIMER 4-STRING	199.00
AMAZON MKTPLACE PMTS	BBC - MINI PROJECTOR (2) & ROBOT BALL	192.98
AMAZON MKTPLACE PMTS	BBC - ROBOT BLOCKS	225.00
AMAZON MKTPLACE PMTS	RETRO GAME CONSOLE	42.00
AMAZON MKTPLACE PMTS	POP FIDGET TOYS	11.99
AMAZON MKTPLACE PMTS	BBC - DUFFLE BAG	11.85
AMAZON MKTPLACE PMTS	BBC - TRAVEL CASE FOR ROBOT BALL	16.89
AMAZON MKTPLACE PMTS	BBC - SILICONE RUBER BANDS	16.99
AMAZON MKTPLACE PMTS	BBC - SILICONE RUBBER BANDS	18.98
AMAZON MKTPLACE PMTS	BBC - DUFFLE BAG	19.75
AMAZON MKTPLACE PMTS	BBC - TRAVEL ROUTER & STORAGE BOXES	65.38
AMAZON MKTPLACE PMTS	HANDHELD VACUUM (2), PICTURE FRAMES (5) & NO SMOKI	10.99
AMAZON SERVICES KIND	TEEN - POLY FILL, LED MINI LIGHTS & SATIN RIBBON	46.47
AMAZON SERVICES KIND	MUSLIN FABRIC	50.87
AMAZON SERVICES KIND	STORAGE CONTAINER (6 PK)	68.99
AMAZON SERVICES KIND	TECH - SURGE PROTECTOR POWER STRIP	29.28
AMAZON SERVICES KIND	CHARGER, SURGE PROTECTOR & LAPTOP STAND	32.97
AMAZON SERVICES KIND	PRINT MATERIAL	6.48
AMAZON SERVICES KIND	PRINT MATERIAL	13.29
AMAZON SERVICES KIND	PRINT MATERIAL	35.25
AMAZON SERVICES KIND	PRINT MATERIAL	10.83
AMAZON SERVICES KIND	PRINT MATERIAL	21.83
AMAZON SERVICES KIND	PRINT MATERIAL	21.84
AMAZON SERVICES KIND	PRINT MATERIAL	15.60
AMAZON SERVICES KIND	PRINT MATERIAL	13.49
AMAZON SERVICES KIND	PRINT MATERIAL	6.99
AMAZON SERVICES KIND	PRINT MATERIAL	52.95

AMAZON SERVICES KIND	BBC – SILICONE RUBBER BANDS	33.98
AMAZON SERVICES KIND	WOODEN PUZZLE	12.99
AMAZON SERVICES KIND	WOODEN PUZZLES	17.99
AMAZON SERVICES KIND	LEARNING AIDS	214.36
AMAZON SERVICES KIND	LEARNING AIDS	28.98
AMAZON SERVICES KIND	LEARNING AIDS	42.15
AMAZON SERVICES KIND	BBC – LUGGAGE TAGS	125.90
AMAZON SERVICES KIND	BBC – SILICONE RUBBER BANDS	84.17
AMAZON SERVICES KIND	ROKU EXPRESS	24.99
AMAZON SERVICES KIND	FFC – DINOSAUR BINGO	46.67
AMERICAN LIBRARY ASS	06/22/23-06/27/23 – ALA ANNUAL CONF & EXHIBITS – Z	465.00
AMZN MKTP US MB5JN6M	DECAF COFFEE	38.99
AMZN MKTP US MB5JN6M	VARIOUS SUPPLIES FOR THE TECH TEAM OFFICE	170.77
AMZN MKTP US MB5JN6M	BBC – CARD GAME	22.48
AMZN MKTP US MB5JN6M	BBC – MINI 3D PRINTER	154.23
AMZN MKTP US MB5JN6M	RASPBERRY PI 400 COMPUTER KIT	229.99
APPLE ONLINE STORE	CHARGED IN ERROR – REIMBURSED BY ATTACHED CHECK –	10.49
APPLE ONLINE STORE	REFUND FROM US BANK, NON-FRAUDULENT – CREDIT ON CH	-10.49
BATZNER PEST CONTROL	MARCH 2023 PEST CONTROL FOR 75	57.00
BAYLON INC	RESTOCK 1ST AID CABINET	243.85
BAYSCAN TECHNOLOGIES	BAR CODE LABELS	70.00
BRODART CO	PRINT MATERIAL	130.76
BRODART CO	PRINT MATERIAL	357.70
BRODART CO	PRINT MATERIAL	140.65
BRODART CO	PRINT MATERIAL	235.25
BRODART CO	PRINT MATERIAL	116.60
BRODART CO	PRINT MATERIAL	640.56
BRODART CO	PRINT MATERIAL	1,615.14
BRODART CO	PRINT MATERIAL	841.58
BRODART CO	PRINT MATERIAL	1,501.75
BRODART CO	PRINT MATERIAL	519.47
CHADLEWISRESEARCH.CO	PRINT MATERIAL	16.95
CLEANCO RACINE INC	MARCH 2023 LIBRARY JANITORIAL SERVICES	2,500.00
CONSTANT CONTACT	EMAIL MARKETING PLAN	112.50
DATA AXLE-CITYDIRECT	POLK CITY DIRECTORIES (2) – TAX REFUND REQUESTED	874.02
DATA AXLE-CITYDIRECT	REFUND TAX – POLK CITY DIRECTORIES (2)	-41.62
DEMCO INC	REFUND – RETURNED – DIDN'T FIT SLAT WALL	-137.26
DISCOUNT PAPER PRODU	THERMAL PAPER FOR RECEIPT PRINTERS	692.50
DOUGLAS HARDWARE	HARDWARE FOR TV MOUNT	39.08
ECONOPRINT OF RACINE	TEENSCENE POSTER & EVERGREEN PROGRAM FLYER – 2 INV	165.81
FORWARD TS LTD	01/30/23-02/27/23 CONTRACT BASE RATE CHARGE FOR 5	178.35
FOUR SEASONS LAWNCAR	MARCH 2023 SNOW REMOVAL & SALTING	1,185.00
GFL ENVIRONMENTAL IN	APR 2023 GARBAGE & RECYCLING COLLECTIONS	399.42
GRAMMARLY	GRAMMAR & SPELL CHECK PROGRAM	139.95
GREAT AMERICA FINANC	SHARP COPIERS (3) LEASE PYMT	283.35
GREAT AMERICA FINANC	03/16/23 – 04/15/23 SHARP MX-5071 COPIER LEASE	223.00
HOME DEPOT USA INC	WATER JUGS	48.93

JC LICHT LLC	SPRAY PAINT, SPACKL, ROLLERS & TRAYS	63.46
MIDWEST TAPE LLC	AV MATERIAL	2.59
MIDWEST TAPE LLC	AV MATERIAL	23.31
MIDWEST TAPE LLC	AV MATERIAL	3.24
MIDWEST TAPE LLC	AV MATERIAL	9.72
MIDWEST TAPE LLC	AV MATERIAL	33.23
MIDWEST TAPE LLC	AV MATERIAL	5.18
MIDWEST TAPE LLC	AV MATERIAL	33.67
MIDWEST TAPE LLC	AV MATERIAL	25.92
MIDWEST TAPE LLC	AV MATERIAL	19.18
MIDWEST TAPE LLC	AV MATERIAL	2.59
MIDWEST TAPE LLC	AV MATERIAL	26.16
MIDWEST TAPE LLC	AV MATERIAL	22.68
MIDWEST TAPE LLC	AV MATERIAL	7.77
MIDWEST TAPE LLC	AV MATERIAL	12.59
MIDWEST TAPE LLC	AV MATERIAL	197.91
MIDWEST TAPE LLC	AV MATERIAL	39.99
MIDWEST TAPE LLC	AV MATERIAL	116.97
MIDWEST TAPE LLC	AV MATERIAL	228.64
MIDWEST TAPE LLC	AV MATERIAL	22.78
MIDWEST TAPE LLC	AV MATERIAL	250.37
MIDWEST TAPE LLC	AV MATERIAL	314.92
MIDWEST TAPE LLC	AV MATERIAL	79.88
MIDWEST TAPE LLC	AV MATERIAL	14.99
MIDWEST TAPE LLC	AV MATERIAL	194.17
MIDWEST TAPE LLC	AV MATERIAL	289.93
MIDWEST TAPE LLC	AV MATERIAL	34.77
MIDWEST TAPE LLC	DIGITAL MATERIAL	1,763.94
MINSKY-KELLY, DEBRA	FEBRUARY 2023 - CLINICAL SUPERVISION SOCIAL WORKER	400.00
MINSKY-KELLY, DEBRA	MARCH 2023 CLINICAL SUPERVISOR FOR SOCIAL WORKER	300.00
NORTH AMERICAN CATHO	WIFI HOT SPOT	120.00
O&H DANISH BAKERY	DSI - REFRESHMENTS - KRINGLE	22.00
PACKERLAND RENTAMAT	FLOOR MAT RENTALS - 2 INVOICES: 2985931 & 2985932	149.83
PACKERLAND RENTAMAT	FLOOR MAT RENTAL	229.70
PACKERLAND RENTAMAT	FLOOR MAT RENTALS - 2 INVOICES: 2995452 & 2995453	149.83
PRAIRIE LAKES LIBRAR	BOOKPAGE SUBSCRIPTION	1,128.00
PRAIRIE LAKES LIBRAR	DELL LAPTOPS (9) - GROUP TECH PURCHASE	5,367.96
QUADIENT FINANCE USA	POSTAGE	50.56
QUADIENT FINANCE USA	POSTAGE	35.19
QUADIENT LEASING USA	03/21/23-06/20/23 POSTAGE MACHINE LEASE PYMT	600.48
RAECHAL ENTERPRISES	STAIR W/ARROWS (3) GRAPHICS	85.00
RAECHAL ENTERPRISES	STRIP & RE-LETTER HANGING PLACARDS FOR 2ND FLR	870.80
SAMS CLUB #6331	AS - BINGO CARDS (3 PK)	43.69
SAMSCLUB #6331	BATTERIES - AA, AAA, C & 9V	129.88
SAMSCLUB.COM	NABISCO & FRITO-LAY SNACKS FOR PROGRAMMING & SNACK	18.48
SHOWCASES	CD CASES & DVD FULL SLEEVE	368.28
STAPLES INC	COPIER PAPER (20 CTN) & COFFEE SUPPLIES - 2 INVOIC	959.68

STAPLES INC	COFFEEMATE CREAMER	68.96
STORE SUPPLY	PLASTIC BAG HOLDER	41.67
TARGET	AS - CHEESE & CRACKERS	12.38
TECHSOUP	ZOOM ANNUAL SUBSCRIPTION	18.00
THE N2 COMPANY	STROLL WIND POINT ADVERTISING	150.00
ULINE SHIP SUPPLIES	LASER LABELS FOR TSD PROCESSING	148.06
UNIVERSITY OF WISCON	"KNOW YOUR COMMUNITY" ONLINE COURSE - ZIMMERMANN	135.00
US CELLULAR	03/09/23-04/08/23 BKM INTERNET SERVICE	118.56
US CELLULAR	03/10/23-04/09/23 MONTHLY CELL PHONE SERVICE, LESS	427.49
VELVET TOUCH LAUNDRO	LAUNDER CLEANING RAGS	35.00
VELVET TOUCH LAUNDRO	LAUNDER CLEANING RAGS	60.00
VOXIMPLANT.COM	03/20/23 CALL CENTER & EMAIL PROGRAM	30.00
WAREHOUSE DIRECT INC	THERMAL PAPER (10/PK)	35.38
ZOOM VIDEO COMMUNICA	MARCH 2023 VIDEO COMMUNICATIONS	31.98
Total		**32,978.35**

Racine Public Library Executive Account Summary
Account Balances ending 04/13/2023

ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	AVAILABLE BUDGET	2023 % USED
EXPENDITURES				
Salaries	1,844,871	475,337.52	1,369,533	25.80
Part Time Salaries	742,184	133,105.45	609,079	17.90
Overtime	15,000	826.92	14,173	5.50
FICA	195,306	44,306.69	150,999	22.70
WRS	146,266	35,865.89	110,400	24.50
Health Care	526,500	131,625.00	394,875	25.00
Mileage	4,000	762.75	3,237	19.10
Contracted Services	45,992	50,167.20	-5,815	112.60
Property/Equipment Rental	15,009	4,116.84	10,892	27.40
Advertising	6,000	615.81	5,384	10.30
Office Supplies	12,000	6,097.71	5,902	50.80
Postage & Shipping	5,400	1,203.20	4,197	22.30
Work Supplies	14,800	1,431.61	13,368	9.70
Janitorial Supplies	8,000	2,183.29	5,817	27.30
Licenses Permits & Fees	500	0.00	500	0.00
Memberships	1,735	235.00	1,500	13.50
Utilities	130,000	39,337.11	90,663	30.30
External Communication Service	17,720	4,049.93	13,670	22.90
Education/Training/Conferences	8,000	800.00	7,200	10.00
Travel	7,500	23.00	7,477	0.30
Building Repairs & Maintenance	15,000	4,227.95	10,772	28.20
Equipment Repairs & Maintenanc	16,000	67.08	15,933	0.40
Grounds Repairs & Maintenance	10,000	4,161.76	5,838	41.60
Software Maintenance	42,823	40,227.69	2,595	93.90
I/S Building Occupancy	151,639	37,909.74	113,729	25.00
I/S City Telephone System	7,035	0.00	7,035	0.00
I/S Garage Fuel	5,000	1,471.69	3,528	29.40
I/S Garage Labor	4,000	105.00	3,895	2.60
I/S Garage Materials	1,500	16.76	1,483	1.10
I/S Information Systems	12,850	3,212.49	9,638	25.00
Equipment	12,500	7,149.77	5,350	57.20
Computer Hardware	17,350	10,381.82	6,968	59.80
Computer Software	0	965.97	-966	100.00
Library Materials	35,000	3,478.98	31,521	9.90
Library Materials-Print	106,148	13,962.06	92,186	13.20
Library Materials-Serial	19,000	16,718.16	2,282	88.00
Library Materials-Audio Visual	35,000	5,121.43	29,879	14.60
Library Materials-Electronic	49,588	43,367.49	6,221	87.50
Library Materials-Other	9,500	2,341.79	7,158	24.70
Total	**4,296,716**	**1,126,978.55**	**3,168,097**	**26%**

Racine Public Library Executive Account Summary
Account Balances ending 04/13/2023

ACCOUNT DESCRIPTION		2023 BUDGET	2023 ACTUAL	AVAILABLE BUDGET	2023 % USED
REVENUES					
Property Taxes		-2,257,317	0.00	-2,257,317	0.00
Resource Library Contract		-7,000	0.00	-7,000	0.00
County Grant Library		-2,006,899	-1,006,949.50	-999,950	50.20
Library Fines & Fees		-7,500	-3,960.18	-3,540	52.80
Library Misc Fees		-10,000	-354.96	-9,645	3.50
Interest Income		-8,000	-84.30	-7,916	1.10
Miscellaneous Revenue		0	-160.75	161	100.00
	Total	**-4,296,716**	**-1,011,509.69**	**-3,285,206**	**24%**

Trust Funds Account Reports Dated 04/13/2023		Earmarked				Current Value	1st Qtr Earmarked /Expense	
Emily Lee Fund		**Earmarked**				**Current Value**	**Earmarked /Expense**	
As of Date	*Data For*					**$209,525**	*Pay app #4*	*$170,000*
3/15/2023	Emily Lee Fund Accts (752089004G)	Supplement for 2nd floor overbudg	$114,223				*Quarter Expenses*	*$170,000*
should not go under 100k							*Balance to spend from earmarked*	*$95,302*
New Facilities Fund								
As of Date	*Data For*							
3/15/2023	Racine Public Library New Facilities Accts (760511801G)							
		Funds from Foundation Stairs	$270,000			*$0*	*Pay app #8*	*$136,627*
							Pay app #4	*$52,998*
							Balance to spead from earmarked	*$0*
Boernke Fund								
3/15/2023	A Boernke Fund Accts (752089006G)					*$279,984*	*Pay app#4*	*$86,919*
		Earmarked to spend	$115,740				*Pay app #7*	*$63,081*
		Wall	$35,000				*Quarter Expenses*	*$150,000*
							Balance to spend from earmarked	*$ 129,244.00*
Langner Fund **for the purchase of books, equipment, or furnishings**								
3/15/2023	Francis Langner Fund Agcy (752089008)					*$ 433,388.00*	*Clearcom Exterior Cameras*	*$12,262.00*
		Additional funds for furnishing original $19515	$9,090				*Demco*	*$935.28*
		Earmarked to spend	$7,308				*LFI*	*$6,392.00*
		Earmarked for exterior cameras original $30000	$3,696				*Amazon*	*$918.08*
							Clearcom 2nd floor cameras	*$11,314.40*
							Clearcom server upgrade	*$2,727.23*
							Krueger International Inc	*$2,180.00*
							Clearcom server upgrade	*$2,727.30*
							Wayfinding	*$584.00*
							Forward Space	*$2,699.99*
							Bonafide Safe & Lock	*$2,075.34*
							Quarter Expenses	*$44,815.62*
							Balance to spend from earmarked	*$ 323,662.75*
Mary Egan Fund								
3/15/2023	Mary Egan Fund (752089003)					**$85,883**		
RPL Fund Endowed								
3/15/2023	Racine Public Library Fund /Endowed (752089002)					*$ 153,235.00*		
RPL Fund Unendowed								
3/15/2023	Racine Public Library Fund /Unendow (752089001)					*$ 323,859.00*		
Furnishings Fund								
1/24/2023	Racine Public Library Furnishing FD Accts (760511701G)					*$ -*		
K. Tancill Fund	Racine Public Library K Tancill Agy (760507101)	Supplement for 2nd floor overbudg	$114,223			*$ 219,439.00*	*Hallet Movers Inv 64378*	*$ 21,420.00*
3/15/2023							*Product Arch #1650.0592*	*$ 2,258.25*
							Quarter Expenses	*$ 23,678.25*
							Balance to spend from earmarked	*$ 81,537.75*
S. Lindh Fund	S Lindh Fund (752089007)					*$ 101,657.00*		
3/15/2023								
Library Materials Fund								
As of Date	*Data For*					*$ 563,799.00*		
3/15/2023	Racine Public Library Materials Agy (760507201)							

Angela Zimmermann, Executive Director Report

Personnel/Operations

A reminder to the Board of Trustees that we will be closed on Friday, May 12th for an all staff in-service training day. We'll be welcoming presentations by the Director and Assistant Director of Middleton Public Library on moving to a one service desk model and breaking down the great Circulation-Reference Divide in the workplace, a presentation by the LGBT Center of SE Wisconsin related to Safe Zone training, as well as various exercises for the RPL staff to connect further.

We've also been using a few of our late Friday opening mornings (we open at 10:00 am on Fridays) to hold safety and security meetings to provide a conduit for the staff to express their concerns, thoughts, etc. We're seeing a significant uptick in incident reports (this is not an isolated incident but rather we're hearing this from colleagues around the state/nation).

Members of the Leadership Team, at this point, have now begun to work on Saturdays. As we rotate our Saturdays, the overall consensus is that we all thoroughly enjoy working on Saturdays (!!) and again, this provides a line of communication to leadership from staff should anything go array on the weekends.

The keys from the contractor have officially been handed over as I did a final walkthrough with the architects and the contractors this past week. There are a few lingering items yet, which mostly have to be conducted by the electrician, and the project can then be considered closed. The Business Office and I are working on cleaning up the Lake Avenue access point a bit and working on receiving quotes from various landscaping companies.

There will be an official Grand Opening for the 2nd floor on May 20th from 11:00 am to 2:00 pm during a Health and Family Resource Fair in conjunction with Familia Dental and Aurora Advocate Care (the fair has been organized by our Social Worker, Ashley and Programming Librarian, Viridiana) with roughly 35+ vendors in attendance. I'm also working with RAMAC to have an official ribbon-cutting and the Library will also provide refreshments and hors d'oeuvres.

The Friends of the Library annual spring book sale will take place Thursday, April 27th through Saturday, April 29th.

Meetings and Activities
Outside of all of my regular meetings, I've had meetings with the African American Chamber of Commerce Greater Racine, the Urban League of Racine and Kenosha, and the Racine Literacy

Council (again, as we are hosting in tandem with those three organizations a Family Expo on September 9th where we'll be closing Lake Avenue from 6th to 8th streets and our parking lots for the event), Friends of the Library, Racine County and Higher Expectations (as part of an early literacy initiative), the City Library Collective, and the LGBT Center to discuss our upcoming staff training.

I have been contacted by CBS58 Hometowns to conduct a live broadcast and tour of the 2nd floor and we're working on solidifying a date. We were also contacted by WGTD radio to conduct an interview and provide an opportunity to 'show off' the renovation. This was scheduled for this past Friday (14th) but conflicting schedules at the last minute caused this to be canceled at the last minute and we're working on rescheduling.

Upcoming Continuing Education / Conferences
Public Library Safety Summit
Dates: Thursday, April 27th – Friday, April 28th
Place: Columbus Metropolitan Library, OH (Evelin, Business Manager will be attending this conference)

Wisconsin Association of Public Libraries (WAPL)
Dates: Wednesday, April 26th – Friday, April 28th
Place: Best Western Premier Waterfront Hotel & Convention Center in Oshkosh
(Ashley, Social Worker will be attending this conference)

ALA Annual Conference & Exhibition
Dates: Thursday, June 22nd – Tuesday, June 27th
Place: Chicago, IL, McCormick Place Convention Center
About 6 staff at this point are set to go to the conference. If there are any trustees at all interested, please let me know.

Racine Public Library Foundation Capital Campaign
The RPL Foundation met last on Thursday, April 12th. We're still looking for a campaign honorary chair for the campaign committee. We also discussed the current status of the capital campaign, other donors we can potentially reach out to, and the annual giving plan.

> ## *Nick Demske, Deputy Director*

--We are working collaboratively with a coalition of community partner organizations to create a community literacy model in Racine called a "Participatory Defense Hub". There are a number of PD Hubs throughout the country, but none in the state of Wisconsin, to our knowledge. The purpose of it is to help people who are defendants in court cases (who likely can't afford a paid

attorney) become more literate in the complicated processes they are going through. The library has been working on this effort on and off for years, mostly in part with The Johnson Foundation and a few other local orgs. There was a significant momentum built up for it a few years ago, with our first major convening scheduled for April of 2020……but then the pandemic came and all that momentum was lost. Until just recently. There's much more to say about this project, but the long story short is--we have the support of nearly a dozen organizational partners--including the State Public Defender's Office, a local private law firm, Black Leaders Organizing Communities (BLOC), Ex-incarcerated People Organizing (EXPO), Racine Interfaith Coalition and several other nonprofits. This coalition is having regular planning meetings for the project, and we hope to have our first public meeting, where community members can participate and benefit from the Participatory Defense Hub, in August.

--In conjunction with the PD Hub project, UCLA just created an initiative called the Radical Librarianship Institute (RLI), for individuals working in libraries that are implementing an innovative or radical concept into the field. The program kind of works like a year-long, remote fellowship, with a week-long, onsite intensive at the UCLA campus. Acceptance into the program also comes with a $10K grant to be used to support the proposed initiative. In March, I submitted a proposal to the RLI for the RPL's Participatory Defense Hub project and we were approved to submit a fuller proposal in their second (and final) proposal phase in April. Only 50 institutions throughout the nation made it into the second round for proposals, half of those will be given final acceptance into the RLI program and we are scheduled to hear one way or the other on that by the end of April.

--For the second year in a row, I have been invited to participate in a Convening of Library Staff Working with Incarcerated People, hosted by San Francisco Public Library and ALA, with support from a Mellon Foundation grant. This convening--which will happen in Chicago in June, the day before the American Library Association conference begins--is an invite-only event that gathers information professionals from throughout the country who are identified as providing great library services to incarcerated members of their community. This invite comes with a $500 honorarium as well, and I'm honored to be among the invitees again this year.

March Programming Statistics
The Library presented 41 programs in February, which reached a total participation of 862 people.

1 of the programs was self-directed and 40 were groups.
15 were for children ages 0-5.
12 Were for children ages 6-11.
2 were for young adults.
7 were for adults.
5 were for all ages.
None were virtual--all 41 were in person. Those in person programs had an average attendance of 21.

Programs	Target Age Group	Type	Format	Participants	# of Programs
Family Storytime	Children 0-5	Self-directed	In-person	132	4
Thoughtful Words Poetry Workshop	Adult (19+)	Group attending	In-person	18	2
Senior Bingo	Adult (19+)	Group attending	In-person	15	1
Musical Storytime	Children 0-5	Group attending	In-person	144	4
Outreach (Racine Montessori School)	Children 6-11	Group attending	In-person	22	1
Scratch 101	Children 6-11	Group attending	In-person	2	1
LEGO Club	Children 6-11	Group attending	In-person	72	2
Find the Light LLC Book Launch and Signing	General Interest (all Ages)	Group attending	In-person	55	1
Lap Sit	Children 0-5	Group attending	In-person	8	1
Tuesday Tale	Children 0-5	Group attending	In-person	128	3
Android 101	Adult (19+)	Group attending	In-person	3	1
Code with Drawing	Children 6-11	Group attending	In-person	2	1
Chess Club	General Interest (all Ages)	Group attending	In-person	18	1
Saturday Cartoon Time	Young Adult (12-18)	Group attending	In-person	3	1
Maker Monday	General Interest (all Ages)	Group attending	In-person	41	1

Afternoon Book Group	Adult (19+)	Group attending	Live virtual	9	1
Teen Craft & Chat	Young Adult (12-18)	Group attending	In-person	6	1
Robotics Lab	Children 6-11	Group attending	In-person	14	1
Young Writers Guild	General Interest (all Ages)	Group attending	In-person	5	1
Computer Basics	Adult (19+)	Group attending	In-person	1	1
Tech Outreach to Wadewitz	Children 6-11	Group attending	In-person	25	1
Make Stuff: Laser Engraved Coasters	General Interest (all Ages)	Group attending	In-person	10	1
Craft Time with Miss Keiko	Children 0-5	Group attending	In-person	20	1
Robotics Outreach to 21st Century Prep	Children 6-11	Group attending	In-person	20	1
Outreach to Red Apple	Children 6-11	Group attending	In-person	18	1
Photography 101	Adult (19+)	Group attending	In-person	5	1
Cars and Drones	Children 6-11	Group attending	In-person	1	1
Class Visit - Goodland Montessori, 3K and 4K	Children 0-5	Group attending	In-person	55	1
Scratch 101	Children 6-11	Group attending	In-person	5	1
Coding Blocks	Children 6-11	Group attending	In-person	2	1
Scratch Jr.	Children 0-5	Group attending	In-person	3	1
TOTAL				**862**	**41**

Patron Services

In March, staff answered 2568 questions via phone and chat and 11986 in person. A total of 14554 questions were answered across all methods of communication. 82% of the reference questions were asked in person, while 18% were received over the phone or via chat.

Main Entrance People Counter	13312
Lake Ave Entrance People Counter	2047
Overdrive Checkouts	10367
Total # of phone calls (reference)	1261
Total # of phone calls (curbside)	248
Total # of phone calls	1509
Total # of questions via phone	2508
Avg. # of calls per day	58.01
Avg. # of calls per hour	6.13
Total talk time (reference)	3931.5 mins
Total talk time (curbside)	646.92 mins
Total talk time	4578.42
Avg. call length (reference)	3.18 mins
Avg. call length (curbside)	2.61
Total chats	60
Total chat messages	254
Avg. # of messages per chat	4.23
Total phone and chat questions	2568
In-person reference questions	11986
Total # of reference questions answered	14554
Computer usage - total logins	1109
Computer usage - total time	850:11:00
Computer usage - avg. time per login	45.997
Faxes	433
Scans	3022

Social Worker report: *submitted by Ashley Cedeño*

Month: March 2023
Bus Passes
- Total bus passes given out: 54

Patron Interactions (drop-in, by appointment or phone call): 129
  patron interactions do not include bus passes

Year/Month	2021	2022	2023
January		24	56
February		20	71
March		28	129
April		61	
May		34	
June		36	
July		39	
August		42	
September	6	33	
October	15	40	
November	15	52	
December	19	40	

Need/Concerns:

Aging and Disability	
Applying for Benefits/Financial Assistance	40
Clothing/Laundry	2
COVID-19	
Domestic Abuse	
Education	
Emotional Support	

Employment	3
Food Insecurity	
General	35
Healthcare	3
Housing	17
Incidents/Crisis	4
Internet/Hotspot	18
Legal	1
Mental Health	1
Re-entry Services	
Refugee Support	
Sensory Room	2
Sexual Assault Services	
Substance Use	
Transportation (not including bus passes)	3
Veteran Services	

Continued Education (CE):
- Creating a Restorative Library Culture Webinar, Length: 1 hour, Date: 3/22/2023

Other:
- Interviewed by a student at University of Illinois- Urbana Champaign taking a MSLIS course in Library Social Work and has been tasked with completing a case study of a public library with a social work program.
- Met with Lexi Brunkow, Social Work Consultant at Superior Library, who reached out to me to get a better picture of what other libraries are doing around them in terms of social services.
- Tour of Racine Community Health Center with Karla Boho on 3/29/23 to exchange resources and become familiar with services at RCHC.
- Interviewed BSW student at Carthage College for Social Work Internship position for 2023-2024 academic year. Will be sending an official offer to student in the next coming days/week.

Circulation Report of March Activities 2023: *submitted by Chris Tobias*
RPL circulated a total of 41,125 in March of 2023. 38,158 items from Main and 2,967 items from the Bookmobile. February 2023 circulation was 39,857. Approximately 10,240 holds were

placed and filled. 7,125 items loaned from our collection to other libraries, and 7,042 received for RPL patrons. 443 new library cards were issued during the month of March. 1,435 items were loaned out to patrons via our Home Delivery Service in the month of March.

Consortium sorting:
- In March circulation staff inducted 91,932 items through the automated material handler (AMH).
- Year to date circulation staff has inducted a total of 259,306 items through the AMH.

Other updates:
- Circulation staff added one additional shift covering the second floor adult service desks for a total of 4 shifts per week.
- Circulation Clerk Joshua Blair has left employment at RPL to concentrate on his full time employment.
- Our open Circulation Clerk 1 position has been posted with a closing date of April 12th.

Please note in monthly statistics the hours opened for Bookmobile show as 0 due to the unit being out for repairs. Bookmobile staff have been using the Techmobile to provide service.

Technical Services Report of March Activities 2023: *submitted by Chris Tobias*
In March TSD staff placed orders for 1365 items and received 556 previously ordered items. A total of 948 items were added to the catalog.

Best practices for processing the Beyond Books Collection have been re-evaluated and the physical processing has been updated.

Youth Service's Family Fun Time collection will be similarly updated.

Beyond Books Collection added:
- 3D printer: Tina2
- Discovery set: cubelets robot blocks
- Double fifteen dominoes
- A game of thrones: the card game
- 2 Mini LED projectors
- Raspberry Pi 400: personal computer kit
- Retro classic game console
- Roku express
- Roosebeck grace mountain dulcimer
- Sphero Mini
- Tantrix
- Throw throw burrito: a dodgeball card game
- Underwood model 319 typewriter
- Words of mass destruction

Circulation Statistics Year to Date: *submitted by Chris Tobias*

2023 Monthly Statistics	Jan-23	Feb-23	Mar-23	Total
Circulation				
Main	32,948	36,825	38,158	107,931
Bookmobile	3,333	3,032	2,967	9,332
Total	36,281	39,857	41,125	117,263
Home Delivery Service	1,183	1,111	1,435	3,729
Bulk Loans (Outreach)	335	400	515	1,250
Holds Placed	10,876	9,970	10,240	31,086
Interlibrary Loans				
SHARE Loaned	7,423	5,961	7,021	20,405
ILL Loaned (Wiscat Lender filled)	100	105	104	309
Total Loaned	7,523	6,066	7,125	20,714
SHARE Received	6,558	5,847	6,934	19,339
ILL Received (Wiscat Borrower filled)	106	99	108	313
Total Received	6,664	5,946	7,042	19,652
Overdrive Downloads				
Audiobooks	4,479	3,898	4,515	12,892
EBooks	5,434	4,771	5,314	15,519
Periodicals	577	477	538	1,592
Other				-
Total downloads	10,490	9,146	10,367	30,003
Hours Open				

Main	218	208	246	672
Mobile	130	110	0	240
Total	348	318	246	912
Library Cards Issued				
Adult	176	161	239	576
Juvenile	56	68	96	220
Restricted	3	1	-	4
Net Only	2	-	-	2
Home Delivery	3	1	-	4
Lost Cards	108	126	108	342
Total	348	357	443	1,148
AMH Inductions	86,107	81,267	91,932	259,306

Staff Continuing Education Activities and Positive Staff and Patron Stories
We had a reported total of 17.5 hours of CE from 5 staff members for March.

I received a staff commendation from **Keiko Skow** that I'd like to pass on:
"I would like to commend **Chris Tobias**. When I come in the early morning, Chris is already here. What amazes me is that he checks every aisle of our collections in the ASD and the YSD every day……I really appreciate that he has been with us for many years. He is a quiet and gentle person with a lot of precious knowledge about the Library. I do remember him when I was hired in 1988. He was a senior page, working hard at the desk in front of the large piles of newspapers. I am very glad that I am still working with him and learning from him."

I would just echo Miss Keiko's words about how fortunate we are to have Chris Tobias as such a long time team member and leader at this library. He is an incredibly great colleague and I think Keiko speaks for many of us with her words here, in praise of Chris. Thanks Chris!

Speaking of Miss Keiko, in March she hit her 35-year anniversary of being employed at the Racine Public Library. So thanks to Keiko, also, for being such a dedicated and longtime member of the RPL team. She is an institution unto herself, here at the RPL, and people come to the library often for no other reason than to just see her and say hello. Thanks, Keiko.

I myself also hit an anniversary last month. I started here at the library 16 years ago in March of 2007. I'm incredibly grateful to the RPL for all the opportunities it has provided me in those last 16 years.

Here's a piece of praise one of our **Public Services Assistants, Keyontai**, sent out in an all staff email, not even fully knowing who was the recipient of the praise:
"I'm not sure who completed the Earth Day display and the National Poetry Month display but, can I just say that they look amazing! The color schemes, earth tones, butterflies, words etc. are all just eye-catching and make for a peaceful feel. Great Job to the Creator!"

The creator of these displays was one of the very gifted artists on our team, **Brianna**. If you haven't seen the displays, check them out before the month is over. Thanks, Brianna!

Rebecca, our Local History Librarian, shared some of the details of the local history research she helped patrons with over March:
"This past month, I was able to help two patrons find information about their house's history, helped a patron find newspaper articles related to the closing of the Black Resort in Kenosha in 1931 who is writing an article or documentary or something about it for a group in Chicago, provided more Western Printing information for a woman in PA who is writing a book about the Western's PA Plant and will be sending us a copy whenever she is able to finish it, and continued to try and help a patron whose husband was abandoned with his two siblings as children and can't find any information about their family…"

Lastly, I'll add a note I received from **one of our patrons, Mary,** regarding our involvement in a program application we hadn't even promoted to the public. The title of her email was "Exciting to Read About Radical Librarianship" in reference to the **Radical Librarianship Institute** program we are applying for:
"Hi Nick
I hope you get to go to the summer seminar; it's good to know that librarians are working on this, and you all have been in the vanguard of social awareness here in Racine, so thank you for that."

When I asked Mary how she was aware of this grant/program application when we haven't even made it public that we were in the process of applying for it, she said that one of our several partner organizations in the project--**Racine Women for Racial Justice**--sent something about it in their monthly newsletter. I found it really encouraging to know that, whether our library's proposal is even accepted into the program or not, we're being highlighted by other community members and organizations for even putting in the work to apply.

Evelin Garcia, Business Manager

Business Office
- Working on processes

- Incident Reports
- Purchasing
  - All programming purchases will be done by Business Office
- Capital campaign
  - Working on a vendor list
- Getting the bikes refinished
  - 1st bike has been completed
  - 2nd bike should be done in the next month or so
- Ordering needed items for 2nd floor
  - Pam is working closely with Angie on this
- Exterior cameras
  - Board approved and will be installed in the next couple of months
- Postage machine
  - We will be moving forward with proposed quote

- Quotes for Van have been gathered and given to Angie
  - New / Used

- Working with the Digital Services and Innovation Team
  - Asset Tagging
    - On-going process
      - 2nd floor mostly done still need to asset tag furniture

- Assisting with Ruff Readers Program
  - Administrative duties
    - 2nd session will start on session March 20, 2023
    - Need ideas for marketing program
      - sent flyer to 5 private schools

- Assisting Marketing
  - Listing daily programs on boards
  - Lunch break kick-off May 24th
    - Need more vendors

- Public Safety Specialist
  - 2 PSSs started to cover the 32-hour week
    - PSS position vacancy posted
      - w/Gateway and Handshake (College Student Platform)

Building
- Working with the City to get the handle bars repaired
  - This will be part of a contract with IRS and is expected to start in the summer

- Maintaining the exterior clean

- - Look into landscaping for the Lake Ave entrance
    - Mike is working on this

- Check into the front doors
  - Will be getting a quote for alternatives on doors
    - No Alternatives that would address the issue

- Will be getting a quote for blinds to be cleaned
  - 29 blinds quote at $1,800 will be done once a year

- Quote to get carpets washed yearly
  - Pam is still working on it

- Will need to check cost on the glass cleaning for 2nd floor

- Exterior lighting on 2nd floor entrance
  - Mike is working on this

Training
- Attending a safety seminar
- Munis onboarding
- CVMIC

Online Store
- Offering a 10% discount through end of April - online only

Shay King, Head of Business Development

Overview
Elkid Alvarez Maldonado started on April 3 as the new marketing and outreach assistant. Onboarding so far has focused especially on an introduction to program marketing, including a revival of the e-newsletter.

April's programs are all actively being marketed. May programs are in the final stages of being posted. June/July/August programs will begin to be marketed next week.

A major focus for March was developing a feature story on the renovation and the library's various new and refurbished spaces. Several staff interviews were conducted in the process. The resulting piece is set for publication this week and will be used as a foundation for developing further content to highlight the results of the renovation.

Topics for promotion during March included the seed library's restock, seeking donations for the spring book sale, soliciting vendors for Lunch Break at the Library, a spring Square store sale, Battle of the Books and various closures.

Press highlights
In March, the library was referenced **in the media [at least 15 times](#)**.

Highlighted coverage:
- [A Checkup for Checkout: Medical kits aim to target community health issues](#) - American Libraries, March 1
- [Nonprofits will share nearly $700K](#) - The Journal Times, March 16

Owned media highlights
Website
March visitors: 3,929
March calendar views: 4,812
- Most-viewed March event: [Senior Paint 'N' Sip Tea](#) on March 21 (369 views)

New pages:
- [The Natural Library](#)

Updated pages:
- [Homepage](#)
- [Beyond Books](#)
- [Board](#)
- [Community information](#)
- [Hours & locations](#)
- [Language learners](#)
- [Library GO!](#)
- [Meeting rooms](#)
- [Policies and procedures](#)
- [Printing](#)
- [Social services](#)
- [Teens](#)

Google Business Listing
March calls: 362
March direction requests: 537
March website clicks: 2,589
March appearances in search results: 4,424
March business profile views: 7,399

Our Google profile's busiest day was Monday, March 6.

Reviews

5 stars: "Very nice library right on the lake. Great selection of books and magazines." - Jon Dezek

Search terms that revealed the library's page
* This excludes searches for our library or libraries in general. Any searches without a number were shown on Google as "<15" searches.
- "Racine library hours" and other variants (98+)
- Searches for RPL photos: "Racine public library photos" and "pictures inside racine library" (37+)
- "Bookmobile," "racine mobile library" and other variants (19+)
- Searches for unrelated locations: "1502 ellis ave racine, wi 53402," "3045 159th avenue northeast, ham lake, mn"
- Searches for our services in general (2+): "racine public library central library services" and other variants
- Searches about notaries (4+): "do all libraries have notary service?", "free notary public library near me," "notary public racine wi" and other variants
- Searches for other specific services: dropboxes, seed library, nearby water fountains, adult books, library cards, events, the SHARE Anywhere app, and free copies
- "public"
- "racine public library board"
- "racine public library reviews"

Newsletter
March open rate: 28.1%
March click rate: 2.7%
Current newsletter recipients: 18,289
Most-opened newsletter: March 17, 28.1% open rate - "Free vegetable & herb seeds • 10% off library merch" with the preheader "Techmobile at Bookmobile stops & other updates"
Most-clicked newsletter: March 17, 2.7% click rate - Most-clicked link to
Feb. 10, 1.7% - Most-clicked link to the Natural Library webpage (436 clicks)

Social Media
Facebook
Current followers: 5,849
March reach: 39,103
March posts and stories: 42
Most-reached post: 16,284 reach - March 1 Lake Avenue doors post

Instagram
Current followers: 1,106
March reach: 384
March posts and stories: 2
Most-reached post: 187 reach - March 4 Battle of the Books post

TikTok
March followers: 204
March video views: 209

Our [most popular video](#) gained another 193 views (5,024 total).

Melissa Donaldson, Head of Digital Services and Innovation

Programming
In January the Digital Services Innovation Team held and participated in 11 programs with a total attendance of 140 participants.

Tech Support
Digital Services and Innovation Lab staff had 122 appointments with patrons this month. This comes to about 61 hours of work for the staff. Patron tech help is busy for the 3rd month in a row.
- DSI had 24 support tickets come in from staff.

Partnerships
- Continue to partner with IT Collaborative Group.
- Continue to partner with RUSD for various tech-related programs.
- Continue discussions on the Digital Divide

Equipment Purchases
- QIDI iFast 3d Printer.
- AnkerMake M5
- New Monitors for the Adult Patron Termials
- 5 Sewing Machines
- 3 Meta Quests VR Headsets

Continuing Education
- Melissa
  - Scrum: Advanced
  - Scrum: The Basics
  - Agile Foundations

City of Racine

Meeting Minutes - Draft

Library Board- Finance and Personnel

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Monday, April 10, 2023   10:00 AM   **Racine Public Library- Emily Lee Room**

Call To Order

At 10:10 a.m.

PRESENT: 5 - Hornung, President Kaprelian, Hargrove, Helding and Pfeifer

ABSENT: 2 - Evans and Huerta

Introductions

None

Comments from the Public

None

0356-23   **Subject:** Approve Minutes of the March 6th Finance & Personnel Committee Meeting

A motion was made by Hornung, seconded by Hargrove, that this Communication be Approved.The motion PASSED by the following vote:

AYES: 4 - Hornung, President Kaprelian, Hargrove and Pfeifer

ABSENT: 2 - Evans and Huerta

ABSTENTIONS: 1 - Helding

New Business

0354-23   **Subject:** Amendment to the 2023 Racine Public Library Budget to accept the $125,000 City funds as a new revenue source to line item 41110/Property Taxes and increase wage account line items 50100/Full-Time Salaries ($98,601), 50200/Part-Time Salaries ($11,399), 51010/FICA ($6,585), and 51100/WRS ($8,415).

A motion was made by Hargrove, seconded by Hornung, that this Communication be Approved as Presented to the Library Board - Finance and Personnel.

AYES: 4 - Hornung, President Kaprelian, Hargrove and Pfeifer

NOES: 1 - Helding

ABSENT: 2 - Evans and Huerta

[0355-23](#)   **Subject:** Amendment to line item 52200/Contracted Services transferring $36,277 from 50200/Part-Time Salaries

A motion was made by Helding, seconded by Hargrove, that this file be Approved as Presented Library Board - Finance and Personnel

Confirmation of Next Meeting (to be determined)

Adjournment

Meeting adjourned at 10:31 a.m. by Hargrove

2023 Racine Public Library Budget Amendments

OBJ	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
41110	Property Taxes	-2,257,317.00	-2,382,317.00	0.00	-2,382,317.00	
43571	Resource Library Contract	-7,000.00	-7,000.00	0.00	-7,000.00	
43720	County Grant Library	-2,006,899.00	-2,006,899.00	-1,006,949.50	-999,949.50	
46710	Library Fines & Fees	-7,500.00	-7,500.00	-3,901.64	-3,598.36	
46711	Library Misc Fees	-10,000.00	-10,000.00	-354.96	-9,645.04	
48100	Interest Income	-8,000.00	-8,000.00	-84.30	-7,915.70	
48900	Miscellaneous Revenue	0.00	0.00	-160.75	160.75	
	Total Revenue	**-4,296,716.00**	**-4,421,716.00**	**-1,011,451.15**		
50100	Salaries	1,844,871.00	1,943,472.00	475,337.52	1,468,134.48	24%
50200	Part Time Salaries	742,184.00	720,171.00	133,105.45	587,065.55	18%
50300	Overtime	15,000.00	15,000.00	826.92	14,173.08	6%
51010	FICA	195,306.00	202,172.00	44,306.69	157,865.31	22%
51100	WRS	146,266.00	151,535.00	35,865.89	115,669.11	24%
51200	Health Care	526,500.00	526,500.00	131,625.00	394,875.00	25%
51810	Mileage	4,000.00	4,000.00	762.75	3,237.25	19%
52200	Contracted Services	45,992.00	82,269.00	47,062.36	35,206.64	57%
52210	Property/Equipment Rental	15,009.00	15,009.00	2,689.80	12,319.20	18%
52315	Advertising	6,000.00	6,000.00	300.00	5,700.00	5%
53100	Office Supplies	12,000.00	12,000.00	3,315.42	8,684.58	28%
53110	Postage & Shipping	5,400.00	5,400.00	1,203.20	4,196.80	22%
53200	Work Supplies	14,800.00	14,800.00	845.27	13,954.73	6%
53210	Janitorial Supplies	8,000.00	8,000.00	1,533.95	6,466.05	19%
53255	Licenses Permits & Fees	500.00	500.00	0.00	500.00	0%
53265	Memberships	1,735.00	1,735.00	235.00	1,500.00	14%
53300	Utilities	130,000.00	130,000.00	27,859.41	102,140.59	21%
53360	External Communication Service	17,720.00	17,720.00	3,383.88	14,336.12	19%
53800	Education/Training/Conferences	8,000.00	8,000.00	200.00	7,800.00	3%
53810	Travel	7,500.00	7,500.00	23.00	7,477.00	0%
54100	Building Repairs & Maintenance	15,000.00	15,000.00	3,323.88	11,676.12	22%
54200	Equipment Repairs & Maintenanc	16,000.00	16,000.00	67.08	15,932.92	0%

54300	Grounds Repairs & Maintenance	10,000.00	10,000.00	2,976.76	7,023.24	30%
54500	Software Maintenance	42,823.00	42,823.00	39,760.30	3,062.70	93%
55100	I/S Building Occupancy	151,639.00	151,639.00	37,909.74	113,729.26	25%
55200	I/S City Telephone System	7,035.00	7,035.00	0.00	7,035.00	0%
55300	I/S Garage Fuel	5,000.00	5,000.00	1,471.69	3,528.31	29%
55310	I/S Garage Labor	4,000.00	4,000.00	105.00	3,895.00	3%
55320	I/S Garage Materials	1,500.00	1,500.00	16.76	1,483.24	1%
55400	I/S Information Systems	12,850.00	12,850.00	3,212.49	9,637.51	25%
57300	Equipment	12,500.00	12,500.00	7,149.77	5,350.23	57%
57355	Computer Hardware	17,350.00	17,350.00	10,381.82	6,968.18	60%
57800	Computer Software	0.00	0.00	965.97	-965.97	
53215	Library Materials	35,000.00	35,000.00	2,282.78	32,717.22	7%
53215	Library Materials-Print	106,148.00	106,148.00	7,756.79	98,391.21	7%
53215	Library Materials-Serial	19,000.00	19,000.00	16,718.16	2,281.84	88%
53215	Library Materials-Audio Visual	35,000.00	35,000.00	3,276.79	31,723.21	9%
53215	Library Materials-Electronic	49,588.00	49,588.00	41,603.55	7,984.45	84%
53215	Library Materials-Other	9,500.00	9,500.00	396.16	9,103.84	4%
	Expenses	**4,296,716.00**	**4,421,716.00**	**1,089,857.00**	**3,331,859.00**	**33%**

* The $125,000 will be transferred from the general fund and has been allocated to Revenue Acct 41110

	Expense Accounts	98,601.00	50100	Full Time
		11,399.00	50200	Part Time
		6,585.00	51010	FICA
		8,415.00	51100	WRS
	Total	**125,000**		

**The $51,773 deficit will be transferred from the general fund and will be allocated to Revenue Acct 41110

	General Fund	161,223.00	34300
		51,773.00	41110
	General Fund Balance	**109,450.00**	

***$36,277 from original budget for custodian position has been moved to contracted services.

	2018	2019	2020	2021	2022	2023	5yr avg	2023	2023 w/step	2023 w/step &resid	2023 w/step 1% living	2023 w/step 2% living	2023 w/step 2% living & Res	2024 5yr avg
City Allocation	2,239,208.00	2,465,271.00	2,504,816.00	2,254,816.00	2,257,317.00	2,257,317.00	2,347,907.40	2,257,317.00	2,257,317.00	2,257,317.00	2,257,317.00	2,257,317.00	2,257,317.00	2,279,059.15
County	1,478,946.00	1,548,087.00	1,604,009.00	1,706,482.00	2,018,595.00	2,006,899.00	1,776,814.40	2,006,899.00	2,006,899.00	2,006,899.00	2,006,899.00	2,006,899.00	2,006,899.00	1,925,904.20
Resource Library	5,000.00	5,000.00	5,000.00	5,000.00	7,000.00	7,000.00	5,800.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	6,600.00
Misc Revenue	66,000.00	91,590.00	20,107.00	17,889.00	29,540.00	17,500.00	35,325.20	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	27,391.30
Interest Income	11,000.00	45,459.00	34,720.00	7,157.00	12,796.00	8,000.00	21,626.40	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	12,755.60
General Fund,Cap, Fund bal	375,806.00								125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	
Total Income	4,175,960.00	4,155,407.00	4,168,652.00	3,991,344.00	4,325,248.00	4,296,716.00	4,187,473.40	4,296,716.00	4,421,716.00	4,421,716.00	4,421,716.00	4,421,716.00	4,421,716.00	4,251,710.25
Salaries	1,522,492.00	1,699,406.00	1,810,489.00	1,757,702.00	1,867,624.53	1,844,871.00	1,796,018.51	1,844,871.00	1,918,155.00	1,918,155.00	1,924,626.00	1,943,472.00	1,943,472.00	1,943,472.00
Part time	710,305.00	640,901.00	480,351.00	614,266.00	545,179.55	742,184.00	604,576.31	742,184.00	754,758.68	754,758.68	762,306.27	769,853.85	769,853.85	769,853.85
Overtime	4,500.00	5,476.00	1,659.00	4,570.00	13,331.00	15,000.00	8,007.20	8,513.44	9,884.33	10,947.19	10,470.43	9,564.52	9,875.98	15,000.00
Residency										56,131.19			56,979.84	40,699.89
FICA	164,801.00	174,337.00	171,054.00	177,065.00	180,985.64	195,306.00	179,749.53	195,306.00	196,719.11	204,477.90	205,550.32	207,569.43	207,569.43	207,569.43
WRS	125,065.00	129,679.00	131,229.00	137,940.00	138,320.71	146,266.00	136,686.94	146,266.00	174,861.42	181,758.13	182,711.39	184,506.16	184,506.16	184,506.16
Healthcare	525,424.00	486,810.00	547,560.00	469,183.00	589,680.00	526,500.00	523,946.60	526,500.00	526,500.00	526,500.00	526,500.00	526,500.00	526,500.00	526,500.00
O&M Expenses	1,134,338.00	1,138,306.00	857,092.13	966,105.00	950,233.06	826,589.00	947,665.04	826,589.00	826,589.00	826,589.00	826,589.00	826,589.00	826,589.00	826,589.00
Total Expenses	4,186,925.00	4,274,915.00	3,999,434.13	4,126,831.00	4,285,354.49	4,296,716.00	4,163,849.63	4,290,229.44	4,407,467.54	4,479,317.09	4,438,753.41	4,468,054.96	4,525,346.26	4,514,190.32
	-10,965.00	-119,508.00	169,217.87	-135,487.00	39,893.51		23,623.77		14,248.46	-57,601.09	-17,037.41	-46,338.96	-103,630.26	-262,480.07

percentage								
$125,000	Staff	Percentage		Amt to split	employee	WRS	FICA	employee
fulltime	28	44%		55,000.00	1,964.29	133.57	150.27	1,680.45
part-time	35	56%		70,000.00	2,000.00	136.00	153.00	1,711.00
Bonus based on hrs								
$125,000		Annual Hrs	hr	Amt to split	employee	WRS	FICA	employee
fulltime	28	2240	33.49	75,018.00	2,679.20	182.19	204.96	2,292.05
part-time	35	1493	33.49	50,001.00	1,428.59	97.14	109.29	1,222.16

*Bonus does contribute to the WRS total, but is not considered to be part of the three top years

*2022 numbers are not yet final

*Residency applies to 70% of the employees

Date: 02/10/23

Racine Public Library
Records Retention Policy

I. **Introduction**

Wisconsin legislative policy favors the broadest practical access to government. Providing citizens with information on the affairs of the government is one of the strongest declarations of policy found in the [Wisconsin statutes](#).

The Racine Public Library Board of Trustees recognizes its responsibility to maintain the public records of the library and to make such records available for inspection and reproduction. The Racine Public Library hence recognizes the importance of orderly management, retrieval, and disposal of all official public records, and the need for a documented records retention schedule adopted in accordance with the [Wisconsin Public Records Law for local municipalities](#).

II. **Implementation**

The Racine Public Library Board has adopted and will adhere to the records retention schedule *[Records Retention Schedule for Wisconsin's Public Libraries](#)*, as recommended by the Wisconsin Public Records Board. This retention schedule establishes the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. The adoption of the schedule also enables the Racine Public Library to dispose of records without prior approval of the Wisconsin History Society.

Records created by the Racine Public Library that are not included in the adopted *Record Retention Schedule for Wisconsin's Public Libraries* will then follow the City of Racine's records retention schedule.

The official records of the Library are retained at the Library business office located at 75 7th Street, Racine, Wisconsin or at the city offices located at 730 Washington Avenue, Racine, Wisconsin. The official custodian of Library records is the Executive Director.

The definition of a public record is found in [Chapter 19.32 (2)](#) of Wisconsin Statutes, and includes any document in any format that is created or received by, or comes under the jurisdiction of, the Racine Public Library, that documents the organization, function, policies, decisions, procedures, operations, or other activities of the Library. All records of the Library meeting this definition are public unless they, or parts of them, are specifically exempt from disclosure under Wisconsin or federal law.

Records created and stored electronically are subject to the same retention schedule as their paper counterparts, along with the hardware and software necessary to access them. Duplicate files, duplicate copies, library materials, and community forms, booklets, or pamphlets originally intended for distribution are not considered to be official public records.

A public record may not be destroyed if any litigation, claim negotiation, audit, public records request, administrative review, or other action involving the records is initiated before the expiration of the retention period set in the Records Retention for Wisconsin's Public Libraries and Public Library Systems.

Upon request, all public records responsive to the request, and not exempt from disclosure, will be prepared within a reasonable amount of time and made available for inspection to any person during regular business hours at the Library. Copies of requests may also be mailed or sent electronically. The requester of public records will be charged the actual cost of reproducing and delivering the information.

Whenever there is a doubt as to whether information may or may not be released in response to a public records request, the Executive Director will seek the counsel of the City Attorney's office. Any denial of a public record request will include an explanation, including legal authority. If a public record contains information that is confidential or exempt from the duty to permit public inspection or to copy the public record, the Executive Director will redact the confidential or exempt information and will make available all the information within the public record that is not exempt or confidential.

Approved by: RPL Board of Trustees
Approved Date: April 20th, 2023
Review Schedule: Annual.
Next Review Date: April 2024

Racine Public Library
A Library Commitment of Excellence for All

I. **Introduction**
The Library is a place of information, knowledge, and learning. It is also one of the few public spaces and public goods in communities and in the country where one may come and be welcomed and be served, to find a space and to find a voice.

The Racine Public Library is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access. This may include those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

Because the Library is for everyone, the Racine Public Library Board of Trustees has adopted this Commitment of Excellence for All to ensure:
- All Library community members may use and enjoy the Library's services, materials, and facilities without unreasonable interference or disturbance from others;
- All Library community members enjoy safe and secure Library facilities;
- The Library's materials are protected from theft and damage and;
- All Library employees have a safe and secure workplace.

II. **Personal Conduct in the Library**
Community members shall respect the rights of other Library users and Library staff. Soliciting, harassing, intimidating or disturbing Library community members or staff is strictly prohibited.

Community Members who require assistance to follow the Commitment to Excellence for All policy must be accompanied by a caregiver.

III. **Library Use Guidelines**
The Executive Director shall be responsible for developing and implementing the Commitment of Excellence for All Policy. These procedures shall be consistent with the principles outlined in this policy.

A. The following are illegal or are not permissible on Library property or at Library events. This includes, but is not limited to the following:
- Assault (threat of harm) and battery (actual harm)
- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances
- Creating, viewing, sharing, or distributing child pornography
- Engaging in sexual conduct, sexual contact, or lewd acts (including but not limited to exposure, masturbation, nudity)
- Harassment (physical, sexual, verbal, or stalking)

- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance which causes a significant disturbance
- Theft, including deliberately removing Library materials from the building without checking them out
- Trespassing by entering or remaining on Library premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library premises during the period in which an individual has been banned from the premises
- Vandalism or destruction of Library property
- Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons

B. Any of the following behaviors listed and occurring in the Library will be addressed either by staff addressing the community member verbally, staff referring the patron to our social worker, or any of the more serious consequences listed in Section III of this policy, depending on the situation.

No conduct is permitted that may reasonably be expected to create a disturbance or otherwise interfere with the safe use and enjoyment of the Library by others. These behaviors include, but are not limited to the following:
- Engaging in any behavior that could reasonably be considered as disruptive, harassing, or threatening in nature to Library users or staff including prolonged staring at, inappropriate physical contact, or following intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other Library users.
- Entering or remaining upon Library premises when emitting a bodily odor so strong that it creates an issue for others using the Library. The community member may be referred to the social worker in this case.
- Filming and photography are prohibited of minors, patrons' and employees' computer screens, and/or other sensitive or personal information.
- Loud electronic device use (headphones, cell phone rings, etc.) and loud conversations
- Rowdy behavior and profanity
- Selling, soliciting, surveying, distributing written materials, or canvassing for any political, charitable or religious purposes inside a Library building, doorway or vestibule without prior authorization of the Executive Director or designee.

C. No conduct is permitted that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities (for example, but not limited to moving furniture in a way which blocks aisles, using tables, chairs or heating units as footstools, sitting on stairways, defacing or vandalizing Library property or materials, etc.)

D. Patrons may not bring animals into the Library other than service animals or for a specific Library program.

E. Smoking and vaping are not permitted on the Library premises.

F. Using Library restrooms or facilities for purposes such as bathing, shaving or changing clothes.

G. Not wearing shoes or shirt within the Library. The community member may be referred to the social worker in this case.

H. Library users may not leave personal belongings in the Library when they leave the building. The Library is not responsible for any loss of users' personal belongings. Personal belongings may not obstruct walkways or interfere with use of shared spaces.

I. Sleeping is allowed in the library, so long as it does not limit access to library entrances and exits, resources, and staff or cause a significant disturbance to others. Laying or sleeping on the library floor is not allowed.

J. Eating and drinking while using Library computers or in spaces designated as free from food. Eating and drinking is acceptable in certain areas as indicated.

K. Violations of the Library's Internet Access Acceptable Use Policy & Regulations.

L. Refusing to follow the directions of the Library Staff.

IV. **Potential Consequences & Procedures for Enforcement**
In the event disruptive or illegal behavior occurs, the Racine Public Library staff may take the following actions, as appropriate to the situation:

If the behavior constitutes a violation of criminal law or the City of Racine Municipal Code, staff may request police assistance. Illegal conduct may result in the suspension of Library privileges for a period of time up to and including a one-year renewable suspension.

The Library staff is authorized to use security footage of those who violate this policy, and to request identification.

A. **Level I – Warning**
Advise the violator that their behavior is disruptive and request that the person comply with Library policy. Library staff may warn the person that if their behavior does not comply with Library policy, they will be directed to leave the facility.

B. **Level II- Evicted for the Day**
If the person fails to comply with Library policy after being warned, staff may order the person to leave the building for the rest of the day. If a person does not obey an order to leave the building, Library staff may request assistance from the Racine Police Department to remove the person from the building. A Level II eviction applies to warnings given the same day as the eviction.

C. **Level III-Suspension of Library Privileges**
If a person repeats disruptive behavior, this may result in a suspension of Library privileges for a period of time up to and including a one-year renewable suspension.

V. **Patron Suspension Privileges**

A. **Suspension of Library Privileges**
The Library staff are authorized to give Level II suspensions to patrons after the appropriate number of warnings are given as outlined in the Commitment of Excellence for All policy. For Level III suspensions, the Library staff must report the facts to the Executive Director, who shall examine the facts in the report in consultation with the Library social worker and other Library staff as deemed appropriate. If they warrant a suspension action, they shall authorize the action after notifying the community member of the pending action and the community member's right to state their position in writing within one week of the notice.

B. **Appeals Process**
Community members have the right, within one week after receipt of this notice, to state their position in writing. The Executive Director shall, in consultation with the Library social worker and other Library staff as deemed appropriate, review the submitted community member statement. After that time, Library privileges may be suspended.

Prior to the end of a community member's banning period, the community member may be required to meet with the Library's social worker to create a return plan and to discuss how best the Library may support them to prevent the incident from repeating itself. After this meeting, community members are welcome to return after their suspension, as long as they follow the policy. Any further unacceptable conduct may result in another suspension, up to and including a one-year, renewable suspension.

Written requests to have the suspension reduced should be directed to the Executive Director of the Library. These shall be forwarded to the Finance and Personnel Committee of the Library Board, for recommendation to the full Board. Their decision shall be final.

This policy supersedes all of the Racine Public Library's previous policies on patron behavior.

Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library

I. **Philosophy behind the Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library**
The Racine Public Library welcomes children of all ages. Libraries provide another space for children to learn and are a doorway to lifelong learning. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

Considering any number of emergencies could take place in a public building, it is for the safety of each child that the Racine Public Library Board of Trustees has adopted this policy concerning the behavior and supervision of minors the Library.

II. **Safe Child Policy**
Parents, guardians, and caregivers are responsible for the safety of those who require care while visiting the library. A person under the age of twelve will not be considered a responsible caregiver; this includes siblings. The caregiver is responsible for the child's behavior while in the building.

Children attending a family program must be supervised by a caregiver. Children participating in a class visit must be supervised by the accompanying teacher and the teacher must remain with the students at all times.

Children aged eight or over may remain in the Library unattended, provided they follow all Library rules as listed in the Commitment of Excellence for All policy, unless special circumstances, defined in the **Safe Child Procedures,** exist.

III. **Safe Child Procedures**
All children are subject to the Commitment of Excellence for All Policy. Library staff or security will intervene when a child is violating Library rules and take whatever action is considered appropriate including - but not limited to – notifying the child's caregiver, summoning the police, restricting Library privileges and/or access to the Library.

Child left unattended
If a child under the age of eight is left unattended and the caregiver cannot be located, appropriate staff member will be called.
If a caregiver is not found in the building, law enforcement officials will be contacted and the child will stay with Library staff until law enforcement officials arrive.

Child left unattended at closing
At closing, if a child who is age fifteen or younger is left unattended in the Library and a caregiver cannot be reached or does not arrive within fifteen minutes, law enforcement officials may be contacted. The Person in Charge will wait with the child until law enforcement officials arrive.

Special Circumstances
If a child becomes ill or injured and a caregiver cannot be contacted, law enforcement officials or, if appropriate, a rescue squad may be called.

Approved by: RPL Board of Trustees
Approved Date: October 20th, 2022 *(October 21st, 2021)*
Review Schedule: Annual
Next Review Date: October 2023

Racine Public Library
A Library Commitment ~~of~~ to Excellence for All

I. **Introduction**

The Library is a place of information, knowledge, and learning. It is also one of the few public spaces and public goods in communities and in the country where one may come and be welcomed and be served, to find a space and to find a voice.

The Racine Public Library is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access. This may include those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

Because the Library is for everyone, the Racine Public Library Board of Trustees has adopted this Commitment of Excellence for All to ensure:
- All Library community members may use and enjoy the Library's services, materials, and facilities without unreasonable interference or disturbance from others;
- All Library community members enjoy safe and secure Library facilities;
- The Library's materials are protected from theft and damage and;
- All Library employees have a safe and secure workplace.

II. **Personal Conduct in the Library**

Community members shall respect the rights of other Library users and Library staff. Soliciting, harassing, intimidating or disturbing Library community members or staff is strictly prohibited.

Community Members who require assistance to follow the Commitment to Excellence for All policy must be accompanied by a caregiver.

III. **Library Use Guidelines**

The Executive Director shall be responsible for developing and implementing the Commitment of Excellence for All Policy. These procedures shall be consistent with the principles outlined in this policy.

A. The following are illegal or are not permissible on Library property or at Library events. This includes, but is not limited to the following:
- ~~Assault (threat of harm) and battery (actual harm)~~
- Threat of harm
- Assault (actual harm)
- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances
- Creating, viewing, sharing, or distributing child pornography

- Engaging in sexual conduct, sexual contact, or lewd acts (including but not limited to exposure, masturbation, nudity)
- Harassment (physical, sexual, verbal, or stalking)
- Possessing, selling, distributing, consuming or ~~being under the influence of any alcoholic beverage or controlled substance which causes a significant disturbance~~ discernibly being under the influence of any alcoholic beverage or controlled substance
- Theft, including deliberately removing Library materials from the building without checking them out
- Trespassing by entering or remaining on Library premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library premises during the period in which an individual has been banned from the premises
- Vandalism or destruction of Library property
- Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons

B. Any of the following behaviors listed and occurring in the Library will be addressed either by staff addressing the community member verbally, staff referring the patron to our social worker, or any of the more serious consequences listed in Section III of this policy, depending on the situation.

No conduct is permitted that may reasonably be expected to create a disturbance or otherwise interfere with the safe use and enjoyment of the Library by others. These behaviors include, but are not limited to the following:
- Engaging in any behavior that could reasonably be considered as disruptive, harassing, or threatening in nature to Library users or staff including prolonged staring at, inappropriate physical contact, or following intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other Library users.
- Entering or remaining upon Library premises when emitting a bodily odor so strong that it creates an issue for others using the Library. The community member may be referred to the social worker in this case.
- Filming and photography conducted by community members is prohibited of minors, patrons' and employees' computer screens, and/or other sensitive or personal information.
- Loud electronic device use (headphones, cell phone rings, etc.) and loud conversations
- Rowdy behavior and profanity
- Selling, soliciting, surveying, distributing written materials, or canvassing for any political, charitable or religious purposes inside a

Library building, doorway or vestibule without prior authorization of the Executive Director or designee.

C. No conduct is permitted that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities (for example, but not limited to moving furniture in a way which blocks aisles, using tables, chairs or heating units as footstools, sitting on stairways, defacing or vandalizing Library property or materials, etc.)

D. Patrons may not bring animals into the Library other than service animals or for a specific Library program.

E. Smoking and vaping are not permitted on the Library premises.

F. Using Library restrooms or facilities for purposes such as bathing, shaving or changing clothes.

G. Not wearing shoes or shirt within the Library. The community member may be referred to the social worker in this case.

H. Library users may not leave personal belongings in the Library when they leave the building. The Library is not responsible for any loss of users' personal belongings. Personal belongings may not obstruct walkways or interfere with use of shared spaces.

I. Sleeping is allowed in the library, so long as it does not limit access to library entrances and exits, resources, and staff or cause a significant disturbance to others. Laying or sleeping on the library floor is not allowed.

J. Eating and drinking while using Library computers or in spaces designated as free from food. Eating and drinking is acceptable in certain areas as indicated.

K. Violations of the Library's Internet Access Acceptable Use Policy & Regulations.

L. Refusing to follow the directions of the Library Staff.

IV. **Potential Consequences & Procedures for Enforcement**
In the event disruptive or illegal behavior occurs, the Racine Public Library staff may take the following actions, as appropriate to the situation:

If the behavior constitutes a violation of criminal law or the City of Racine Municipal Code, staff may request police assistance. Illegal conduct may result in the suspension of Library privileges for a period of time up to and including a one-year renewable suspension.

The Library staff is authorized to use security footage of those who violate this policy, and to request identification.

A. Level I – Warning
Advise the violator that their behavior is disruptive and request that the person comply with Library policy. Library staff may warn the person that if their behavior does not comply with Library policy, they will be directed to leave the facility.

B. Level II- Evicted for the Day
If the person fails to comply with Library policy after being warned, staff may order the person to leave the building for the rest of the day. If a person does not obey an order to leave the building, Library staff may request assistance from the Racine Police Department to remove the person from the building. A Level II eviction applies to warnings given the same day as the eviction.

C. Level III-Suspension of Library Privileges
If a person repeats disruptive behavior, this may result in a suspension of Library privileges for a period of time up to and including a one-year renewable suspension.

V.   Patron Suspension Privileges

A. Suspension of Library Privileges
The Library staff are authorized to give Level II suspensions to patrons after the appropriate number of warnings are given as outlined in the Commitment of Excellence for All policy. For Level III suspensions, the Library staff must report the facts to the Executive Director, who shall examine the facts in the report in consultation with the Library social worker and other Library staff as deemed appropriate. If they warrant a suspension action, they shall authorize the action after notifying the community member of the pending action and the community member's right to state their position in writing within one week of the notice.

B. Appeals Process
Community members have the right, within one week after receipt of this notice, to state their position in writing. The Executive Director shall, in consultation with the Library social worker and other Library staff as deemed appropriate, review the submitted community member statement. After that time, Library privileges may be suspended.

Prior to the end of a community member's banning period, the community member may be required to meet with the Library's social worker to create a return plan and to discuss how best the Library may support them to prevent the incident from repeating itself. After this meeting, community members are welcome to return after their suspension, as long as they follow the policy. Any

further unacceptable conduct may result in another suspension, up to and including a one-year, renewable suspension.

Written requests to have the suspension reduced should be directed to the Executive Director of the Library. These shall be forwarded to the Finance and Personnel Committee of the Library Board, for recommendation to the full Board. Their decision shall be final.

This policy supersedes all of the Racine Public Library's previous policies on patron behavior.

Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library

I. **Philosophy behind the Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library**
The Racine Public Library welcomes children of all ages. Libraries provide another space for children to learn and are a doorway to lifelong learning. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

Considering any number of emergencies could take place in a public building, it is for the safety of each child that the Racine Public Library Board of Trustees has adopted this policy concerning the behavior and supervision of minors the Library.

II. **Safe Child Policy**
Parents, guardians, and caregivers are responsible for the safety of those who require care while visiting the library. A person under the age of twelve will not be considered a responsible caregiver; this includes siblings. The caregiver is responsible for the child's behavior while in the building.

Children attending a family program must be supervised by a caregiver. Children participating in a class visit must be supervised by the accompanying teacher and the teacher must remain with the students at all times.

Children aged eight or over may remain in the Library unattended, provided they follow all Library rules as listed in the Commitment of Excellence for All policy, unless special circumstances, defined in the **Safe Child Procedures,** exist.

III. **Safe Child Procedures**
All children are subject to the Commitment of Excellence for All Policy. Library staff or security will intervene when a child is violating Library rules and take

whatever action is considered appropriate including - but not limited to – notifying the child's caregiver, summoning the police, restricting Library privileges and/or access to the Library.

Child left unattended
If a child under the age of eight is left unattended and the caregiver cannot be located, appropriate staff member will be called.
If a caregiver is not found in the building, law enforcement officials will be contacted and the child will stay with Library staff until law enforcement officials arrive.

Child left unattended at closing
At closing, if a child who is age fifteen or younger is left unattended in the Library and a caregiver cannot be reached or does not arrive within fifteen minutes, law enforcement officials may be contacted. The Person in Charge will wait with the child until law enforcement officials arrive.

Special Circumstances
If a child becomes ill or injured and a caregiver cannot be contacted, law enforcement officials or, if appropriate, a rescue squad may be called.

Approved by: RPL Board of Trustees
Approved Date: October 20th, 2022 *(October 21st, 2021)*
Review Schedule: Annual
Next Review Date: October 2023

Racine Public Library
Internet Access and Wireless Network Policy

I.   Purpose and Access to Internet Resources
It is the policy of Racine Public Library to make Internet and wireless network resources available to its community members along with collections of print, non-print and electronic reference resources. The addition of Internet and wireless network resources is a way to enhance public access to ideas and information that are not available in print sources, while also consistent with our mission of providing easy and open access to information for all segments of the community. In order to provide this service in an orderly and equitable manner to all users, while complying with the legal and financial restrictions applicable, the Racine Public Library adopts the policies stated in this document.

The Library's computer system, through the Internet, provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. Currently the Internet is an unregulated medium. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be inaccurate, offensive, disturbing, and/or illegal. It is unacceptable to use the Library's Internet equipment to send, receive or display text or graphics which may reasonably be construed as obscene by community standards.

The Library has installed technology protection measures, commonly called "Internet filters," on all Internet workstations in an effort to block the availability of obscene and pornographic materials in the Library. These measures, although effective, may not always block what the Library intended. The Racine Public Library recognizes that no filtering software is perfect; it does allow some inappropriate content to inadvertently pass through, and can also block appropriate sites from view.

II.   User Rights and Responsibilities
The Library cannot control or monitor the vast amount of material accessible from computers and networks via the Internet. Individual users must accept responsibility for sites visited and links followed. The user is responsible for verification of information found on the Internet. Library staff is available to provide assistance and to help identify appropriate sites. The user, however, is the selector when using the Internet, with individual choices and decisions.

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents/guardians to determine and monitor their children's use of Library materials, information selected and/or accessed by their children on the Internet, and other resources. Therefore, it is assumed that children and young adults from age eight through seventeen who are unattended in the Library have parental permission to use all Library resources, including the unfiltered Internet workstations.

Use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension of Library privileges. All users of the Internet are expected to use this resource in a responsible manner, consistent with the educational and information purposes for which it is provided, and consistent with all regulations as outlines in our Rules of Behavior policy.

III.   Conditions and Terms of Use in the Library

- The Library reserves the right to regulate access to Internet sites based on bandwidth and network functionality in order to provide reasonable access to all users.
- Users printing material from the Internet will be charged on a per page basis.
- The Library has established Rules and Regulations which make Internet stations available on a fair and equitable basis to all customers.
- The Library provides wireless Internet access. Patrons are responsible for configuring and protecting their own equipment. The Library's wireless network is an open public network and the Library is not responsible for any damages arising from its use.
- The Library cannot guarantee Internet speed, the quality of wireless connection, or that wireless service will be available at any specific time.
- Patrons should respect the privacy of others who are using a computer or while using a computer themselves. While the Library uses privacy screens for the Internet workstations in the Adult Services Department, users should be aware that these screens do not completely block images from all angles.
- The Library has in good faith installed security software on its public computers to prevent fraudulent activity on its network. No system is foolproof. The Library expects its customers to take measures to protect their personal confidential information. The Library does not take responsibility for any breach of personal information while using library computers.
- Failure to act in conformance with this policy may result in revocation of Internet use privileges.

The Executive Director shall be responsible for developing and implementing procedures governing use of the Library's Internet workstations. These procedures shall be consistent with the principles outlined in this policy. The Library may establish restrictions such as time limits to encourage equitable access to Internet terminals.

Racine Public Library
Internet Access and Wireless Network Rules and Regulations

Youth Services
- Internet access in the Youth Services Department is intended primarily for youth thirteen and under. The Library reserves the right to ask adults and high schools students to use the workstations in the Adult Department.
- Children under the age of eight may use these workstations only when directly supervised by a parent or guardian as required by the Library's Safe Child Policy.

Adult Services
- Internet access in the Adult Services Department is for users who are fourteen years of age and older.
- Adults with small children are encouraged to use the Internet workstations in the Youth Services Department. If accessing the Internet workstations in the Adult Services Department, that adult assumes full responsibility for any images or text to which the child might be exposed.

General
- Due to the limited number of Internet workstations, access is limited to three hours per day of Internet access.
- Library accounts may only be used by the person whose name is on the account.
- External devices can be connected to library computers with the following restrictions
    - Software cannot be installed or run from, or to support, external devices.
    - Only standard Windows compatible devices can be used.

Approved by: RPL Board of Trustees
Approved Date: March 17th, 2022
Review Schedule: Annual
Next Review Date: March 2023

Racine Public Library
Internet Access and Wireless Network Policy

I.   **Purpose and Access to Internet Resources**

It is the policy of Racine Public Library to make Internet and wireless network resources available to its community members along with collections of print, non-print and electronic reference resources. The addition of Internet and wireless network resources is a way to enhance public access to ideas and information that are not available in print sources, while also consistent with our mission of providing easy and open access to information for all segments of the community. In order to provide this service in an orderly and equitable manner to all users, while complying with the legal and financial restrictions applicable, the Racine Public Library adopts the policies stated in this document.

The Library's computer system, through the Internet, provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. ~~Currently the Internet is an unregulated medium.~~ While ~~it~~ the Internet offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be inaccurate, offensive, disturbing, and/or illegal. It is unacceptable to use the Library's Internet equipment to send, receive or display text or graphics which may reasonably be construed as obscene ~~by community standards.~~

The Library has installed technology protection measures, commonly called "Internet filters," on all Internet workstations in an effort to block the availability of obscene and pornographic materials in the Library. These measures, although effective, may not always block what the Library intended. The Racine Public Library recognizes that no filtering software is perfect; it does allow some inappropriate content to inadvertently pass through, and can also block appropriate sites from view.

II.   **User Rights and Responsibilities**

The Library cannot control or monitor the vast amount of material accessible from computers and networks via the Internet. Individual users must accept responsibility for sites visited and links followed. The user is responsible for verification of information found on the Internet. Library staff is available to provide assistance and to help identify appropriate sites. The user, however, is the selector when using the Internet, with individual choices and decisions.

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents/guardians to determine and monitor their children's use of Library materials, information selected and/or accessed by their children on the Internet, and other resources. Therefore, it is assumed that children and young adults from age eight through seventeen who are unattended in the Library have parental permission to use all Library resources, ~~including the unfiltered Internet workstations.~~

Use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension of Library privileges. All users of the Internet are expected to use this resource in a responsible manner, consistent with the educational and information purposes for which it is provided, and consistent with all regulations as ~~outlines~~ outlined in our ~~Rules of Behavior~~ Library Commitment to Excellence policy.

III.   Conditions and Terms of Use in the Library

- The Library reserves the right to regulate access to Internet sites based on bandwidth and network functionality in order to provide reasonable access to all users.
- Users printing material from the Internet will be charged on a per page basis.
- The Library has established Rules and Regulations which make Internet stations available on a fair and equitable basis to all customers.
- The Library provides wireless Internet access. Patrons are responsible for configuring and protecting their own equipment. The Library's wireless network is an open public network and the Library is not responsible for any damages arising from its use.
- The Library cannot guarantee Internet speed, the quality of wireless connection, or that wireless service will be available at any specific time.
- Patrons should respect the privacy of others who are using a computer or while using a computer themselves. ~~While the Library uses privacy screens for the Internet workstations in the Adult Services Department, users should be aware that these screens do not completely block images from all angles.~~
- The Library has in good faith installed security software on its public computers to prevent fraudulent activity on its network. No system is foolproof. The Library expects its customers to take measures to protect their personal confidential information. The Library does not take responsibility for any breach of personal information while using library computers.
- Failure to act in conformance with this policy may result in revocation of Internet use privileges.

The Executive Director shall be responsible for developing and implementing procedures governing use of the Library's Internet workstations. These procedures shall be consistent with the principles outlined in this policy. The Library may establish restrictions such as time limits to encourage equitable access to Internet terminals.

Racine Public Library
Internet Access and Wireless Network Rules and Regulations

Youth Services

- Internet access in the Youth Services Department is intended primarily for youth thirteen and under. The Library reserves the right to ask adults and high schools students to use the workstations in the Adult Department.

- Children under the age of eight may use these workstations only when directly supervised by a parent or guardian as required by the Library's Safe Child Policy.

Adult Services

- Internet access in the Adult Services Department is for users who are fourteen years of age and older.

- Adults with small children are encouraged to use the Internet workstations in the Youth Services Department. If accessing the Internet workstations in the Adult Services Department, that adult assumes full responsibility for any images or text to which the child might be exposed.

TeenScene
- Internet access in the TeenScene is for users who are ages thirteen through eighteen.

General

- Due to the limited number of Internet workstations, access is limited to three hours per day of Internet access, unless otherwise authorized by a library staff member.

- Library accounts may only be used by the person whose name is on the account.

- External devices can be connected to library computers with the following restrictions
    - Software cannot be installed or run from, or to support, external devices.
    - Only standard Windows compatible devices can be used.

Approved by: RPL Board of Trustees
Approved Date: March 17th, 2022
Review Schedule: Annual
Next Review Date: April 2023

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 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 A 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 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 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
   Public Safety Specialist after hours: $25 per hour

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

3. Business Center
   Seating Capacity: 30
   Fee: $50 per meeting
   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
   Public Safety Specialist after hours: $25 per hour

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

6. Special events at the Library, after hours
   Fee: $300 per hour
   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
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.

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 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. 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 or 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 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.

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. Covered, non-alcoholic beverages are permitted.

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 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. Included in this collection are items published in Racine, about Racine or created by Racine citizens. Also included are materials by Western Publishing, minutes of local governing bodies, postcards, newspapers and vertical files which contain newspaper clippings. Materials are placed in the Racine History Room collection because they are unique, costly to replace or irreplaceable.

Gifts and Donations
The Racine Public Library welcomes gifts and donations or artifacts and other memorabilia, which relate in a meaningful way directly to the history of Racine and 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.

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

Room Use
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. Patrons wishing to view materials outside of the Racine History Room, must leave a library card or a state/government issued photo ID at the Information Services Station. Patrons will receive one item from the collection at a time.
3. Library staff will retrieve materials for patrons.
4. Coats, bags, purses, backpacks, etc. will not be permitted in the Racine History Room, but can be stored at the Information Services Station.
5. Food and drink are not permitted in the Racine History Room.

6. Ink pens of any kind are not permitted while using the materials. Notes must be taken in pencil or by computer.
7. Laptops, cameras and scanners are permitted. Certain materials may not be copied, and are clearly marked.
8. 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.
9. All materials in the Racine History Room are considered reference and will not be circulated.
10. 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.
11. Community members must return materials to staff members to be reshelved, community members are not allowed to re-shelve the materials. Once all items have been returned, community members will receive their ID back.
12. 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.

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

Racine Public Library
Public Use of Rooms Policy

I.   **Intended Purpose and Sharing of Space**
II.   **Public Use of Meeting Rooms**
III.   **Public Use of Study Rooms**
IV.   **Public Use of Racine History Room**

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 A Library Commitment to 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 A 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 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 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
   Public Safety Specialist after hours: $25 per hour

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

3. Business Center
   Seating Capacity: 30
   Fee: $50 per meeting
   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
   Public Safety Specialist after hours: $25 per hour

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

6. Special events at the Library, after hours
   Fee: $300 per hour
   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.

- The user is responsible for leaving the room in the condition in which it was found. This includes, but is not limited to
  - taking out the trash and re-lining the bins if the trash is either perishable or overflowing the bins. The user, specifically the person who makes the reservation, will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required.
  - The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for repairs to walls, floors, furniture, etc.
  - The Library may assess a fine to users if extra cleaning is required.

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. Also upon request, the Library can provide instruction of its use. However, the Library is unable to provide personnel to operate this equipment the day of the event.

Damage to any Library equipment will be billed to the person/organization responsible for the reservation, including repair/replacement. If Library equipment is missing after a group has used the room, the Library will bill the responsible party for the costs of replacement.

Prohibition of the Use of the Library Name and Address

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.

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.

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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.

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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 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.) or valid library card 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.
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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.

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. Study room lights must remain on at all times.
5. Rooms shall remain unlocked during use.
6. 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.
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Room Use
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Approved by: RPL Board of Trustees
Approved Date: January 19th, 2023
Review Schedule: Annual
Next Review Date: January 2024