City of Racine

Meeting Agenda - Final

Library Board

| **Thursday, July 27, 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.

Press Mentions

0735-23   **Subject:** Press Mentions

Attachments: Bilingual Memory Cafe launching on June 13th at Racine Public Library_060923

Racine Native Rayven Craft to open for Ne-Yo at Summerfest_062923

Racine Public Library offers Lunch Break every Wednesday_071723

Library Chess Club creates learning connections_072023

Consent Agenda

0736-23   **Subject:** Approve Minutes from the June 15th Regular Board Meeting

Attachments: Approve Minutes from the June 15th Regular Board Meeting

0737-23   **Subject:** Approve Financial June 10 - July 21st, 2023 Invoices and Credit Card Purchases

Attachments: Approve Financial June 10th - July 21st, 2023 Invoices and Credit Card Purchas

0738-23   **Subject:** Approve June 2023 Financial Executive Summary Report

Attachments: Approve June 2023 Financial Executive Summary Report

0739-23   **Subject:** Approve 2nd Quarter Trust Funds Report

Attachments: Approve 2nd Quarter Trust Fund Report

0740-23   **Subject:** Approve Gifts and Memorials Report

Attachments: Approve Gifts & Memorials Report

Reports

0759-23   **Subject:** Executive Director Report (Angela Zimmermann)

Attachments: July 2023 Executive Director and Leadership Team Reports

0741-23   **Subject:** RPL Interim Board President (Trustee Hardgrove)

0742-23   **Subject:** City Council Liaison (Trustee Peete)

0743-23   **Subject:** RPL Foundation (Executive Director Zimmermann)

0744-23   **Subject:** RUSD Liaison (Trustee O'Connell)

0745-23   **Subject:** Prairie Lakes Library System Liaison (Trustee O'Hagan)

0746-23   **Subject:** Building & Grounds Committee Report (Trustee O'Connell) - last met on June 9th, 2021

0747-23   **Subject:** Finance & Personnel Committee Report (did not convene before the July meeting; date needs to be set prior to the August meeting)

New Business

0748-23   **Subject:** Nomination/Appointment for President of the RPL Board - Discussion/Action

0749-23   **Subject:** Nomination/Appointment for Vice President of the RPL Board - Discussion/Action

0750-23   **Subject:** Nomination/Appointment for Secretary of the RPL Board - Discussion/Action

0751-23   **Subject:** Follow-up from the May 18th Board Meeting in relation to Board of Trustee oversight concerning employee HR issues/Email Response from DPI - Information/Discussion

Attachments: Email response from DPI

0755-23   **Subject:** Approve changes to the Trust Fund Investment and Use Policy - Discussion/Action

Attachments: Trust Fund Investment and Use Policy June 2022

                         Suggested Changes for the Trust Fund Investment and Use Policy

0757-23   **Subject:** Approve changes to the Emergency Procedures - Discussion/Action

Attachments: Emergency Procedures

                         Suggested Changes to the Emergency Procedures

0758-23   **Subject:** Approve changes to the Social Media Policy - Discussion/Action

Attachments: Social Media Policy June 2022

                         Suggested Changes to the Social Media Policy

Referral Items

Trustee Comments

Confirmation of Next Meeting: Thursday, August 17th at 4:30 pm

Adjourment

If you are disabled and have accessibility needs or if you need information interpreted for you, please call the Library's Business Office at (262)636-9170 at least 3 business day 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)
pwd=VURFSlU5QVB5NFI2OUw1Wm9idDRCdz09

City of Racine

Meeting Minutes - Draft

Library Board

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

| **Thursday, June 15, 2023** | **4:30 PM** | **Racine Public Library, Lee Room** |

Call To Order

Roll Call & Introductions

Huerta arrived at 4:46 p.m.

PRESENT: 11 - Melvin Hargrove, Jenny Trick, Grace Allen, Alberto Huerta, Carl Hubbard, Angelina Cruz, Nicole Pfeifer, Greg Helding, Natalia Taft, Sam Peete and Brian F. O'Connell

EXCUSED: 2 - James O'Hagan and Damian Evans

Comments from the Public

None

Correspondence

0588-23   **Subject:** Correspondence

Received and Filed

0589-23   **Subject:** Approve Minutes from the May 18th Regular Board Meeting

A motion was made by Peete, seconded by Allen, that this file be Approved

0590-23   **Subject:** Approve Financial May 13th - June 10th, 2023 Invoices and Credit Card Purchases

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

Consent Agenda

0591-23   **Subject:** Approve May 2023 Executive Summary Report

A motion was made by Helding, seconded by Peete, that this file be Approved

0592-23   **Subject:** Approve Gifts and Memorials Report

A motion was made by Pfeifer, seconded by Peete, that this file be Approved

0593-23   **Subject:** Executive Director Report (Angela Zimmermann)

Received and Filed

0594-23   **Subject:** RPL Interim Board President (Trustee Hargrove)

Received and Filed

Reports

0595-23   **Subject:** City Council Liaison (Trustee Peete)

Received and Filed

0596-23   **Subject:** RPL Foundation and RPL Foundation Capital Campaign Initiatives (Executive Director Zimmermann)

Received and Filed

0597-23   **Subject:** RUSD Liaison (Trustee O'Connell)

Received and Filed

0598-23   **Subject:** Prairie Lakes Library System Liaison (Trustee O'Hagan)

Received and Filed

0599-23   **Subject:** Building and Grounds Committee Report (Trustee O'Connell) - last met on June 9th, 2021

Received and Filed

0601-23   **Subject:** Finance and Personnel Committee Report - last met on May 10th (will convene before the July Board Meeting)

Received and Filed

New Business

0602-23   **Subject:** Nomination/Appointment for a new President of the RPL Board

- Discussion/Action

New Motion: To suspend the rules from bylaws to create nominating committee and approve floor nominations on the July 27th meeting for Board President. A motion was made by Taft, seconded by O'Connell, that this file be Approved

0604-23   **Subject:** Follow-up from the May 18th Board Meeting in relation to Board of Trustee oversight concerning employee HR issues / Email Response from DPI - Information/Discussion

A motion was made by Taft, seconded by Peete, that this file be Deferred

0605-23   **Subject:** Approve changes to the Trust Fund Investment and Use Policy - Discussion/Action

A motion was made by Cruz, seconded by Taft, that this file be Deferred

0606-23   **Subject:** Approve changes to the Emergency Procedures - Discussion/Action

A motion was made by Cruz, seconded by Taft, that this file be Deferred

0607-23   **Subject:** Approve changes to the Lost and Found Procedures - Discussion/Action

A motion was made by Cruz, seconded by Peete, that this file be Approved

0608-23   **Subject:** Approve changes to the Programming Policy - Discussion/Action

Would like a copy of the "Commitment of Excellence" for review

A motion was made by Cruz, seconded by Taft, that this file be Deferred

0609-23   **Subject:** Approve changes to the Social Media Policy - Discussion/Action

Would like further discussion on the policy changes

A motion was made by Cruz, seconded by Taft, that this file be Deferred

0610-23   **Subject:** Approve moving the July RPL Board of Trustees meeting date from the 20th to the 27th - Discussion/Action

Meeting to take place July 27, 2023

7

A motion was made by Hubbard, seconded by Peete, that this file be Approved

0611-23   **Subject:** DPI Trustee Essentials Chapter 3 Review: Bylaws - Organizing the Board for Effective Action - Information/Discussion

     Received and Filed

0612-23   **Subject:** DPI Trustee Essentials Chapter 4 Review: Effective Board Meetings and Trustee Preparation - Information/Discussion

     Received and Filed

Confirmation of Next Meeting: July 27, 2023 at 4:30 p.m.

Adjournment

A motion was made by O'Connell, seconded by Peete, to adjourn meeting at 5:36 p.m.

Racine Public Library
Check Credit Card Purchases
06/10/23 - 07/11/2023

VENDOR NAME	FULL DESC	AMOUNT
ADOBE SYSTEMS INC	06/09/23-07/08/23 CREATIVE CLOUD & ADOBE STOCK	134.96
AGILIS LINXUP MOTOSF	JUNE 2023 GPS FOR TRANSIT VAN	25.75
ALDI INC	AS - COFFEE & CONVERSATIONS REFRESHMENTS	11.17
AMAZON MKTPLACE PMTS	DRAG QUEEN STORY TIME - FLAGS & STICKERS	29.98
AMAZON MKTPLACE PMTS	DRAG QUEEN STORY TIME - FLAGS & PARTY DECORATIONS	36.99
AMAZON MKTPLACE PMTS	DSI - MEMORY STICK W/KEYCHAIN	7.99
AMAZON MKTPLACE PMTS	AS - PASSIVE PROGRAMMING - COLORED PENCILS, DOMINO	89.19
AMAZON MKTPLACE PMTS	AS - PASSIVE PROGRAMMING - PLAYING CARDS	21.99
AMAZON MKTPLACE PMTS	DSI - 3D PRINTER FILAMENT	30.98
AMAZON MKTPLACE PMTS	AS - PASSIVE PROGRAMMING	44.90
AMAZON MKTPLACE PMTS	DSI - 3D FILAMENT	30.00
AMAZON MKTPLACE PMTS	DSI - 3D FILAMENT	162.18
AMAZON MKTPLACE PMTS	DSI - NOZZLE KIT	17.99
AMAZON MKTPLACE PMTS	DSI - BUILD PLATE KIT FOR 3D PRINTER	29.99
AMAZON MKTPLACE PMTS	DSI - 3D PRINTER FILAMENT	29.99
AMAZON MKTPLACE PMTS	PENS - PURPLE FOR SHAY	13.49
AMAZON MKTPLACE PMTS	BUTCHER BLOCK OIL & COMMAND STRIPS	69.42
AMAZON MKTPLACE PMTS	EARBUDS	99.95
AMAZON MKTPLACE PMTS	KITCHEN SUPPLIES & YS - SRP -TBRBFOL	30.17
AMAZON MKTPLACE PMTS	PRINT MATERIAL	32.01
AMAZON MKTPLACE PMTS	PRINT MATERIAL	11.99
AMAZON MKTPLACE PMTS	PRINT MATERIAL	32.11
AMAZON MKTPLACE PMTS	PRINT MATERIAL	7.58
AMAZON MKTPLACE PMTS	PRINT MATERIAL	5.96
AMAZON MKTPLACE PMTS	PRINT MATERIAL	109.94
AMAZON MKTPLACE PMTS	PRINT MATERIAL	15.94
AMAZON MKTPLACE PMTS	FFC & PRINT MATERIAL	9.99
AMAZON MKTPLACE PMTS	PRINT MATERIAL	21.39
AMAZON MKTPLACE PMTS	PRINT MATERIAL	28.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	5.89
AMAZON MKTPLACE PMTS	PRINT MATERIAL	51.98
AMAZON MKTPLACE PMTS	AV MATERIAL	44.34
AMAZON MKTPLACE PMTS	AV MATERIAL	57.98
AMAZON MKTPLACE PMTS	FFC - BOARD GAME	15.39
AMAZON MKTPLACE PMTS	BBC - GAME	29.99
AMAZON MKTPLACE PMTS	FFC & PRINT MATERIAL	18.49
AMAZON MKTPLACE PMTS	BBC - LUGGAGE TAGS	19.38
AMAZON MKTPLACE PMTS	BBC - SILICONE RUBBER BANDS	64.45
AMAZON MKTPLACE PMTS	BBC - CASES (2)	31.98
AMAZON MKTPLACE PMTS	BBC - CASES	63.96
AMAZON MKTPLACE PMTS	BBC - CASES	95.94
AMAZON MKTPLACE PMTS	BBC - (2) PORTABLE PROJECTORS	139.98
AMAZON MKTPLACE PMTS	BBC - CASE	31.98
AMAZON MKTPLACE PMTS	BBC - LUGGAGE TAGS	9.89
AMAZON MKTPLACE PMTS	2023 - COR BUSINESS PRIME 2023 MEMBERSHIP RENEWAL	81.19
AMAZON MKTPLACE PMTS	3D PRINTER BOWDEN TUBING	5.99
AMAZON MKTPLACE PMTS	ANDROID HD PHONE	129.00
AMAZON MKTPLACE PMTS	IP PHONE	309.00
AMAZON MKTPLACE PMTS	POWER SUPPLY ADAPTER	8.99
AMAZON MKTPLACE PMTS	REPLACEMENT PART FOR 3D PRINTER	8.81

AMAZON MKTPLACE PMTS	POE SWITCH FOR SECURITY CAMERA	144.27
AMAZON MKTPLACE PMTS	PHONE FOR YS	43.10
AMAZON MKTPLACE PMTS	REPLACEMENT CHARGERS FOR CHROMEBOOKS	23.34
AMAZON SERVICES KIND	COFFEE PODS	105.96
AMAZON SERVICES KIND	PRINT MATERIAL	3.63
AMAZON SERVICES KIND	PRINT MATERIAL	48.90
AMAZON SERVICES KIND	PRINT MATERIAL	29.32
AMAZON SERVICES KIND	PRINT MATERIAL	14.89
AMAZON SERVICES KIND	PRINT MATERIAL	17.99
AMAZON SERVICES KIND	FFC - TOSS GAME	19.95
AMAZON SERVICES KIND	WIRELESS KEYBOARD & MOUSE COMBO	19.99
AMNJ ENTERPRISES INC	DSI - COMMUNITY GAMING NIGHT REFRESHMENTS - PIZZAS	50.23
AUTOMATIC ENTRANCES	REPLACED MOTION SENSOR	283.50
BARNES & NOBLE #2037	SUCESS & KNOT WEDDINGS MAGAZINES	22.98
BAYLON INC	RESTOCK 1ST AID CABINET	185.00
BEST BUY	NINETENDO SWITCH MEMBERSHIP & GIFT CARD	54.99
BESTBUY	PORTABLE HARD DRIVE (2)	100.98
BONAFIDE SAFE & LOCK	MUL-T-LOCK FOBS (10)	132.10
BRODART CO	PRINT MATERIAL	151.70
BRODART CO	PRINT MATERIAL	189.56
BRODART CO	PRINT MATERIAL	37.59
BRODART CO	PRINT MATERIAL	328.65
BRODART CO	PRINT MATERIAL	130.69
BRODART CO	PRINT MATERIAL	862.44
BRODART CO	PRINT MATERIAL	616.96
BRODART CO	PRINT MATERIAL	261.57
BRODART CO	PRINT MATERIAL	1,572.94
BRODART CO	PRINT MATERIAL	634.92
BRYANT, JAYLEN	06/30/23 DRAG QUEEN STORY TIME PERFORMER	250.00
CHICAGO STATE UNIVER	ALA CONF PARKING	5.00
CLEANCO RACINE INC	MAY 2023 LIBRARY JANITORIAL SERVICE	2,370.00
CONSOLIDATED ELECTRI	FLUORESCENT LAMPS & BATTERY PACKS	977.90
CONSTANT CONTACT	EMAIL MARKETING PLAN	112.50
CRISIS PREVENTION IN	TRAINING WORKBOOK (2)	91.87
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	15.30
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	16.20
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	16.25
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	18.44
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	19.69
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	30.60
CURB SVC WASHINGTON	ALA CONFERENCE TAXI	15.50
DOUGLAS HARDWARE	ADHESIVE, GROUT & SPREADER	19.47
ECONOPRINT OF RACINE	2023 SUMMER BKM BOOKMARKS	224.16
FACEBK 8YTACDXJM2	ADVERTISING	10.00
FACEBK 8YTACDXJM2	ADVERTISING	3.00
FACEBK 8YTACDXJM2	ADVERTISING	35.00
FACEBK 8YTACDXJM2	ADVERTISING	5.00
FACEBK 8YTACDXJM2	ADVERTISING	7.00
FACEBK 8YTACDXJM2	ADVERTISING	2.00
FACEBK 8YTACDXJM2	ADVERTISING	2.00
FACEBK 8YTACDXJM2	ADVERTISING	2.00
FACEBK 8YTACDXJM2	ADVERTISING	3.00
FACEBK 8YTACDXJM2	ADVERTISING	5.00
FACEBK 8YTACDXJM2	ADVERTISING	7.00

FACEBK 8YTACDXJM2	ADVERTISING	10.00
FACEBK 8YTACDXJM2	ADVERTISING	15.00
FACEBK 8YTACDXJM2	ADVERTISING	25.00
FACEBK 8YTACDXJM2	ADVERTISING	35.00
FACEBK 8YTACDXJM2	ADVERTISING	50.00
FACEBK 8YTACDXJM2	PROGRAM ADVERTISING	75.00
FACEBK TDUNRPPLW2	ADVERTISING	2.00
FACEBK VRGHDQTLW2	ADVERTISING	2.00
FOUR SEASONS LAWNCAR	APRIL - MAY 2023 MOWING & SPRING CLEAN UP	975.00
FUNNY VALENTINE PRES	AS-HEROES ON THE AIR PRESENTATION 07-25	300.00
GAMEINFORMER MAGAZIN	TEEN - COMMUNITY GAMING NIGHT - JACKBOX PARTY PACK	14.69
GAMEINFORMER MAGAZIN	TEEN - COMMUNITY GAMING NIGHT - JUST DANCE	44.90
GEORGE PATTON ASSOCI	4 TIERED LITERATURE FLOOR STAND	468.96
GFL ENVIRONMENTAL IN	JULY 2023 GARBAGE & RECYCLING COLLECTIONS	427.68
GFL SOLID WASTE MIDW	JUNE 2023 GARBAGE & RECYCLING COLLECTION	431.57
GREAT AMERICA FINANC	SHARP COPIERS (3) LEASE PYMT	283.35
GREAT AMERICA FINANC	06/16 - 07/15 SHARP MX-5071 COPIER LEASE PYMT	197.00
HAR HARVARD BUSNS RE	ANNUAL SUBSCRIPTION RENEWAL - TAX REFUND TO COME	141.75
HAYES, KYLE ANDREW	06/30/23 DRAG QUEEN STORY TIME PERFORMER	250.00
HOTEL EMC2 AUTOGRAPH	ALA CONFERENCE MEAL	30.17
LYFE KITCHEN-CHICAGO	ALA CONFERENCE MEAL	12.78
LYFE KITCHEN-CHICAGO	ALA CONFERENCE MEAL	29.42
MAIN STREET BAKERY L	REFRESHMENTS FOR STAFF MTG	53.50
MARQUETTE UNIVERSITY	4 QUARTERLY WORKSHOPS ON CODING FOR MD	300.00
MICHAELS STORES 9192	DQST - STAMP	18.36
MIDWEST TAPE LLC	AV MATERIAL	3.24
MIDWEST TAPE LLC	AV MATERIAL	15.54
MIDWEST TAPE LLC	AV MATERIAL	15.89
MIDWEST TAPE LLC	AV MATERIAL	15.10
MIDWEST TAPE LLC	AV MATERIAL	23.31
MIDWEST TAPE LLC	AV MATERIAL	10.36
MIDWEST TAPE LLC	AV MATERIAL	16.20
MIDWEST TAPE LLC	AV MATERIAL	5.18
MIDWEST TAPE LLC	AV MATERIAL	23.31
MIDWEST TAPE LLC	AV MATERIAL	19.44
MIDWEST TAPE LLC	AV MATERIAL	5.18
MIDWEST TAPE LLC	AV MATERIAL	9.72
MIDWEST TAPE LLC	AV MATERIAL	27.17
MIDWEST TAPE LLC	AV MATERIAL	2.59
MIDWEST TAPE LLC	AV MATERIAL	39.99
MIDWEST TAPE LLC	AV MATERIAL	70.59
MIDWEST TAPE LLC	AV MATERIAL	38.23
MIDWEST TAPE LLC	AV MATERIAL	95.96
MIDWEST TAPE LLC	AV MATERIAL	98.91
MIDWEST TAPE LLC	AV MATERIAL	67.47
MIDWEST TAPE LLC	AV MATERIAL	194.95
MIDWEST TAPE LLC	AV MATERIAL	21.73
MIDWEST TAPE LLC	AV MATERIAL	104.01
MIDWEST TAPE LLC	AV MATERIAL	256.94
MIDWEST TAPE LLC	AV MATERIAL	44.98
MIDWEST TAPE LLC	AV MATERIAL	117.97
MIDWEST TAPE LLC	AV MATERIAL	98.21
MIDWEST TAPE LLC	AV MATERIAL	12.59
MIDWEST TAPE LLC	DIGITAL MATERIAL	2,021.40

MILAEGERS INC	FLOWERS FOR W ENTRANCE	76.88
MINSKY-KELLY, DEBRA	MAY 2023 CLINICAL SUPERVISION OF SOCIAL WORKER	400.00
NINTENDO CA100741161	TEEN-ADDING FUNDS TO NINTENDO ACCOUNT	29.59
PACKERLAND RENTAMAT	FLOOR MAT RENTAL	169.45
PACKERLAND RENTAMAT	FLOOR MAT RENTALS - 2 INVOICES: 3020396 & 3020397	89.57
PICK N SAVE	DSI - REFRESHMENTS - BRYERS CUPS, WATER, CHOCOLATE	17.65
QUADIENT FINANCE USA	MAY 2023 POSTAGE	31.06
QUADIENT LEASING USA	06/21/23-09/20/23 POSTAGE MACHINE LEASE PYMT	785.79
QUADIENT LEASING USA	INK CARTRIDGE FOR POSTAGE MACHINE	252.85
SAVOR MCCORMICK PLAC	ALA CONFERENCE MEAL	30.25
SAVOR MCCORMICK PLAC	ALA CONFERENCE MEAL	5.25
SAYAT NOVA ARMENIAN	ALA CONFERENCE MEAL	35.47
SP AUNT FLOW	FEMININE PADS & TAMPONS	600.00
STAMPINGTON & COMPAN	WILLOW & SAGE SUBSCRIPTION RENEWAL	53.97
STARBUCKS STORE 0270	ALA CONFERENCE REFRESHMENT	7.21
STATE OF WISCONSIN D	01/01/2023 - 06/30/2023 TEACH SERVICES	1,500.00
TARGET	PLASTIC WRAP	6.58
TARGET	DSI - COMMUNITY GAMING NIGHT - REFRESHMENTS - WATE	53.84
THE INDIAN GARDEN	ALA CONF MEAL	30.88
THE N2 COMPANY	STROLL WIND POINT ADVERTISING	150.00
TOWER SELF PARK	ALA CONFERENCE PARKING	48.00
TOWER SELF PARK	ALA CONFERENCE PARKING	96.00
TRAVELOCITY	06/23/23-06/26/23 ALA CONF LODGING IN CHICAGO - ZI	1,101.24
UNIVERSITY OF WISCON	REFUND CANCELED ONLINE COURSE - "KNOW YOUR COMMUNI	-135.00
US CELLULAR	05/09 /23-06/08/23 BKM INTERNET SERVICE	118.56
US CELLULAR	05/10/23-06/09/23 CELL PHONE SERVICE - PREVIOUS BA	427.49
US CELLULAR	06/09/23-07/08/23 BKM MONTHLY INTERNET SERVICE	118.56
VELVET TOUCH LAUNDRO	LAUNDER CLEANING RAGS	45.00
VOXIMPLANT.COM	CALL CENTER & EMAIL	30.00
WAREHOUSE DIRECT INC	LEGAL PAPER FOR MARKETING DEPT	769.00
WAREHOUSE DIRECT INC	JUNE 2023 OFFICE SUPPLIES - TAPE, SHARPIES, PENS,	169.41
WAREHOUSE DIRECT INC	JANITORIAL SUPPLIES - LINERS, WIPES, ROLL TOWELS,	1,021.50
WWP BATZNER PEST CON	JUNE 2023 PEST CONTROL MAINTENANCE	62.70
ZOOM VIDEO COMMUNICA	JUNE 2023 VIDEO COMMUNICATIONS	31.98
Total		**28,669.61**

Racine Public Library Executive Account Summary
Account Balances ending 07/11/2023

ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	AVAILABLE BUDGET	2023% USED	
Property Taxes	-2,257,317	-2,257,317.00	0	100.00	
Sales Tax Discount	0	-0.57	1	100.00	
Resource Library Contract	-7,000	0.00	-7,000	0.00	*Usually received in Sept
County Grant Library	-2,006,899	-1,006,949.50	-999,950	50.20	*Usually received in Sept
Library Fines & Fees	-7,500	-8,108.61	609	108.10	
Library Misc Fees	-10,000	-529.58	-9,470	5.30	
Interest Income	-8,000	-8,182.74	183	102.30	
Donations/Contributions	0	-5,365.00	5,365	100.00	*Grant Contributions
Miscellaneous Revenue	0	-160.75	161	100.00	
Transfer from General Fund	-125,000	-125,000.00	0	100.00	
Total	**-4,421,716**	**-3,411,614**	**-1,010,102**	**77%**	
Salaries	1,943,472	966,185.14	977,287	49.70	
Part Time Salaries	717,306	276,814.13	440,492	38.60	
Overtime	15,000	2,048.64	12,951	13.70	
Residency	0	8,680.80	-8,681	100.00	*
FICA	201,891	91,174.94	110,716	45.20	
WRS	154,681	73,420.94	81,260	47.50	
Health Care	526,500	263,250.00	263,250	50.00	
Mileage	4,000	1,393.45	2,607	34.80	
Contracted Services	82,269	61,495.94	20,773	74.70	
Property/Equipment Rental	15,009	9,322.09	5,687	62.10	
Advertising	6,000	2,762.70	3,237	46.00	
Office Supplies	12,000	10,820.58	1,179	90.20	
Postage & Shipping	5,400	2,366.66	3,033	43.80	
Work Supplies	14,800	1,636.14	13,164	11.10	
Janitorial Supplies	8,000	5,657.67	2,342	70.70	
Licenses Permits & Fees	500	0.00	500	0.00	
Memberships	1,735	1,503.19	232	86.60	
Utilities	130,000	63,219.26	66,781	48.60	
External Communication Service	17,720	9,400.59	8,319	53.10	
Education/Training/Conferences	8,000	4,070.82	3,929	50.90	
Travel	7,500	1,586.65	5,913	21.20	
Building Repairs & Maintenance	15,000	10,220.20	4,780	68.10	

Equipment Repairs & Maintenanc	16,000	-508.56	16,509	-3.20	
Grounds Repairs & Maintenance	10,000	5,361.65	4,638	53.60	
Software Maintenance	42,823	46,393.36	-3,570	108.30	*Website charges that we did not account for this budget
I/S Building Occupancy	151,639	75,819.48	75,820	50.00	
I/S City Telephone System	7,035	1,758.75	5,276	25.00	
I/S Garage Fuel	5,000	3,195.46	1,805	63.90	
I/S Garage Labor	4,000	700.00	3,300	17.50	
I/S Garage Materials	1,500	114.80	1,385	7.70	
I/S Information Systems	12,850	6,424.98	6,425	50.00	
Equipment	12,500	9,445.80	3,054	75.60	
Computer Hardware	17,350	13,602.22	3,748	78.40	
Library Materials	35,000	9,186.57	25,813	26.20	
Library Materials-Print	106,148	42,567.30	63,581	40.10	
Library Materials-Serial	19,000	17,313.60	1,686	91.10	
Library Materials-Audio Visual	35,000	8,824.65	26,175	25.20	
Library Materials-Electronic	49,588	46,331.57	3,256	93.40	
Library Materials-Other	9,500	6,580.92	2,919	69.30	
Total	**4,421,716**	**2,160,143**	**2,261,573**	**49%**	

Trust Funds Account Reports Dated 07/11/2023		Earmarked			Current Value	1st Qtr Earmarked /Expense		2nd Qtr Earmarked /Expense	
Emily Lee Fund					$ 171,590.00	Pay app #4	$170,000	additional funds for 2nd floor	$44,203
As of Date	*Data For*								
7/11/2023	Emily Lee Fund Accts (752089004G)	Supplement for 2nd floor overbudget	$114,223			*Quarter Expenses*	*$170,000*	*Quarter Expenses*	*$44,203*
should not go under 100k		Additional funds for 2nd floor	$44,203			**Balance to spend from earmarked**	**$57,367**	**Balance to spend from earmarked**	**$0**
New Facilities Fund - Account Closed									
As of Date	*Data For*								
7/11/2023	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 speand from earmarked	**$0**	**Balance to spend from earmarked**	**$0**
Boernke Fund									
7/11/2023	A Boernke Fund Accts (752089006G)				$ 189,768.00	Pay app#4	$86,919	Wall	$35,000
		Earmarked to spend	$115,740			Pay app #7	$63,081	Remaining from 2nd floor contribu	$63,081
		Wall	$35,000			*Quarter Expenses*	*$150,000*	*Quarter Expenses*	*$98,081*
						Balance to spend from earmarked	**$ 39,028.00**	**Balance to spend from earmarked**	**$ -**
Langner Fund for the purchase of books, equipment, or furnishings									
7/11/2023	Francis Langner Fund Agcy (752089008)				$ 368,792.00	Clearcom Exterior Cameras	$12,262.00	Econoprint	$563.33
		Additional funds for furnishing original $19515	$2,994			Demco	$935.28	KEI	$1,872.90
		Earmarked to spend	$7,308			LFI	$6,392.00	LFI	$939.16
		Earmarked for ext cameras 30k fully expensed				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		
						Additional Camera funds	$3,696.30		
						Quarter Expenses	*$48,511.92*	*Quarter Expenses*	*$3,375.39*
						Balance to spend from earmarked	**$ 261,466.57**	**Balance to spend from earmarked**	**$ (6,750.78)**
Mary Egan Fund									
7/11/2023	Mary Egan Fund (752089003)				$ 87,826.00				
RPL Fund Endowed									
7/11/2023	Racine Public Library Fund /Endowed (752089002)				$ 156,879.00				
RPL Fund Unendowed									
7/11/2023	Racine Public Library Fund /Unendow (752089001)				$ 331,657.00				
Furnishings Fund - Account Closed									
1/24/2023	Racine Public Library Furnishing FD Accts (760511701G)				$ -				
K. Tancill Fund	Racine Public Library K Tancill Agy (760507101)	Supplement for 2nd floor overbudget Fully expensed	$114,000		$ 95,645.00	Hallet Movers Inv 64378	$ 21,420.00		
7/11/2023						Product Arch #1650.0592	$ 2,258.25		
						Quarter Expenses	*$ 23,678.25*	Supplement for 2nd floor	$ 114,223.00
						Balance to spend from earmarked	**$ (42,033.25)**		
								Quarter Expenses	*$ 114,223.00*
S. Lindh Fund	S Lindh Fund (752089007)				$ 107,400.00			**Balance to spend from earmarked**	**$ -**
7/11/2023									
Library Materials Fund									
As of Date	*Data For*	Earmarked for Bookmobile repairs	$ 11,351.24		$ 589,955.00			Truck Country	$ 11,351.24
7/11/2023	Racine Public Library Materials Agy (760507201)								
								Quarter Expenses	*$ 11,351.24*
								Balance to spend from earmarked	**$ -**

Racine Public Library Gift & Memorial
Account Balance as of June 2, 2023   BALANCE

Current Balance   139,405.76

Restricted Amounts   125,073.90

Donations May   500.00
Donation Expenditures   3,295.90

Total Available   11,535.96

*Restricted Amounts include bequests; grants and memorials

Angela Zimmermann, Executive Director Report

Personnel/Operations

As you may recall, I was out of the country on vacation for the past few weeks. My report is a bit shorter as a result of that. (Also, I was in contact as much as I was able to be with the staff while on vacation and checked email when able.)

As reported last month, we were working diligently at applying for [The Jerry Kline Community Impact Prize grant](#) and did submit on time for the grant. Announcements on the recipients of the grant will not be until November. Regardless of the outcome, I think this is the first time RPL has gone for such an ambitious grant and, in my opinion with all that's been done, is very well-deserving. However, it is a nationwide grant, but I'm delighted we made the attempt!

The Drag Queen Story Time took place on Friday, June 30th and overall, it went very well. We did have the expected protestors but worked with the staff, public safety and our supporters to handle everything appropriately. I've heard several staff state that this was the most well-attended program they've seen in the past 20 years within the library. While I did have to field numerous calls and emails in protest of the event, I'm extremely proud of the team at RPL who made this a success and hope the Library is able to plan another.

Building

The exterior camera installation has been completed.

We have some final landscaping and aesthetics for the Lake Avenue entrance to be handled yet and I will be bringing those options and quotes before the Building and Grounds Committee when we meet next.

HVAC issues and incredible problems with the heat on the 2nd floor are still ongoing. We're still working with the contractor, DPW, and the third party (enlisted by the contractor during the construction) on the HVAC issue on the 2nd floor. Everyone is aware of the problems and we're attempting to rectify the issue ASAP.

Meetings and Activities

Outside of all of my regular meetings and prior to leaving for vacation, I conducted new trustee orientation with both of our new trustees to the Board, attended the American Library Association from June 23rd – June 26th in Chicago, had several conference calls with our capital campaign consultant who will be making his next visit to RPL on August 21st (I'll be arranging emails and such with both the Foundation Board and RPL Board in regards to this), met with the

Prairie Lakes Library System Director and the other Racine County Directors to discuss the process of the next Racine County Library Plan (we'll begin meeting regularly for this beginning August), and prepped the Library and Administration as much as possible prior to leaving for vacation.

Trustee Training Week

Trustee Training Week is coming up again (August 21st – 25th) with registration now open for webinar sessions which will be offered during the lunch hour (12:00 – 1:00 pm). Wisconsin Trustee Training Week (TTW) was developed to provide high-quality webinar to Wisconsin public library boards and trustees (open to Library staff as well). The series is supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team with funding from the Institute of Museum and Library Services, and the Wisconsin public library systems. Please follow the link for information and registration:

https://www.wistrusteetraining.com/

I would encourage trustees, as possible, to take advantage of these sessions as a few, directly, are very timely to what is going on at RPL.

Nick Demske, Deputy Director

Now that school is out, June marks the beginning of our busiest season, at the library. The summer reading challenge begins, we ramp up the amount of programs we do, and we even double up on staff working the desk in the youth department for two months. Here are some of the highlights from this first month of our busiest season:

--This year we've taken on more summer interns than ever before. We have interns from both the county and city summer youth employment programs, and we're also one of only seven libraries throughout the state that was invited to be a part of the first teen internship program they've ever done. All of these young people are getting paid for their work here (but from the organizations responsible for the overall programs, not from the library's budget). Big thanks to Melissa, Carrie, Glynis, Viridiana and Sue for all helping supervise these interns.

--This month the American Library Association hosted its annual conference in Chicago and, because it was nearby, we were able to send six of our staff members to benefit from it. Most of us were only able to attend one or two days, but our Director was able to attend for the duration of the conference. This year was the second year in a row that I was invited to an invite-only pre-conference convening that San Francisco Public Library and ALA put on for library workers that serve patrons impacted by incarceration. The invite came with a $750 stipend to help defray conference costs and, more than anything, I'm just really glad that the

RPL continues to be recognized on a national level as a library that is leading in the area of serving system-impacted patrons.

--We are still working diligently with the partner coalition we've assembled towards the goal of creating a Participatory Defense Hub in the library (referenced in the last board packet) by this fall. I mentioned that we have raised $5,000 from a few different sources to get some community members trained by experts in this model, a training which the Johnson Foundation has offered to host for us (and help pay for). Just as an update, that training, which was originally scheduled for late July, had to be rescheduled to mid-October. We're eager to get some community members trained in this model, so we can launch it here ourselves and provide systems literacy guidance to people navigating legal cases who may be intimidated or overwhelmed by the system.

--The last thing that I'll mention is a bit outside of the scope of the library, but something worth celebrating. Our Youth Services Specialist, Rayven Craft, had an opportunity to travel to Ireland this summer to attend a prestigious acting program. She ended up canceling these plans, though, because she is also a musician and she ended up landing a very prestigious opening gig for Ne-Yo at Summerfest. We informed the whole staff ahead of time and a number of Rayven's colleagues did end up supporting her at the performance. We're very proud of Rayven and feel so fortunate to have her creativity on our staff. If you want to hear her music, you can find her as just "Rayven" on spotify and many other platforms.

June Programming Statistics
The Library presented 68 programs in June--nearly twice as many as in May--which reached a total participation of 1342 people.

67 programs were groups attending and 1 was self-directed.
13 were for children ages 0-5.
15 Were for children ages 6-11.
6 were for young adults.
14 were for adults.
20 were for all ages.
One program was virtual (hybrid)--the other 68 were in person. The virtual program had a total of 8 participants (4 virtual and 4 in person). The in person programs had an average attendance of 20.

Programs	Target Age Group	Type	Format	Participants	# of Programs
Girls Who Code - Goodland	Children 6-11	Group attending	In-person	4	1

Minecraft Club Older	Young Adult (12-18)	Group attending	In-person	9	3
Coffee and Conversation	General Interest (all Ages)	Group attending	In-person	12	3
Scratch Jr.	Children 6-11	Group attending	In-person	5	1
Maker Monday	General Interest (all Ages)	Group attending	In-person	340	4
Spontaneous window decoration	General Interest (all Ages)	Self-directed	In-person	60	1
Lapsit Storytime	Children 0-5	Group attending	In-person	24	3
Tuesday Tales	Children 0-5	Group attending	In-person	165	4
Minecraft Club Younger	Children 6-11	Group attending	In-person	13	2
Sip N Swipe	Adult (19+)	Group attending	In-person	26	3
Preschool and Toddler STEAM time	Children 0-5	Group attending	In-person	26	1
Coding, 3D printing, Robots. Lumin School 7th Grade	Young Adult (12-18)	Group attending	In-person	17	1
Coding, 3D printing, Robots. Lumin Schools 8th Grade	Young Adult (12-18)	Group attending	In-person	14	1
Coding, 3D printing, Robots. Lumin School 6th Grade	Young Adult (12-18)	Group attending	In-person	22	1
Thoughtful Words Poetry Workshop	Adult (19+)	Group attending	In-person	18	2
The Buzz on Beekeeping	General Interest (all Ages)	Group attending	In-person	35	1
Class /visit (Jefferson School)	Children 6-11	Group attending	In-person	80	1
Senior Dominoes Chickenfoot	Adult (19+)	Group attending	In-person	1	1

Community Gaming Night	General Interest (all Ages)	Group attending	In-person	24	1
Scratch 101	Children 6-11	Group attending	In-person	2	1
Open Gaming Lab	Children 6-11	Group attending	In-person	1	1
World Wide Knit in Public Day	General Interest (all Ages)	Group attending	In-person	3	1
Kevin Kluesner Author Visit	Adult (19+)	Group attending	In-person	2	1
Author Talk: Matthew Prigge	General Interest (all Ages)	Group attending	In-person	1	1
Mark's Afternoon Book Club/Author Visit: Daisy Alpert Florin	Adult (19+)	Group attending	Live virtual	8	1
Senior Dominoes	Adult (19+)	Group attending	In-person	0	1
Memory Cafe - Cafe de la memoria	Adult (19+)	Group attending	In-person	0	1
Chess Club	General Interest (all Ages)	Group attending	In-person	10	2
Outreach - Kindercare Storytime	Children 0-5	Group attending	In-person	87	2
"Community Rocks!" - Multigenerational Rock Painting	General Interest (all Ages)	Group attending	In-person	25	1
Senior Movie	Adult (19+)	Group attending	In-person	3	1
Learn to Type	Children 6-11	Group attending	In-person	1	1
Robotics Lab	Children 6-11	Group attending	In-person	4	1

Summer Scares: Chad Lewis presents Bizzare History of Wisconsin.	General Interest (all Ages)	Group attending	In-person	38	1
Learn to Code with Dash and Dot	Children 6-11	Group attending	In-person	6	2
Senior Paint n Sip	Adult (19+)	Group attending	In-person	5	1
Family Storytime	Children 0-5	Group attending	In-person	91	2
Music and Movement	Children 0-5	Group attending	In-person	44	1
Summer Scares Craft Night	General Interest (all Ages)	Group attending	In-person	8	1
StoryWagon	General Interest (all Ages)	Group attending	In-person	75	3
Scratch 101 Week 1	Children 6-11	Group attending	In-person	5	1
Cars and Drones	Children 6-11	Group attending	In-person	4	1
LEGO Club	Children 6-11	Group attending	In-person	12	1
Android 101	Adult (19+)	Group attending	In-person	4	1
Scratch 101 Week 2	Children 6-11	Group attending	In-person	6	1
Retro Anime Night	Adult (19+)	Group attending	In-person	2	1
TOTAL				1342	68

Patron Services

In June, staff answered 1823 questions via phone and chat and 11555 in person. A total of 13378 questions were answered across all methods of communication. 86% of the reference questions were asked in person, while 14% were received over the phone or via chat.

Main Entrance People Counter	14004
Lake Ave Entrance People Counter	1863
Overdrive Checkouts	9176
Total # of phone calls (reference)	948
Total # of phone calls (curbside)	368
Total # of phone calls	1316
Total # of questions via phone	1803
Avg. # of calls per day	50.57
Avg. # of calls per hour	5.46
Total talk time (reference)	3405.5
Total talk time (curbside)	1130.3
Total talk time	4535.8
Avg. call length (reference)	3.59
Avg. call length (curbside)	3.07
Total chats	20
Total chat messages	74
Avg. # of messages per chat	3.7
Total phone and chat questions	1823
In-person reference questions	11555
Total # of reference questions answered	13378
Computer usage - total logins	1284
Computer usage - total time	1113:06:00
Computer usage - avg. time per login	52.014
Faxes	286
Scans	978

<u>Social Worker report:</u> *submitted by Ashley Cedeño*

Bus Passes
- Total bus passes given out: 126

Year/Month	2022	2023
January		27
February		45
March		54
April		72
May		99
June		126
July		
August		
September	62	
October	72	
November	44	
December	31	

Patron Interactions (drop-in, by appointment or phone call): 137
patron interactions do not include bus passes

Year/Month	2021	2022	2023
January		24	56
February		20	71
March		28	129
April		61	119
May		34	80
June		36	137
July		39	
August		42	

September	6	33
October	15	40
November	15	52
December	19	40

Need/Concerns:

Aging and Disability	1	Food Insecurity		Re-entry Services	
Applying for Benefits/Financial Assistance	28	General	46	Refugee Support	
Clothing/Laundry		Healthcare		Sensory Room	2
COVID-19		Housing	7	Sexual Assault Services	
Domestic Abuse		Incidents/Crisis	11	Substance Use	
Education		Internet/Hotspot	17	Transportation (not including bus passes)	9
Emotional Support	4	Legal	3	Veteran Services	
Employment	9	Mental Health			

Continued Education (CE):
- Attended ALA in Chicago on 6/25/23. Highlights:
  - Therapy Cards: Mental Health Resources at the Library
  - Social Workers in Libraries (Poster 29)
  - Counseling Theory and Skills to Support Trauma Informed Library Leadership (Poster 40)
- DEI Training on 6/20 at City Hall (3 hours)

Other:
- Coffee and Conversation Program
  - 6/1/23- **Number of attendees**: 4, **Topic:** What is your favorite art? Book, movie, painting, topic, etc. Just favorite anything basically! **Duration:** 1 hour
  - 6/15/23- **Number of attendees:** 3, **Topic**: What is your most surreal experience? Or favorite memory? **Duration**: 1 hour
  - 6/29/23 **Number of attendees:** 5, **Topic:** What is something you are most proud of?/What is your proudest accomplishment? **Duration:** 1 hour
- Led Safety and Security Debriefing on 6/16
- Met with Moranda Lopez at First Breath, WI Women's Health Foundation and discussed their program as well as the Well Badger Resource Center- exchanged resources and built connection for possible future collaboration

Circulation Report of June Activities 2023: *submitted by Chris Tobias*

RPL circulated a total of 39,379 in June of 2023. 36,258 items from Main and 3,121 items from the Bookmobile. May 2023 circulation was 36,836. Approximately 8,663 holds were placed and filled. 8,265 items loaned from our collection to other libraries, and 7,826 received for RPL patrons. 527 new library cards were issued during the month of June. 1,969 items were loaned out to patrons via our Home Delivery Service in the month of June.

Consortium sorting:
- In June staff inducted 82,248 items through the automated material handler (AMH).
- Year to date staff has inducted a total of 504,039 items through the AMH.

The Circulation Department is hosting Justin Searcy, a participant with the Summer Youth Employment Program (SYEP). Justin began his duties on June 19th.

Circulation staff will be participating in covering 6 shifts during this summer's "Lunch Break at the Library" food truck stops.

Technical Services Report of June Activities 2023: *submitted by Chris Tobias*

In June TSD staff placed orders for 763 items and received 509 previously ordered items. A total of 1015 items were added to the catalog.

Beyond Books Collection added:
- Escape room. 3 ; the game [board game (game)]
- Video conference ring light. / [equipment] (4 copies)
- Video projector [equipment]. (2 copies)
- Hotspot [equipment] (16 additional copies)

Dawn Seeger and Stephanie Brunner began assisting Local History Librarian Rebecca Leannah with cutting, labeling and organizing a backlog of newspaper pamphlet files.

Amber Schaus began assisting Adult Services & Programs Librarian Viridiana Rocha with a substantial weeding project covering medical books in adult nonfiction. Additionally, Amber began working on a maintenance project involving acquisition records in the Workflows database.

TSD staff will be participating in covering 2 shifts during this summer's "Lunch Break at the Library" food truck stops.

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

2023 Monthly Statistics	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total

Circulation							
Main	32,948	36,825	38,158	34,103	34,102	36,258	212,394
Bookmobile	3,333	3,032	2,967	2,391	2,734	3,121	17,578
Total	36,281	39,857	41,125	36,494	36,836	39,379	229,972
Home Delivery Service	1,183	1,111	1,435	1,485	1,853	1,969	9,036
Bulk Loans (Outreach)	335	400	515	445	515	425	2,635
Holds Placed	10,876	9,970	10,240	7,250	8,586	8,663	55,585
Interlibrary Loans							
SHARE Loaned	7,423	5,961	7,021	7,909	8,282	8,184	44,780
ILL Loaned (Wiscat Lender filled)	100	105	104	101	106	81	597
Total Loaned	7,523	6,066	7,125	8,010	8,388	8,265	45,377
SHARE Received	6,558	5,847	6,934	7,688	7,664	7,707	42,398
ILL Received (Wiscat Borrower filled)	106	99	108	84	75	119	591
Total Received	6,664	5,946	7,042	7,772	7,739	7,826	42,989
Overdrive Downloads							
Audiobooks	4,479	3,898	4,515	3,957	4,029	3,922	24,800
EBooks	5,434	4,771	5,314	4,582	4,782	4,670	29,553
Periodicals	577	477	538	467	494	584	3,137

Other							-
Total downloads	10,490	9,146	10,367	9,006	9,305	9,176	57,490
Hours Open							
Main	218	208	246	230	246	241.5	1389.5
Mobile	130	110	0	17.5	139	145.75	542.25
Total	348	318	246	247.5	385	387.25	1931.75
Library Cards Issued							
Adult	176	161	239	217	221	265	1,279
Juvenile	56	68	96	78	82	124	504
Restricted	3	1	-	-	1	4	9
Net Only	2	-	-	1	-	3	6
Home Delivery	3	1	-	-	5	-	9
Lost Cards	108	126	108	104	119	131	696
Total	348	357	443	400	428	527	2,503
AMH Inductions	86,107	81,267	91,932	78,138	84,347	82,248	504,039

Staff Continuing Education Activities and Positive Staff and Patron Stories

We had a reported total of 98 hours of CE from 8 staff members for June. This is because several of our staff members went to the American Library Association conference in Chicago this month, and also because nearly every member of library management staff attended an EDI training at City Hall which all supervisors in all departments were asked to take part in.

Here's an email Angie sent to one of our most veteran librarians last month after getting a call in praise of his service:

"Hi Mark,

Just wanted to let you know that I received this morning a voicemail from a patron sending along praise for you and commending you for the great job you did in assisting her. I'm assuming from her voicemail that she called in and you helped her over the phone with

something, but she commended your professionalism, manners, and said you had a great attitude.

Thanks, Mark for providing this excellent service to the patron. You clearly made her day!"

And a few things related to the Drag Queen Story Hour:
Here's an email we received a few weeks prior to the event:
"Hello,

I don't have a library card with y'all (yet) but I was checking out the event calendar and I just wanted to say how awesome it is to see the pride events. It can feel pretty alienating living out here but knowing that there are people like y'all who don't hate my existence, and would even celebrate it with me gives me a lot of hope for the future. So thanks!

With pride,
Oreas"

Here's part of an email I received after the event:
"What struck me about story hour was the way the library made the event feel both cozy and whimsical -- both fairly difficult to achieve with an audience of that size -- even though some detractors showed up to try to kill the mood. The library staff and the city officers coordinated wonderfully to keep the focus on storytime, all the while making their work seem so effortless that I would not have noticed had I not been watching from the back. To quote one of my favorite TV shows, "When you do something right, people won't be sure you've done anything at all." I am very grateful they were able to create such a welcoming atmosphere despite the obstacles."

And lastly, I'll share that I got to speak with a local LGBTQ+ elder in the community after the drag queen story hour, Jeanne Arnold. Jeanne and her partner Barb (who has passed away) have been activists pushing for equitable rights for all for many decades in this community and beyond. They created a feminist bookstore in Racine called Mother Courage Books in the 70s, when saying you were a feminist was still a very controversial statement. When Jeanne was leaving the drag queen story hour, I asked her how her experience was and she said "I wept. This was like a dream come true." I'm glad the library can play some small part in carrying on the legacy that Jeanne and so many other people have shaped here, in terms of making Racine a community where people of all identities and backgrounds are welcomed and celebrated.

Evelin Garcia, Business Manager

Business Office
- o Incident Reports
- o Being reviewed weekly at leadership meetings
  - ▪ Distributed PDF with pictures of banned patrons for staff

- o Purchasing
  - ▪ Tracking expenses
  - ▪ Review of opportunities for savings
- o Capital campaign
- o Exterior cameras
  - ▪ Should be installed by the end of June
    - • Wiring will be installed on the 5th
- o Postage machine
  - ▪ Received a non-automatic
- o Working on various reports / projects assigned
  - ▪ 2022 budget has not been closed

- • Van needs repairs will be working on quote

- • Working with DSI
  - o Asset Tagging
    - ▪ On-going process
      - • 2nd floor mostly done still need to asset tag furniture

- • Assisting with Ruff Readers Program
  - o Administrative duties
    - ▪ Session will resume in June 5th

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

- • Safety Specialist
  - o 3 New PSSs started to cover the 32 hr week

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

- • Maintaining the exterior clean
  - o Look into landscaping for the Lake Ave entrance
    - ▪ Mike is working with Angie on this

- • Exterior lighting on 2nd floor entrance
  - o Mike is working with Angie on this

- • Worked on Evacuation Map
  - o 1st & 2nd Floor

Training
- Legistar
- CVMIC
- Evacuation

Online Store
- No activity

Shay King, Head of Business Development

Overview

Topics

Topics for promotion during June focused on our pride programming (especially the June 30 drag queen storytime), the launch of our Memory Café (which was featured in representative Greta Neubauer's newsletter alongside Lunch Break at the Library), TeenScene's schedule expansion, the Friends book sale nook's construction, and our summer-long programs: All Together Now summer reading, All Together Now Racine Monopoly, Lunch Break at the Library, Summer of Play: STEM Challenge, and Summer Scares.

Drag Queen Story Time

In anticipation of overlap with other departments' reports, I won't cover staff and attendee feedback discussed at the staff debrief. Here I'll report specifically on elements of the event that marketing teammates were responsible for coordinating or tracking.

I counted 200 attendees, not including those who remained outside for protests or those who left the event early. The response of visitors I spoke to as they left the event was overwhelmingly positive. We received numerous expressions of joy and gratitude, as well as requests for similar events.

Our partnerships with Pepi's Pub and Grill, the LGBT Center of SE Wisconsin, and the Sisters of Perpetual Indulgence resulted in a huge influx of counter-protestors in support of the Drag Queen Story Time — the number of which exceeded the number of people protesting the event. Counter-protestors were a welcome supplement to our security plan, assisting with crowd control, de-escalation, and redirecting protestors.

Negative attention picked up for the storytime in the couple of weeks preceding the event. The Head of Business Development, in addition to covering social media moderation, assisted the Executive Director in fielding emails related to the event. We did receive one hateful Google review that Google automatically deleted. Notably, the negative attention seemed to come mainly from individuals who do not currently live in our service area or, hence, fund the services we provide, particularly sourced from a number of regional and national anti-LGBTQ+

groups. The experience generated some new discussion around how the leadership team enforces policies for online vs. in-person visitors to our spaces, with the hopes of building more consistent expectations across virtual and in-person spaces. Our social media pages still need further attention to clean up inappropriate commentary and ban malicious users, but so far 30 accounts have been blocked, and all comments in violation of our social media profile are being documented and gradually deleted. No blocked accounts currently overlap with individuals whose in-person access to services is suspended.

Program Marketing
June, July and August program graphics and website calendar listings are complete. Program marketing through the end of the year is in the process of being posted as of July 1.

June Print Marketing Distribution
- June paper calendar: 240 copies
- Summer Bookmobile bookmarks: 534 copies

Press highlights
In June, the library was referenced **in the media at least 23 times**.

Highlighted coverage:
- Racine native Rayven Craft to open for Ne-Yo at Summerfest - The Journal Times, June 29
- Bilingual Memory Café launching on June 13 at Racine Public Library - Racine County Eye, June 9

Owned media highlights
Website
June visitors: 3,847 (10.7% up)
Most-visited pages:
- Home - 2,699 (12% up)
- Events & Happenings - 266 (69.4% up)
- For Kids - 170 (88.9% up)
- Contact Us - 121 (80.6% up)
- Borrow from the Library - 117 (4.9% down)

June calendar views: 7,321 (129.3% up)
Most-viewed June events:
- All Together Now: LGBTQ+ Pride — Drag Queen Story Time on June 30 (1,737 views)
- All Together Now: Summer Reading at the Racine Public Library from June 1 through Aug. 31 (612 views)
- Summer of Play: STEM Challenge from June 1 through Aug. 31 (462 views)

Google Business Listing
June calls: 318 (7.8% down)

June direction requests: 669 (29.1% up)
June website clicks: 2,646 (14% up)
June appearances in search results: 2,124 (.5% down)
June business profile views: 3,664 (3% up)

Our Google profile's busiest day was Wednesday, June 7. June 7 was a packed day for programs, including one-off programs The Buzz on Beekeeping and Medicare 101, as well as our routine Lunch Break at the Library, preschool storytime, tech help with the ADRC, Spanish citizenship exam class, Ruff Readers tutoring, Minecraft Club, and poetry workshop.

Reviews
5 stars: "Very quiet and friendly both staff and visitors" — William G Johnson Sr
5 stars: "Very helpful and saves me a lot of money." — Michael Gasperi

Things our viewers searched for
* This excludes searches for our library or libraries in general. Any searches without a number were shown on Google as "<15" searches.
- Our hours (74+)
- Misc locations throughout community
- Our programs: "Baby storytimes," "activity tickets," and "reading programs"
- Our services: Adult services, notarization, printing, and "Racine places to study"
- Our library cards
- Beanstack
- Our Bookmobile
- Our phone number

Newsletter
June open rate: 26.6% (1.1% down)
June click rate: .8% (11% down)
Current newsletter recipients: 18,132 (.3% down)

Most-opened newsletter: "PRIDE at Pepi's" with the pre-header "Upcoming food trucks, crafts times, and book clubs" - June 23, 27.9% open rate
Most-clicked newsletter: "Spark Your Summer Creativity," most clicked link to Pride events (36 clicks) - June 12, 1% click rate

Social Media
Facebook
Current followers: 6,210 (3.4% increase)
June reach: 48,816 (232% increase)
June posts and stories: 69

Most-reached post: Maker Monday summer hours - 10,972 reach, 6/5
Most-reacted-to post: Drag queen storytime cotton candy post - 462 reactions, 6/30

Community Engagement
- [Library card sign-up perks](#) - 6/21
- [Old Bookmobile visit](#) - 6/23
- [Sharing teen programs](#) - 6/27

Drag Queen Storytime Accolades
- [City of Racine share](#) - 6/22
- [Support for storytime](#) - 6/29
- [Cute kids with queens](#) - 6/30

Instagram
Current followers: 1,180 (3.1% increase)
June reach: 1,171 (31.6% increase)
June posts and stories: 2

Most-reached and -reacted-to post: [Summer Reading kick-off](#) - 144 reach, 8 reactions, 6/1

TikTok
June followers: 232 (7.4% increase)
June video views: 188 (26.3% decrease)

Our [most popular video](#) gained another 133 views (5,603 total).

Melissa Donaldson, Head of Digital Services & Innovation

Summer Programming is in full swing. The DSI team held 28 programs with a total 514 participants. Maker Mondays is being held every Monday throughout the summer from 9 am - 7 pm.

Brianna has started up her Art programs this summer. They have been a huge hit and have been filled to capacity each time.

Matt is hosting Tech Tuesday. This is drop in program where people can come to him with various issues they are having with the tech that they use.

Terrence is hosting Girls Who Code Summer Edition. Girls are learning about the different technology used in the innovation lab.

Melissa is hosting a couple learn to code classes. One is learning to code with Dash and Dot robots. The other is a six-week Scratch 101: Coding Games.

Strahinja is hosting a variety of programs this summer. From teaching the basics of coding to computer basics Adults. A new class that he started this summer is 3D Printing for Adults.

Trillian is hosting two different Minecraft Clubs. One for younger kids and the other for older kids 8-12 grades.

Tech Support
- Digital Services and Innovation Lab staff had 85 appointments with patrons this month. This comes to about 42.5 hours of work for the staff.
- DSI had 15 support tickets come in from staff.

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

Tech Mobile
- Visited Gateway Technical Colleges Fab Lab Summer Camp

Summer Interns
- The Digital Services and Innovation Team is once again partnering with Racine County Youth Employment Program. This summer we have one intern from this program. Her name is Grace Cahidez. She has been busy learning what the library does. She will be hosting all of the classes for Melissa the Week of July 24th.
- We have received four interns from the City of Racine Summer Youth Employment program. They are Ethan Brown, Mario Martinez, Felix Guereca, and Isaiah Furglyas. These interns are working on Cybersecurity Training for Patrons and Staff.

RACINE
PUBLIC LIBRARY

Angela Zimmermann <angela.zimmermann@racinelibrary.info>

HR question

Schultz, Shannon M. DPI <Shannon.Schultz@dpi.wi.gov>   Fri, Jun 9, 2023 at 2:20 PM
To: James O'Hagan <james.ohagan@rplboard.info>
Cc: Angela Zimmermann <angela.zimmermann@racinelibrary.info>

Good afternoon, James; thank you for the nudge.

The statutes are quite clear that the board oversees the director, but the director oversees staff and, by law, the board should not have oversight of employee issues. It is extremely important to keep in mind that a public library board in Wisconsin is a governing board, not a managing board. As such, library boards should refrain from getting involved in daily matters and should keep their focus at a high level. In my opinion, the best practice you seek is in improved communication with your director. If the board as a whole feels completely left out of the loop regarding staff and is then expected to step in and help resolve issues, then the solution would be to set expectations or communication guidelines with the director about staffing issues. The board should not override or circumvent the director, as that will only undermine the director's authority with staff. All improvements that the board wants to see must happen with and through the director. This could be as formal as a performance improvement plan, or as informal as having discussions during board meetings about the state of staff culture. Regardless of the formality, the board must define the expectations of the director and make them known.

It also seems to me that there is a trust issue. Clearly defined roles and consistent, reliable behaviors on all sides builds trust. You may want to be certain that individuals are not crossing lines of responsibility. To help you with these discussions, I have attached three documents for your review: Trustee Essential 2: Who Runs the Library?, Trustee Essential 7: The Library Board and Personnel, and the Roles and Responsibilities Matrix. They each have some overlap and I doubt any of them are new to you, but it might pay to review them through the lens of the questions you asked me.

Just a heads up: I am leaving on vacation in about an hour and will be out of the office until the end of June, but I am happy to pick this back up with you when I return.

Shannon M. Schultz

Public Library Administration Consultant

DLT/DPI

P: 608-266-7270

From: James O'Hagan <james.ohagan@rplboard.info>
Sent: Thursday, June 8, 2023 4:25 PM
To: Schultz, Shannon M. DPI <Shannon.Schultz@dpi.wi.gov>
Cc: Angela Zimmermann <angela.zimmermann@racinelibrary.info>
Subject: Re: HR question

Racine Public Library
Trust Fund Investment and Use Policy

I. Purpose of the Trust Fund Investment and Use Policy

It is the policy of the Racine Public Library to invest its trust funds in a manner that will attain the highest investment return while protecting principal and meeting cash flow demands. The purpose of this policy is to establish the parameters within which the Board of Trustees may exercise the investment discretion required for sound asset management.

II. Scope

This policy applies to all financial assets of the Library under the jurisdiction of the Board of Trustees. The objectives with respect to investment of all trust funds, in order of priority, are: 1) safety of principal, 2) sufficient liquidity to meet cash flow needs, and 3) return on investment.

III. Authority

The Racine Public Library Board of Trustees is responsible for investment decisions and activities. The Board is authorized to make investments of any and all financial assets of the Library in conformance with this policy and in accordance with Wisconsin Statutes. The Board will communicate its decisions and instructions to financial institutions and other parties through the Library's Executive Director.

IV. Prudence

Investments shall be made with the judgment and care, under circumstances then prevailing, which informed persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The informed "prudent person" standard shall be applied in the context of managing the overall investment portfolio. Members of the Board of Trustees, acting in accordance with this policy and exercising due diligence, will be relieved of personal responsibility for the credit risk of security or market price changes provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

V. Authorized Institutions

The Board of Trustees shall select and maintain a list of Wisconsin financial institutions authorized to be depositories and/or provide investment services. The Board shall qualify institutions by applying generally accepted industry standards (*e.g.*, capital requirements, asset quality, earnings, liquidity, management and local community involvement) using available public agency and private rating services as appropriate. The Board may designate primary local depositories in which all funds deposited in either time deposits,

demand deposits or savings deposits will not be restricted as to amount of deposit or collateralization.

VI. Permitted Investments

The Board of Trustees may only make investments which are permitted by the Wisconsin Statutes, as amended from time to time. Wis. Stat.§ Chapter 43.58(7) delineates the financial powers and duties of the Library Board of Trustees.

VII. Performance Standards and Reporting

The investment portfolio shall be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the Library's investment risk constraints and cash flow needs.

The Library Board of Trustees will review the investments annually and adjust the ratio of investments. On an annual basis, the institutions holding the Library's funds shall be reviewed for return on investment, management fees, and other performance indicators as may be necessary. An annual review of the financial conditions of all institutions holding Library funds shall be conducted at that time. Other financial institutions shall be surveyed, from time to time, to assure the Library Board of Trustees that the Library's funds are being treated in a fair manner.

VIII. Use of Restricted Funds

Restricted funds shall be spent only as specified in the gift documents. The Executive Director, in consultation with the Business Manager and Department Heads, will establish an amount to be spent each year from the income distributions (and principal, if appropriate) of the restricted funds. These amounts shall be approved by the Board of Trustees annually. Gifts and donations are subject to the Library's Gift and Donor Recognition Policy.

IX. Use of Unrestricted Funds

Donations and bequests given to the Racine Public Library without purpose or time restrictions will be placed in one of the following four funds. The Library will also solicit donations for these funds. Gifts and donations are subject to the Library's Gift and Donor Recognition Policy.

Endowment Fund for Library Materials

The purpose of this fund is to establish and maintain a revenue stream, separate from property tax revenue, that will enable the Racine Public Library to strive to meet the basic level for collection size, according to the Department of Public Instruction's Public Library Standards, and then to meet the more advanced levels.

Mobile Outreach Services Fund

The purpose of this fund is to establish and maintain a fund that will replace vehicles providing mobile Library outreach services. The vehicles, at the present time, are a panel van and the Mobile Library vehicle.

Facilities Fund
The purpose of this fund is to establish and maintain a fund that will be used for ongoing maintenance and renovation of existing facilities, over and above the amount budgeted by the City of Racine. This fund may be used for architectural fees, furnishings, fixtures, and equipment. This fund may also be used to purchase land, lease, build, or otherwise develop facilities to be used as branch library facilities.

Gifts and Memorials Fund
The Library may occasionally receive cash gifts or donations for the purchase of a memorial, other materials, or towards unspecified purposes. These funds are placed into the Library's Gifts & Memorials fund. The Executive Director may spend up to $5,000 of donated funds monthly without prior Board approval. Such spending shall be reported as part of the monthly financial report to the Board. Spending in excess of $5,000 from this account requires prior Board approval. Consideration will be given to the donor's request, but final selection depends upon the Library's needs.

Approved by: RPL Board of Trustees
Approved Date: June 16th, 2022 *(February 17th, 2005, amended: May 19th, 2005; November 20th, 2008; February 28th, 2013, and September 20th, 2018)*
Review Schedule: Annual
Next Review Date: June 2023

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EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and often strike without warning. It is essential that all Racine Public Library, staff and security respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage. This guide provides essential information to assist you in reacting to various emergencies. It is a quick reference to inform you what steps to take and what actions will be implemented should an emergency situation arise.

GENERAL GUIDELINES

When you become aware of an emergency situation where life or property is threatened, contact police dispatch immediately at 8-911via landline or 911 via personal phone. It is imperative that everyone follows the directives of emergency response personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.

1. Stay calm. Call 911 dispatcher

2. Who are you

3. Where you are

4. The nature of the emergency

5. If anyone needs medical attention

6. Any circumstance that may help or impede response personnel

7. What phone number you can be contacted at, if any

8. Inform others that help is coming and follow all directions given by dispatchers or emergency personnel

9. Do not allow community members to congregate in the lobby or entrance areas

EVACUATION GUIDELINES

Different emergencies require different evacuation strategies. This guide contains evacuation directions for most emergencies. When evacuation is not indicated for the emergencies in this guide or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

WHEN TO EVACUATE
1. Anytime you hear the fire alarm bells in your building
2. If you smell smoke or know an actual fire is burning
3. When instructed to do so by the RPL staff or security, local police, Fire/EMS personnel

WHEN NOT TO EVACUATE (SHELTER IN PLACE)
1. When a tornado warning is sounded (find appropriate shelter within your building)
2. During a hostage/barricade situation
3. During a power failure
4. When instructed to not evacuate by RPL staff or security, local police,fire/EMS personnel

WHAT TO DO IF YOU MUST EVACUATE
1. Listen carefully to instructions of emergency personnel
2. Stay calm.
3. Close your office door as you leave
4. Do not try to gather materials on the way out, leave quickly
5. Keep talking to a minimum
6. Exit via stairwells, DO NOT USE ELEVATORS
7. No smoking
8. Alert emergency personnel of any disabled persons who need assistance
9. Gather at the meeting point lower level Memorial Hall door

Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location. These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

EMERGENCY CLOSING PROCEDURE

EMERGENCY CLOSING

Under the rare circumstances that the Racine Public Library may close due to severe weather or other unforeseen circumstances, all employees will be paid at their regular rate for any hours (but no more than 8 hours) they are scheduled to work during which the office is officially closed. The Racine Public Library Board of Trustees will determine how long employees will be paid, if the emergency closing lasts more than one day.

If a staff member has previously been approved to take vacation or PTO time, or has called in sick, or is not scheduled to work those hours due to flexible scheduling or weekend work, that staff member is not considered "scheduled to work" for those hours the library is officially closed.

Any staff member who is scheduled to work will be paid for the hours they were scheduled to work but were not able to work because the library was closed.

EMERGENCY CLOSING OF THE LIBRARY PROCEDURES
for Library Building and/or Mobile Libraries

1. Contact Executive Director (Angela Zimmermann, (414) 899-2965); if not available, Department Head; if not available, Librarian in Charge or Senior Staff on duty
2. Announce over PA system (Library Building)
3. Contact any staff members preparing to report for duty
4. Marketing Department to create signs for Business Office or Circulation to post at Lake Avenue and Library Drive doorways.
5. Marketing Department to post closure to Library website, Google Business listing and social media.
6. Business Office to prepare and send email to:
   ○ Emergency Closing Contacts (Google Drive: M: Drive, Emergencies,Emergency Closing Contacts as of June 2023)
7. Business Office to contact Cleanco after hours call Adriana Medina (262) 634-6302 (Library's custodians)
8. Head of Digital Services and Innovation will change phone message to "closed"
9. Head of Business Development (Shay King) to contact press and to issue e-blast about emergency closings as appropriate.
10. The most senior person in each department will assist the Public Services Specialists with the closing procedures
11. Get home safely

BOMB THREAT PROCEDURE, LIBRARY BUILDING

VIA PHONE
Obtain as much information as possible (gender, age, accent, anything unique about the voice) while immediately designating another staff member to call 8-911 from a landline and notify other employees.

Upon instruction by police, evacuate the building without using the PA system and follow Emergency Closing of the Library Procedures.

FINDING SUSPICIOUS OBJECT
Do not touch the object or note; designate another staff member to call 8-911 from a landline immediately and notify other employees.

Upon instruction by police, evacuate the building without using the PA system, cell phones or radios, and follow Emergency Closing of the Library Procedures.

BOMB THREAT PROCEDURE, MOBILE LIBRARIES

If a call is received by the main library that threatens a bomb explosion at any of the Mobile Libraries, the person receiving this call should immediately designate another staff memberto call the police and report this threat.

Request that police be dispatched to the Mobile Library to evacuate the unit, and remind the dispatcher that we cannot use the cell phone to call the Mobile Library since the frequency could trigger the bomb.

- Evacuate the unit immediately.
- Make sure that everyone moves completely away from the unit. If patrons' cars are nearby, tell them to move them immediately.
- Call 911 when away from the Mobile Library, inform the police of the threat.

Be sure to alert the dispatcher to your location, and to ask about advice for evacuating the surrounding homes/stores/school, etc. depending on where you are. Call the Executive Director (414) 899-2965 and Library Building (262) 636-9241.

ACTIVE SHOOTER PROCEDURE

RUN OUT   **HIDE OUT**   **TAKE OUT**

If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Responding to an active shooter requires a survival mindset. This mindset entails:

1. AWARENESS: What is happening around you, using all your senses. What do gunshots sound like?
2. PREPARATION: "What if" questions. Prepare yourself to do whatever it takes to survive.
3. REHEARSAL: Mentally and physically practice your plan to build confidence and react quickly.

WHAT YOU SHOULD DO

1. FIGURE OUT. What action gives me the best chance to survive? Quickly evaluate and act.
   - RUN OUT. Can I safely get to a safer location? If yes, do so immediately. Don't wait for others to validate your decision. Leave your belongings behind OR
   - HIDE OUT. If you can't get out safely, find a place to hide. Look for aplace that offers some protection, is well hidden, and offers options for movement

2. CALL OUT. When you are in a safe location, immediately call out to authorities via 911, don't assume someone else has already called. Tell the dispatcher:
   - Where you are
   - Who the shooter is; name if known and description
   - The current location of the shooter
   - Number and types of weapons involved
   - Injuries you are aware of

3. KEEP OUT. If you must HIDE OUT, do what you can to stay unnoticed and keep the shooter out
   - Lock the room door if possible
   - Turn off the room lights
   - Block the door with heavy objects
   - Keep quiet, put cell phones on silent/vibrate

4. SPREAD OUT. If there are two or more people in a space, spread out
   - Spreading out, rather than huddling together, causes the shooter to hesitate in looking for targets
   - This also gives you more options for action and opportunities to get out
   - Before you spread out, quickly and quietly plan what to do if the shooter enters the area
   - Everyone in the space must get into a survival mindset and commit to working together to survive

- Stay calm, which can be contagious, and keeps others focused on survival

5.   TAKE OUT. If a shooter enters your space, assume their intentions are lethal
- Stick to your plan to take out the shooter, others will follow when you act
- Use anything you have with you and in the room as weapons
- As soon as the shooter enters, yell loudly and throw things at them, aiming for the face. Their first reaction will be to shield themselves. Rush at the shooter and act as a team to overcome them.
- Total commitment is critical; don't give up until you have won!

Remember, those in immediate danger are the real first responders.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

How to react when law enforcement arrives:

1. Stay calm, and follow officers' instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Immediately raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid making quick movements toward officers such as holding on to them for safety
6. Avoid pointing, screaming and/or yelling
7. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operators:

1. Location of the active shooter
2. Number of shooters, if more than one
3. Physical description of shooter(s)
4. Number and type of weapons held by the shooter(s)
5. Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SHELTER IN PLACE

An incident may occur which dictates you remain inside a building during an emergency. A decision to shelter-in-place may or may not be obvious based on information known to you at the time. Your decision to shelter in place may come from first responders' instructions, or may initially be made on your own. This decision should be made based on what gives you the best chance of remaining safe and avoiding putting yourself in a more harmful situation. Factors to consider when deciding whether to evacuate or shelter in place include:

1. Where is the threat now and where is it likely to go?
2. Where will I be safest now, and in the near future?
3. Will I be more likely to get help for myself and others by evacuating or staying in place?
4. Does this space provide adequate safe shelter for the emergency at hand, i.e. locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting or rescue, phone/internet/e-mail?

WHEN TO SHELTER IN PLACE

1. When a tornado warning is sounded (find appropriate shelter within the building)
2. During a hostage/barricade situation
3. During a power failure
4. If you cannot leave due to being trapped by a fire or hazardous materials release
5. Any other situation where it is apparent that leaving will put you in a potentially more harmful situation than staying in place
6. When instructed to do so by a member of the Leadership Team or most senior person in charge or local first responders/emergencypersonnel

WHEN NOT TO SHELTER IN PLACE (EVACUATE)

1. Anytime you hear a fire alarm bell/horn sounding
2. If you smell smoke or know there is an actual fire or hazardous material release, and you have a safe evacuation route away from danger
3. Any other situation where it is apparent that staying in place will put you in a potentially more harmful situation than leaving
4. When instructed to do so by a member of the Leadership Team or most senior person in charge or local first responders/emergencypersonnel

WHAT TO DO IF YOU MUST SHELTER IN PLACE

1. If it is safe to do so, move to an area furthest away from the incident/hazard
2. As soon as possible, if it is safe to do so, notify emergency responders 8-911 and keep responders informed of changes in your situation
3. Be aware of your surroundings and be ready to move quickly if needed
4. In case of hostile intruder, lock doors and plan for a secondary escape route
5. Leave only if told to do so by responders, or the situation changes requiring evacuation. Notify responders if you must evacuate before being told to do so

TORNADO PROCEDURE

If a tornado is *approaching the city of Racine,* the library administration shall use the public address system to direct all people inside the library to the designated Tornado Shelter area, the east-west hallway on the south side of the building on the first floor.

Racine County Sheriff's Department – (**262) 636-3822**

Racine County Emergency Management Office – (**262) 636-3515**

If the tornado has caused a power failure, or some severe damage to the building that may make it difficult to keep the library open, staff will follow the Emergency Closing of the Library Procedures.

If there is a tornado warning in Racine County, the Mobile Library operation will be canceled for the duration of the warning.

Monitor the weather radio for the Tornado Warning cancellation or all-clear.

GAS LEAK/ODOR PROCEDURE

In the event of a gas leak or odor, the Executive Director, Business Manager, Department Heads, or Librarian in Charge shall call the following telephone numbers in the order listed:

(800) 261-5325   WE Energies Emergency Line

During regular business hours

(262) 636-9150   DPW Building Maintenance

After business hours

(262) 770-7471   Bill Miller's cell phone
(262) 952-0504   Bill Miller's pager (type in phone number for DPW to respond to)

If our regular phones are not working, use the emergency phone in the Business Office by the postage machine. It has been labeled "Emergency Phone."

The Executive Director or their designee may authorize an emergency closing of the library and evacuate the building.

Follow the Emergency Closing of the Library Procedures.

FIRE EMERGENCY PROCEDURE

This document outlines the actions that RPL personnel must take in case of an emergency which requires moving all the people present in the library to a safer location.

When activated, the Racine Public Library fire alarm system will summon the Racine Fire Department via a third-party arrangement. This system can be triggered by three things:
- Break-glass Pull Alarms
- Sprinkler system
- Smoke/Heat Detectors

Gather at the meeting point lower level Memorial Hall door. Once it is clear that everyone has been evacuated the staff should make their way to the Laurel Clark Memorial Fountain for a head count.

ACTIONS IN CASE OF A FIRE
(In the following paragraphs, "you" refers to any employee confronting fire.)

1. The alarm system should activate automatically due to the link with smoke/heat detectors. If not, pull the fire alarm nearest you, providing it is safe to do so. The system should automatically contact the Racine Fire Department. However, because no system is fail-safe, CALL 911. This call can be made either before or after evacuation, depending on the situation. If the fire has already spread dangerously, evacuation should be made first, and the call can be made in a neighboring building. If the fire is just beginning to spread, there may be time to make this call (which should be brief) in the same building before the evacuation.

2. Evacuate the building, following the **Fire Evacuation Procedures** (in the next section). If the fire is a small, contained fire that can be put out with a fire extinguisher, you should extinguish the flames with the nearest fire extinguisher before evacuating. (All Racine Public Library fire extinguishers can be used on any type of fire.)

3. Notify the Executive Director, Business Manager, or your Department Head that you have called 8-911. In the event that none of these managers is in the library, the home phone numbers are listed below:

   Angela Zimmermann   (414) 899-2965
   Evelin Garcia   (262) 822-8924

4. At the meeting point, the Executive Director, Business Manager, Department Heads (or in their absence, the senior staff member on duty) must verify that all occupants have been accounted for and meet fire personnel as they arrive.

FIRE EVACUATION PROCEDURES

1. Librarians should take the binder and direct people to the nearest exit and then do a quick sweep of the area if safe to do so, including the bathrooms, to determine that everyone is gone. Once safely outside, announce that the building is clear.

2. Circulation should take the binder and do a quick search of the public bathrooms, workroom, TSD and Extension if safe to do so. Once safely outside, announce that these areas are clear.

3. Administration will check the staff room and office/meeting room areas and once outside notify that these areas are clear.

4. In the Adult Services Department, one desk librarian should take the binder. One staff member should check the bathrooms, if safe to do so, and direct patrons to the west exit, if safe to do so. Then do a quick check of the west side of the floor and exit via the west exit, if safe to do so. The second staff member should stand near the diagonal stacks and direct people to the east stairwell. Then check the east side and exit via the stairwell. **No one should be allowed to use the elevator.** If another staff member is available that person should station themselves by the west wall, if safe to do so, to direct patrons to that emergency exit. Direct wheelchair users to the west exit (If for some reason the west exit is unsafe, a staff member will assist the wheelchair users to the southwest exit through the staff area). Once outside a staff member should inform that ASD is clear.

5. Security Personnel should direct patrons to the nearest exit.

6. Once outside, staff that left through the front exits should gather at the lower level Memorial Hall door. Once it is clear that everyone has been evacuated the staff should make their way to the Laurel Clark Memorial Fountain for a head count. Those personnel that left through the back exits should gather at the Laurel Clark Memorial Fountain.

7. The Executive Director, Department Heads, or designated personnel will verify that staff has been evacuated. When the Fire Department arrives the Executive Director or designee shall provide the necessary information. The maintenance personnel on duty must provide information on the locations of gas and electrical controls. These are located in the boiler room on the southwest end of the building.

BUILDING MAINTENANCE EMERGENCY CONTACT

When the Business Office is closed, and after 3:30pm, notify the Executive Director, Department Head, or Person in Charge and then call Bill Miller's cell phone, (262) 770-7471. Always notify the Executive Director.

Emergency Phone Numbers

Fire, Police	8-911 via landline / 911 via personal phone
Executive Director	Angela Zimmermann, cell (414) 899-2965
Apex Key and Lock	(262) 633-4901
Automated doors	Automatic Entrances of Wisconsin, (800) 776-7122
Cleaning	Cleanco, (262) 637-6376
Computer emergency	Matt Jerke, (262) 619-2571
DPW	9150 (leave message);
Facility Manager after hours:	Bill Miller, (262) 636-9200, cell, (262) 770-7471 Pager: (262) 952-0504, type in your phone number
DPW Supervisor	cell: (262) 770-6668
Elevator	Express Elevator LLC, (866) 427-1722
Emergency Phone	If phones aren't working, use phone in Business Office by postage machine
Fire Alarm malfunction	DPW (see numbers above)
Fire alarm panels	Lobby area between doors, near Lake Ave elevator Electrical Room
Gas leak/odor	WE Energies, (800) 261-5325
Keys	Boiler Room key: Business Office drawer
Simplex fire panel key:	Business Office drawer
Memorial Hall/Festival Hall	(262) 636-9229; (262) 721-7213; (262) 902-4090
PA Announcement	Dial 2204 from inside the building only
Parking Meters	(262) 636-9168
Phone Service Out	City of Racine Help Desk, (262) 636-9179

Power outage	WE Energies, (800) 662-4797
Snow Library sidewalk:	Four Seasons (262) 634-5110
Removal/Salting	Parking lots: Park & Rec, (262) 636-9131 Street: DPW, (262) 636-9121; after 5pm, (262) 770-7470
Tornado	Racine County Sheriff's Dept., (262) 886-2300; Emergency Management Office, (262) 636-3515

Approved by: RPL Board of Trustees
Approved Date: June 16th, 2022
Review Schedule: Annual
Next Review Date: June 2023

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and often strike without warning. It is essential that all Racine Public Library, staff and security respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage. This guide provides essential information to assist you in reacting to various emergencies. It is a quick reference to inform you what steps to take and what actions will be implemented should an emergency situation arise.

GENERAL GUIDELINES

When you become aware of an emergency situation where life or property is threatened, contact police dispatch immediately at 8-911via landline or 911 via personal phone. It is imperative that everyone follows the directives of emergency response personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.

1. Stay calm. Call 911 dispatcher

2. Who are you

3. Where you are

4. The nature of the emergency

5. If anyone needs medical attention

6. Any circumstance that may help or impede response personnel

7. What phone number you can be contacted at, if any

8. Inform others that help is coming and follow all directions given by dispatchers or emergency personnel

9. Do not allow ~~patrons~~ community members to congregate in the lobby or entrance areas

EVACUATION GUIDELINES

Different emergencies require different evacuation strategies. This guide contains evacuation directions for most emergencies. When evacuation is not indicated for the emergencies in this guide or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

WHEN TO EVACUATE
1. Anytime you hear the fire alarm bells in your building
2. If you smell smoke or know an actual fire is burning
3. When instructed to do so by the RPL staff or security, local police, Fire/EMS personnel

WHEN NOT TO EVACUATE (SHELTER IN PLACE)
1. When a tornado warning is sounded (find appropriate shelter within your building)
2. During a hostage/barricade situation
3. During a power failure
4. When instructed to not evacuate by RPL staff or security, local police,fire/EMS personnel

WHAT TO DO IF YOU MUST EVACUATE
1. Listen carefully to instructions of emergency personnel
2. Stay calm.
3. Close your office door as you leave
4. Do not try to gather materials on the way out, leave quickly
5. Keep talking to a minimum
6. Exit via stairwells, DO NOT USE ELEVATORS
7. No smoking
8. Alert emergency personnel of any disabled persons who need assistance
9. Gather at the meeting point lower level Memorial Hall door

Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location. These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

EMERGENCY CLOSING PROCEDURE

EMERGENCY CLOSING

Under the rare circumstances that the Racine Public Library may close due to severe weather or other unforeseen circumstances, all employees will be paid at their regular rate for any hours (but no more than 8 hours) they are scheduled to work during which the office is officially closed. The Racine Public Library Board of Trustees will determine how long employees will be paid, if the emergency closing lasts more than one day.

If a staff member has previously been approved to take vacation or PTO time, or has called in sick, or is not scheduled to work those hours due to flexible scheduling or weekend work, that staff member is not considered "scheduled to work" for those hours the library is officially closed.

Any staff member who is scheduled to work will be paid for the hours they were scheduled to work but were not able to work because the library was closed.

EMERGENCY CLOSING OF THE LIBRARY PROCEDURES
for ~~Main~~ Library Building and/or Mobile Libraries

1. Contact Executive Director (Angela Zimmermann, (414) 899-2965); if not available, Department Head; if not available, Librarian in Charge or Senior Staff on duty
2. Executive Director to obtain permission from Library Board President ~~Melissa Kaprelian / melissa.kaprelian@rplboard.info or (262)939-8679~~
3. Announce over PA system (~~Main library~~ Library Building)
4. Contact any staff members preparing to report for duty
5. ~~Post signs at front doors downstairs and Lake Avenue door [signs are located in Circ Dept] (main library)~~ Marketing Department to create signs for Business Office or Circulation to post at Lake Avenue and Library Drive doorways.
6. ~~Post on Facebook, Twitter, and Library website;~~ Marketing Department to post closure to Library website, Google Business listing and social media.
7. Business Office to prepare and send email to:
   ○ Emergency Closing Contacts (Google Drive: M: Drive, Emergencies,Emergency Closing Contacts as of June 2023)
8. Business Office to contact Cleanco after hours call Adriana Medina (262) 634-6302 (Library's custodians)
9. ~~Business Office to contact Allied Security if the guard isn't here: 414-788-6510~~
10. Head of Digital Services and Innovation will change phone message to "closed"
11. Head of Business Development (Shay King) to contact ~~Fox6News, WTMJ and WISN via emergency procedures~~ press and to issue e-blast about emergency closings as appropriate.
12. ~~Follow~~ The most senior person in each department will assist the Public Services Specialists with the closing procedures
13. Get home safely

BOMB THREAT PROCEDURE, LIBRARY BUILDING

VIA PHONE

Obtain as much information as possible (gender, age, accent, anything unique about the voice) while immediately designating another staff member to call 8-911 from a landline and notify other employees.

Upon instruction by police, evacuate the building without using the PA system and follow Emergency Closing of the Library Procedures.

FINDING SUSPICIOUS OBJECT

Do not touch the object or note; designate another staff member to call 8-911 from a landline immediately and notify other employees.

Upon instruction by police, evacuate the building without using the PA system, cell phones or radios, and follow Emergency Closing of the Library Procedures.

BOMB THREAT PROCEDURE, MOBILE LIBRARIES

If a call is received by the main library that threatens a bomb explosion at any of the Mobile Libraries, the person receiving this call should immediately designate another staff memberto call the police and report this threat.

Request that police be dispatched to the Mobile Library to evacuate the unit, and remind the dispatcher that we cannot use the cell phone to call the Mobile Library since the frequency could trigger the bomb.

- Evacuate the unit immediately.
- Make sure that everyone moves completely away from the unit. If patrons' cars are nearby, tell them to move them immediately.
- Call 911 when away from the Mobile Library, inform the police of the threat.

Be sure to alert the dispatcher to your location, and to ask about advice for evacuating the surrounding homes/stores/school, etc. depending on where you are. Call the Executive Director (414) 899-2965 and Library Building (262) 636-9241.

ACTIVE SHOOTER PROCEDURE

RUN OUT   **HIDE OUT**   **TAKE OUT**

If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Responding to an active shooter requires a survival mindset. This mindset entails:

1. AWARENESS: What is happening around you, using all your senses. What do gunshots sound like?
2. PREPARATION: "What if" questions. Prepare yourself to do whatever it takes to survive.
3. REHEARSAL: Mentally and physically practice your plan to build confidence and react quickly.

WHAT YOU SHOULD DO

1. FIGURE OUT. What action gives me the best chance to survive? Quickly evaluate and act.
   - RUN OUT. Can I safely get to a safer location? If yes, do so immediately. Don't wait for others to validate your decision. Leave your belongings behind OR
   - HIDE OUT. If you can't get out safely, find a place to hide. Look for aplace that offers some protection, is well hidden, and offers options for movement

2. CALL OUT. When you are in a safe location, immediately call out to authorities via 911, don't assume someone else has already called. Tell the dispatcher:
   - Where you are
   - Who the shooter is; name if known and description
   - The current location of the shooter
   - Number and types of weapons involved
   - Injuries you are aware of

3. KEEP OUT. If you must HIDE OUT, do what you can to stay unnoticed and keep the shooter out
   - Lock the room door if possible
   - Turn off the room lights
   - Block the door with heavy objects
   - Keep quiet, put cell phones on silent/vibrate

4. SPREAD OUT. If there are two or more people in a space, spread out
   - Spreading out, rather than huddling together, causes the shooter to hesitate in looking for targets
   - This also gives you more options for action and opportunities to get out
   - Before you spread out, quickly and quietly plan what to do if the shooter enters the area
   - Everyone in the space must get into a survival mindset and commit to working together to survive

- Stay calm, which can be contagious, and keeps others focused on survival

5. TAKE OUT. If a shooter enters your space, assume ~~his/her~~ their intentions are lethal
    - Stick to your plan to take out the shooter, others will follow when you act
    - Use anything you have with you and in the room as weapons
    - As soon as the shooter enters, yell loudly and throw things at ~~him/her~~ them, aiming for the face. ~~His/her~~ Their first reaction will be to shield ~~himself/herself~~ themselves. Rush at the shooter and act as a team to overcome ~~him/her~~ them.
    - Total commitment is critical; don't give up until you have won!

Remember, those in immediate danger are the real first responders.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

How to react when law enforcement arrives:

1. Stay calm, and follow officers' instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Immediately raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid making quick movements toward officers such as holding on to them for safety
6. Avoid pointing, screaming and/or yelling
7. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operators:

1. Location of the active shooter
2. Number of shooters, if more than one
3. Physical description of shooter(s)
4. Number and type of weapons held by the shooter(s)
5. Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SHELTER IN PLACE

An incident may occur which dictates you remain inside a building during an emergency. A decision to shelter-in-place may or may not be obvious based on information known to you at the time. Your decision to shelter in place may come from first responders' instructions, or may initially be made on your own. This decision should be made based on what gives you the best chance of remaining safe and avoiding putting yourself in a more harmful situation. Factors to consider when deciding whether to evacuate or shelter in place include:

1. Where is the threat now and where is it likely to go?
2. Where will I be safest now, and in the near future?
3. Will I be more likely to get help for myself and others by evacuating or staying in place?
4. Does this space provide adequate safe shelter for the emergency at hand, i.e. locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting or rescue, phone/internet/e-mail?

WHEN TO SHELTER IN PLACE

1. When a tornado warning is sounded (find appropriate shelter within the building)
2. During a hostage/barricade situation
3. During a power failure
4. If you cannot leave due to being trapped by a fire or hazardous materials release
5. Any other situation where it is apparent that leaving will put you in a potentially more harmful situation than staying in place
6. When instructed to do so by ~~RPL staff~~ a member of the Leadership Team or most senior person in charge or local first responders/emergency personnel

WHEN NOT TO SHELTER IN PLACE (EVACUATE)

1. Anytime you hear a fire alarm bell/horn sounding
2. If you smell smoke or know there is an actual fire or hazardous material release, and you have a safe evacuation route away from danger
3. Any other situation where it is apparent that staying in place will put you in a potentially more harmful situation than leaving
4. When instructed to do so by ~~RPL staff~~ a member of the Leadership Team or most senior person in charge or local first responders/emergency personnel

WHAT TO DO IF YOU MUST SHELTER IN PLACE

1. If it is safe to do so, move to an area furthest away from the incident/hazard
2. As soon as possible, if it is safe to do so, notify emergency responders 8-911 and keep responders informed of changes in your situation
3. Be aware of your surroundings and be ready to move quickly if needed
4. In case of hostile intruder, lock doors and plan for a secondary escape route
5. Leave only if told to do so by responders, or the situation changes requiring evacuation. Notify responders if you must evacuate before being told to do so

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- Break-glass Pull Alarms
- Sprinkler system
- Smoke/Heat Detectors

Gather at the meeting point lower level Memorial Hall door. Once it is clear that everyone has been evacuated the staff should make their way to the ~~YMCA courtyard~~ Laurel Clark Memorial Fountain for a head count.

ACTIONS IN CASE OF A FIRE
(In the following paragraphs, "you" refers to any employee confronting fire.)

1. The alarm system should activate automatically due to the link with smoke/heat detectors. If not, pull the fire alarm nearest you, providing it is safe to do so. The system should automatically contact the Racine Fire Department. However, because no system is fail-safe, CALL 911. This call can be made either before or after evacuation, depending on the situation. If the fire has already spread dangerously, evacuation should be made first, and the call can be made in a neighboring building. If the fire is just beginning to spread, there may be time to make this call (which should be brief) in the same building before the evacuation.

2. Evacuate the building, following the **Fire Evacuation Procedures** (in the next section). If the fire is a small, contained fire that can be put out with a fire extinguisher, you should extinguish the flames with the nearest fire extinguisher before evacuating. (All Racine Public Library fire extinguishers can be used on any type of fire.)

3. Notify the Executive Director, Business Manager, <u>or</u> your Department Head that you have called 8-911. In the event that none of these managers is in the library, the home phone numbers are listed below:

   Angela Zimmermann   (414) 899-2965
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1. Librarians should take the binder and direct people to the nearest exit and then do a quick sweep of the area if safe to do so, including the bathrooms, to determine that everyone is gone. Once safely outside, announce that the building is clear.

2. Circulation should take the binder and do a quick search of the public bathrooms, workroom, TSD and Extension if safe to do so. Once safely outside, announce that these areas are clear.

3. Administration will check the staff room and office/meeting room areas and once outside notify that these areas are clear.

4. In the Adult Services Department, one desk librarian should take the binder. One staff member should check the bathrooms, if safe to do so, and direct patrons to the west exit, if safe to do so. Then do a quick check of the west side of the floor and exit via the west exit, if safe to do so. The second staff member should stand near the diagonal stacks and direct people to the east stairwell. Then check the east side and exit via the stairwell. **No one should be allowed to use the elevator.** If another staff member is available that person should station himself/herself themselves by the west wall, if safe to do so, to direct patrons to that emergency exit. Direct wheelchair users to the west exit (If for some reason the west exit is unsafe, a staff member will assist the wheelchair users to the southwest exit through the staff area). Once outside a staff member should inform that ASD is clear.

5. Security Personnel should direct patrons to the nearest exit.

6. Once outside, staff that left through the front exits should gather at the lower level Memorial Hall door. Once it is clear that everyone has been evacuated the staff should make their way to the YMCA courtyard Laurel Clark Memorial Fountain for a head count. Those personnel that left through the back exits should gather at the YMCA courtyard Laurel Clark Memorial Fountain.

7. The Executive Director, Department Heads, or designated personnel will verify that staff has been evacuated. When the Fire Department arrives the Executive Director or designee shall provide the necessary information. The maintenance personnel on duty must provide information on the locations of gas and electrical controls. These are located in the boiler room on the southwest end of the building.

BUILDING MAINTENANCE EMERGENCY CONTACT

When the Business Office is closed, and after 3:30pm, notify the Executive Director, Department Head, or Person in Charge and then call Bill Miller's cell phone, (262) 770-7471. Always notify the Executive Director.

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Computer emergency	Matt Jerke, (262) 619-2571
DPW	9150 (leave message);
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Elevator	Express Elevator LLC, (866) 427-1722
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Fire alarm panels	Lobby area between doors, near Lake Ave elevator Electrical Room
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Keys	Boiler Room key: Business Office drawer
Simplex fire panel key:	Business Office drawer
Apex Key and Lock: 2	(262) 633-4901
Library Board President	Melissa Kaprelian, (262)939-8679
Memorial Hall/Festival Hall	(262) 636-9229; (262) 721-7213; (262) 902-4090
PA Announcement	Dial 2204 from inside the building only
Parking Meters	(262) 636-9168
Phone Service Out	City of Racine Help Desk, (262) 636-9179

Power outage   WE Energies, (800) 662-4797

~~Security   Allied Universal, 414-323-6173~~

Snow Library sidewalk: ~~Reliable, (414) 778-1112~~ Four Seasons (262) 634-5110

Removal/Salting   Parking lots: Park & Rec, (262) 636-9131
                                Street: DPW, (262) 636-9121; after 5pm, (262) 770-7470

Tornado   Racine County Sheriff's Dept., (262) 886-2300;
                                Emergency Management Office, (262) 636-3515

Approved by: RPL Board of Trustees
Approved Date: June 16th, 2022
Review Schedule: Annual
Next Review Date: June 2023

Racine Public Library
Social Media Policy

I.   Purpose of the Social Media Policy
The Racine Public Library maintains a social media presence to engage with the community, promote Library events, and to increase awareness of and accessibility to its programs, resources and services in order to serve its mission. These social media outlets supported by the Racine Public Library are intended to assist in fulfilling our goals of connecting people with materials and information, as well as serving the informational, educational, recreational, and cultural needs of the community. Positive interaction with community members will be promoted on our social media to foster an atmosphere of education, learning and collaboration. Our social media accounts serve a digital face of the Library and should maintain the same level of customer service provided within our physical spaces. The Library's social media is permanent, retrievable, and public record. All submitted content to the Library's social media sites are subject to Wisconsin Public Records Law, records retention requirements, and may be subject to public disclosure.

This policy governs the use of social media in three areas: employee responsibilities, public responsibility and terms of use, and the publication of comments on social media.

Social media is defined as any online forum that allows users to share information. Social media may include, but is not limited to, blogging, instant messaging, social networking sites, wikis, posts, and community reviews.

II.   Employee Responsibilities
When staff uses social media, behavior and content are not only a reflection of the staff member, but also of the Library. No Library employee may establish a work-related social media account without the authorization of the Executive Director. The Executive Director may delegate to the Head of Business Development, managers, and library staff to administer and provide content for the Library's social media accounts. Employees so designated are required to read and follow the Library's policy concerning social media. The Executive Director may revoke access to the social media accounts at any time.

Use of social media sites must be consistent with federal, state, and local laws, regulations, and policies, including records retention requirements. Employees shall not blur or combine their personal social media with the Library's social media. Employees cannot use the Library's social media for political purposes, to conduct private commercial transactions, or engage in private business activities. Usage of social media in violation of this policy may be grounds for disciplinary action up to and including termination.

III.   Authorized Users are required to:
- Be respectful of individuals and communities
- Be polite and respectful of other opinions

- Adhere to each social media site's Terms of Use and seek to conform to each provider's terms of use and cultural and behavioral norms; and
- Respect copyright, privacy, financial disclosure, and applicable laws.

IV.   Authorized Users shall be clear as to identify:
- Authorizes Users should use their actual names, not pseudonyms
- Authorized Users shall not assume privacy and only post information they are authorized to disclose; and
- Authorized Users shall use different passwords for different accounts for personal social media and Library's social media.

V.   Public Responsibilities and Terms of Use
It is the responsibility of the users to stay informed regarding the Library's social media terms of use. By joining, utilizing, and/or posting on the Library's social media sites, you agree to comply with this policy, the Library's Internet Access and Wireless Network Policy, and the Rules of Behavior Policy.

The Library's social media is public record. Any content added to RPL's social media accounts will be considered the property of the Racine Public Library and will be archived by the Library outside each social media's platform:
- The Library has the right to reproduce, distribute, publish, display, edit, modify, delete and otherwise use for any purpose in any form on any media all comments, posts, or other materials submitted on the Library's social media accounts
- The Library reserves the right to temporarily suspend or terminate its social media accounts at any time; and
- Public comments expressed on this site do not necessarily reflect the opinions of the Racine Public Library or its officers and employees.

If a post violates any of the following rules, it will be removed from RPL's social media accounts:

- Content that is not topically related to the particular purpose, goal or statement on the site
- Content that uses profane language, or is sexually graphic, obscene or explicit
- Content that is abusive, threatening, hateful or intended to defame anyone or any organization
- Content that suggests or encourages illegal activity
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation

- Content posted by a person whose profile picture, username, or email address contains any of the aforementioned prohibited conduct
- Post solicitations or advertisements of any commercial entity, product, or service other than those which are directly related to the Library, Library events, and community collaborations.
- Content attempting to defame or defraud any person or financial, commercial or governmental agency
- Content that compromises the safety and security of the public
- Content that violates any local, state or federal law; and
- Content that promotes political purposes, candidates or content associated with any candidates for elected office, political parties or ballot proposals.

Users who violate RPL's Terms of Use three times will be removed from the Library's social media accounts.

VI.   Publication of comments on Social Media
By posting a comment you agree to indemnify the Racine Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney fees) incurred by any of them which arise out of or are related to the content that you post.

The Library reserves the right (but is not obligated) to do any of the following:
- Hide from public view any of the prohibited commentary
- Ban people who are spamming or continuously ignoring the Social Media policy from the page or group; and
- Access, monitor, and read any submission on Library-sponsored social media accounts.

Additionally, the Library does not guarantee a response to all correspondence on social media. Those requesting immediate assistance must contact the Library via phone or email.

Approved by: RPL Board of Trustees
Approved Date: June 16th, 2022 *(May 16th, 2019)*
Review Schedule: Annual
Next Review Date: June 2023

Racine Public Library
Social Media Policy

I. **Purpose of the Library's Social Media** ~~Policy~~
The Racine Public Library maintains a social media presence to engage with the community, ~~promote Library events~~ to serve the community's informational needs, and to increase awareness of ~~and accessibility to its~~ Library programs, resources, ~~and~~ services and events in order to serve its mission. ~~These social media outlets supported by the Racine Public Library are intended to assist in fulfilling our goals of connecting people with materials and information, as well as serving the informational, educational, recreational, and cultural needs of the community. Positive interaction with community members will be promoted on our social media to foster an atmosphere of education, learning and collaboration. Our social media accounts serve a digital face of the Library and should maintain the same level of customer service provided within our physical spaces.~~ The Library's social ~~media~~ profiles and content posted to them are ~~is~~ permanent, retrievable~~, and~~ public record. All ~~submitted~~ content posted to the Library's social media ~~sites~~ profiles ~~are~~ is subject to Wisconsin Public Records Law and records retention requirements, and may be subject to public disclosure.

~~This policy governs the use of social media in three areas: employee responsibilities, public responsibility and terms of use, and the publication of comments on social media.~~

~~Social media is defined as any online forum that allows users to share information. Social media may include, but is not limited to, blogging, instant messaging, social networking sites, wikis, posts, and community reviews.~~

II. **Definitions**
"Social media," for the purpose of this policy, references any online platform, website or application that allows users to share information. Social media may include, but is not limited to, social networking sites, media platforms with user-generated content, Wikis, chat servers, reviews and blogs.

"Social media profiles," "Library profiles" or "profiles" refer to any profile, account or page the Library makes on a social media platform.

"Social media managers" or "managers" refer to any Library employee who has been authorized to administrate, post to or engage the public through a Library profile.

"Users" refer to members of the public who interact with the Library's social media profiles and content, including but not limited to following, commenting, sharing or reacting.

"User content" refers to any text, images, videos or other media that users publicly post to or about the Library's social media profiles or content, including but not limited to

posts on a Library profile, comments on and shared of the Library's content, reviews, and video reactions.

"User interactions" refer to any action a user takes on a Library profile, including but not limited to user content as well as private or direct messages, follows and subscriptions, or likes and reactions to Library posts and comments.

"Library content" refers to any texts, images, videos or other media that Library managers post through the Library's social media profiles, including but not limited to posts, comments and direct messages.

III. Employee Responsibilities

Library social media profiles serve as a digital face of the Library. Social media interactions that employees hold on the Library's profiles or about the Library are a reflection of not just the individuals involved, but of the Library as a whole. When staff uses social media, behavior and content are not only a reflection of the staff member, but also of the Library.

Social media managers and Library profiles must be authorized by the Executive Director or Head of Business Development, who may change or remove managers and profiles at any time. The Head of Business Development will work with social media managers to facilitate a consistent, high quality, helpful social media presence which supports the Library's mission. The Executive Director or Head of Business Development will make the final determination on any questions about what content or activity is appropriate for Library profiles. No Library employee may establish a work-related social media account without the authorization of the Executive Director. The Executive Director may delegate to the Head of Business Development, managers, and library staff to administer and provide content for the Library's social media accounts. Employees so designated are required to read and follow the Library's policy concerning social media. The Executive Director may revoke access to the social media accounts at any time.

Use of social media sites must be consistent with federal, state, and local laws, regulations, and policies, including records retention requirements. Employees shall not blur or combine their personal social media with the Library's social media. Employees cannot use the Library's social media for political purposes, to conduct private commercial transactions, or engage in private business activities. Usage of social media in violation of this policy may be grounds for disciplinary action up to and including termination.

Social media managers are expected to:
- Read and follow the social media policy and any related procedures or guidelines.
- Strive through their activity on the Library's profiles to cultivate an environment of respectful learning and collaboration.
- Engage users and communities with the same level of respect and customer service that is expected of in-person interactions.

- Share only public or authorized information on the Library's profiles.
- Adhere to each social media platform's Terms of Use.
- Follow all federal, state and local laws, regulations, and policies including records retention requirements and copyright and privacy laws.
- Keep personal and work social media activity separate. When personal credentials are required to manage a business profile, managers should take care to use the Library's profile only for its intended purpose.

Social media managers may not use the Library's profiles for:

- Political purposes
- Commercial transactions or business activities unrelated to the Library's work
- Personal activity

Noting employment at the Library does not make an employee a social media manager or representative of the Library, or make their profile a Library account. However, social media profiles and content that reference the Library are subject to the section below on What Users Can Expect and What the Library Expects of Users. Any employee who chooses to reference the Library as their employer in their personal social media profiles is entitled to use social media on their own time, according to their own interests, without being monitored by their employer or being held to the professionalism they would maintain at work. However, the Library does expect these employees to maintain a respectful presence when their online activity is connected to the Library, in order to support the Library's positive, constructive online presence (please reference the Employee Handbook Section 6.12 to read more about employee expectations concerning social media).

IV. ~~Authorized Users are required to:~~
- ~~Be respectful of individuals and communities~~
- ~~Be polite and respectful of other opinions~~
- ~~Adhere to each social media site's Terms of Use and seek to conform to each provider's terms of use and cultural and behavioral norms; and~~
- ~~Respect copyright, privacy, financial disclosure, and applicable laws.~~

V. ~~Authorized Users shall be clear as to identify:~~
- ~~Authorizes Users should use their actual names, not pseudonyms~~
- ~~Authorized Users shall not assume privacy and only post information they are authorized to disclose; and~~
- ~~Authorized Users shall use different passwords for different accounts for personal social media and Library's social media.~~

VI. **What Users Can Expect, and What the Library Expects of Users** ~~Public Responsibilities and Terms of Use~~

Users of ~~It is the responsibility of the users to stay informed regarding the Library's social media terms of use. By joining, utilizing, and/or posting on~~ the Library's social media ~~sites~~ profiles, ~~you agree~~ are expected to ~~comply with~~ follow the Library's policies, including this policy, the Library's Internet Access and Wireless Network Policy, and the ~~Rules of Behavior Policy~~ Commitment to Excellence for All Policy.

The Library's social media is public record. Any content ~~added~~ posted to Library's social media accounts ~~will be considered the property of the Racine Public Library and~~ may be archived by the Library ~~outside each social media's platform~~.

In addition, the Library ~~has the right to~~ may ~~reproduce, distribute, publish, display, edit, modify, delete and otherwise use for any purpose in any form on any media~~ save, share, or modify user content and interactions for marketing, improving user experience or other purposes. ~~all comments, posts, or other materials submitted on the Library's social media accounts.~~

- The Library reserves the right to remove, hide or alter ~~temporarily suspend or terminate~~ its social media profiles and content at any time~~; and~~
- ~~Public comments expressed on this site do not necessarily reflect the opinions of the Racine Public Library or its officers and employees.~~

The Library reserves the right to moderate user interactions to cultivate a respectful, educational, collaborative community environment by deleting or hiding messages, reminding users of its social media policy, banning users, or taking any other actions its social media managers deem appropriate. While it's not possible to comprehensively define appropriate engagement in every situation, the following types of user content will always be deleted:

~~If a post violates any of the following rules, it will be removed from RPL's social media accounts:~~

- ~~Content that is not topically related to the particular purpose, goal or statement on the site~~
- Content ~~that uses profane language, or~~ is sexually graphic, obscene or explicit
- Content that is disrespectful, abusive, threatening, hateful ~~or intended to defame anyone or any organization~~ to any individual groups or people
- ~~Content that suggests or encourages illegal activity~~
- Content that ~~promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation~~ encourages or contributes to inequity of race, skin, color, national origin, religion, age, gender, sexual or romantic orientation, disability, neurotype, health, size, class, income, or any other characteristics through which inquity is experienced.

- Content posted by a person whose profile picture, username, or email address contains any of the aforementioned prohibited conduct
- Post solicitations or advertisements of any commercial entity, product, or service other than those which are directly related to the Library, Library events, and community collaborations.
- Content attempting to defame or defraud any person or financial, commercial or governmental agency
- Content that compromises the safety and security of the public
- Content that violates any local, state or federal law.
- Content that promotes political purposes, candidates or content associated with any candidates for elected office, political parties or ballot proposals.

Users who violate RPL's Terms of Use three times will be removed from the Library's social media accounts.

Although the Library strives to offer a respectful, educational, collaborative user experience through its profiles, it does not take responsibility for user interactions or content. User content and interactions do not represent the opinions of the Library, its employees or its trustees. In addition, the Library does not guarantee a response to every social media comment or message. For any questions that require immediate assistance, please contact the Library by phone or email.

VI. **Publication of comments on Social Media**
By posting a comment you agree to indemnify the Racine Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney fees) incurred by any of them which arise out of or are related to the content that you post.

The Library reserves the right (but is not obligated) to do any of the following:
- Hide from public view any of the prohibited commentary
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