



City of Racine

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

Meeting Agenda - Final Library Board

Thursday, January 18, 2024

4:30 PM

Racine Public Library, Emily Lee Room

Call To Order

Roll Call

Public Comment

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

[0042-24](#)

Subject: Highlights From Our Press Appearances

Attachments:

[BONK! to hold final event at RPL December 9th](#)

[RPL Social Worker helping community members access resources](#)

[Annual Kris Kringle Tour](#)

[The Don Rosen Show December 7th](#)

[Photos of Cupcake Wars at RPL December 8th](#)

[Take Control of Your Blood Pressure](#)

[Making an Impact on #Giving Tuesday](#)

[Community Matters](#)

[The Don Rosen Show December 21st](#)

[GARE Members Come Together](#)

[How to Help Childhood Literacy During Winter Break](#)

[Racine County's Most Noteable News of 2023](#)

Approval of Minutes

[0043-24](#) **Subject:** Approve Minutes from the December 21st Regular Board Meeting

Attachments: [RPL Board Minutes 12 21 23](#)

Communications

[0044-24](#) **Subject:** Invoices & Credit Card Purchases from December 2023

Attachments: [Approve Invoices & Credit Card Purchases from December 2023](#)

[0045-24](#) **Subject:** Financial Executive Summary Report

Attachments: [Financial Executive Summary Report](#)

[0046-24](#) **Subject:** Interim Executive Director Report

Attachments: [Interim Executive Director Report for January](#)

[0047-24](#) **Subject:** Committee & Liaison Reports

[0048-24](#) **Subject:** Foundation Report

[0036-24](#) **Subject:** Request to draw \$7,650 from the Emily Lee Trust Fund to pay invoice #18013 from Michael's Signs

Attachments: [Memo Michael Signs](#)

[Invoice # 18013](#)

[0049-24](#) **Subject:** Updates & Potential Action Regarding Next Steps in Hiring Process for RPL Executive Director

[0050-24](#) **Subject:** Establish Hiring Panel for permanent RPL Executive Director Hiring Process

Confirmation of Next Meeting: Thursday, February 15 at 4:30 pm

Adjournment

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

Join Webinar

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City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
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Meeting Minutes - Draft

Library Board

Thursday, December 21, 2023

4:30 PM

Racine Public Library, Emily Lee Room

Call To Order

Roll Call & Introductions

PRESENT: 9 - President O'Connell, Hargrove, Secretary O'Hagan, Hubbard, Cruz, Peete, Vice President Taft, Williams and Wahlen

ABSENT: 4 - Trick, Allen, Huerta and Pfeifer

Public Comment

None

Press Mentions

Received and Filed

[1175-23](#)

Subject: Highlights from our press appearances

Received and Filed

Approval of Minutes

[1107-23](#)

Subject: Approve Minutes from the November 16th Regular Board Meeting

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

Communications

[1108-23](#)

Subject: Approve Invoices and Credit Card Purchases from Nov 2023

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

[1170-23](#)

Subject: Financial Executive Summary Report

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

[1171-23](#)

Subject: Interim Executive Director Report

A motion was made by Vice President Taft, seconded by Cruz, that this file be Received and Filed

[1106-23](#)

Subject: Updates & Potential Action Regarding Next Steps in Hiring Process & Position Description for the Executive Director

Approve job description as presented. Would like the job posted in ALA and City HR; would like job posting open until filled.

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

[1017-23](#)

Subject: Consideration Of Changes to Emergency Procedures Policy For Approval

A motion was made by President Wahlen, seconded by Williams, that this file be Approved

[1174-23](#)

Subject: Consideration and potential adoption of RPL holiday schedule for 2024

2024 holiday schedule approved to include Juneteenth if the City approves this holiday.

A motion was made by Vice President Taft, seconded by Peete, that this file be Approved

Closed Session

A motion was made to enter Closed Session. The motion PASSED by the following vote:

AYES: 9 - President O'Connell, Hargrove, Secretary O'Hagan, Hubbard, Cruz, Peete, Vice President Taft, Williams and Wahlen

ABSENT: 4 - Trick, Allen, Huerta and Pfeifer

[1176-23](#)

Subject: Consideration of the reinstatement of Racine Public Library-related privileges to two patrons whose Library-related privileges were suspended in accordance with the Racine Public Library's bed bug protocol

Received and Filed

Open Session

A motion was made by Vice President Taft, seconded by President Wahlen, to go into Open Session. The motion PASSED by the following vote:

AYES: 9 - President O'Connell, Hargrove, Secretary O'Hagan, Hubbard, Cruz, Peete, Vice President Taft, Williams and Wahlen

ABSENT: 4 - Trick, Allen, Huerta and Pfeifer

[1176-23](#)

Subject: Consideration of the reinstatement of Racine Public Library-related privileges to two patrons whose Library-related privileges were suspended in accordance with the Racine Public Library's bed bug protocol

Received and Filed

Confirmation of Next Meeting: Thursday January 18th, 4:30 p.m.

Adjournment

There being no further business to address, the meeting was adjourned at 5:45 p.m.

Racine Public Library
Check Credit Card Purchases
December 2023

VENDOR NAME	FULL DESC	AMOUNT
ADOBE SYSTEMS INC	12/09/23-01/08/24 CREATIVE CLOUD & ADOBE STOCK SOF	64.98
AGILIS LINXUP MOTOSF	DEC 2023 GPS SERVICE ON TRANSIT VAN	25.75
AMAZON MKTPLACE PMTS	DSI VARIOUS SUPPLIES FOR PROGRAMMING	164.67
AMAZON MKTPLACE PMTS	DSI - EXTERNAL HARD DRIVE DOCKING STATION	26.00
AMAZON MKTPLACE PMTS	YS - VARIOUS PROGRAM SUPPLIES	56.01
AMAZON MKTPLACE PMTS	AS - THIMBLES	13.98
AMAZON MKTPLACE PMTS	TAPE	6.99
AMAZON MKTPLACE PMTS	PRINT MATERIAL	13.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	7.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	10.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	11.82
AMAZON MKTPLACE PMTS	PRINT MATERIAL	5.48
AMAZON MKTPLACE PMTS	PRINT MATERIAL	8.46
AMAZON MKTPLACE PMTS	PRINT MATERIAL	9.99
AMAZON MKTPLACE PMTS	PRINT MATERIAL	22.48
AMAZON MKTPLACE PMTS	PRINT MATERIAL	6.47
AMAZON MKTPLACE PMTS	BBC - SAND TIMER	7.83
AMAZON MKTPLACE PMTS	BBC - LIGHT BOARD	14.98
AMAZON.COM	PRINT MATERIAL	5.99
AMAZON.COM	AV MATERIAL	11.45
AMZN MKTP US MB5JN6M	DISINFECTANT TO CLEAN LAPTOP CASES RETURNED FROM F	9.97
AMZN MKTP US MB5JN6M	PRINT MATERIAL	12.99
AMZN MKTP US MB5JN6M	PRINT MATERIAL - ZIGGY	5.99
AMZN MKTP US MB5JN6M	PRINT MATERIAL - LILY	5.99
AMZN MKTP US MB5JN6M	AV MATERIAL	49.99
AMZN MKTP US MB5JN6M	FFC - CARD GAME	12.99
BRODART CO	PRINT MATERIAL: B6688640, B6688375, B6688472, B66E	96.63
BRODART CO	PRINT MATERIAL: B6690774, B6690840, B6690689, B669	122.56
BRODART CO	PRINT MATERIAL: B6691634, B6692436, B6693340, B669	126.15
BRODART CO	PRINT MATERIAL: B6698269, B6697519, B6698220, B669	135.45
BRODART CO	PRINT MATERIAL: 6697347, 6697440, 6695694, 6696547	150.05
BRODART CO	PRINT MATERIAL: 6698272, 6696682, 6700418, 669415C	142.35
BRODART CO	PRINT MATERIAL: 6702297, 6702326, 6701499, 6702379	128.32
BRODART CO	PRINT MATERIAL: 6695139, 6698280, 6699291, 6697369	168.36
BRODART CO	PRINT MATERIAL: 6682974, 6703295, 6703118, 6702407	146.17
BRODART CO	PRINT MATERIAL: B6706158, B605980, B6706000, B6702	339.55
BRODART CO	PRINT MATERIAL: B6688640, B6688375, B6688472, B66E	803.46
BRODART CO	PRINT MATERIAL: B6690774, B6690840, B6690689, B669	428.72
BRODART CO	PRINT MATERIAL: B6691634, B6692436, B6693340, B669	1,052.16
BRODART CO	PRINT MATERIAL: B6698269, B6697519, B6698220, B669	479.21
BRODART CO	PRINT MATERIAL: 6697347, 6697440, 6695694, 6696547	678.52
BRODART CO	PRINT MATERIAL: 6698272, 6696682, 6700418, 669415C	902.46
BRODART CO	PRINT MATERIAL: 6702297, 6702326, 6701499, 6702379	836.02
BRODART CO	PRINT MATERIAL: 6695139, 6698280, 6699291, 6697369	878.59
BRODART CO	PRINT MATERIAL: 6682974, 6703295, 6703118, 6702407	659.39
BRODART CO	PRINT MATERIAL: B6706158, B605980, B6706000, B6702	1,707.82
CLEANCO RACINE INC	NOV JANITORIAL SERVICES	2,500.00
CLEANCO RACINE INC	DEC 2023 JANITORIAL SERVICES	2,500.00
CONSTANT CONTACT	EMAIL & MARKETING PLAN	130.50
DOLRTREE	YS - GIFTS FOR RUFF READERS PARTICIPANTS	12.50
ENVISIONWARE	2023 FAX PAGES IN EXCESS OF MONTHLY LIMIT	686.00
FESTIVAL FOODS	REFRESHMENT FOR STAFF MTG & YS PROGRAM	15.00
FESTIVAL FOODS	REFRESHMENT FOR STAFF MTG & YS PROGRAM	36.00
FORWARD TS LTD	10/30/23-11/29/23 SHARP COPIERS CONTRACT BASE RATI	564.63
FORWARD TS LTD	FREIGHT CHARGE ON CARTRIDGES	27.05

FOUR SEASONS LAWNCAF	OCT- NOV 2023 MOWING, CLEAN UP & SALTING	1,065.00
GFL ENVIRONMENTAL IN	DEC 2023 GARBAGE & RECYCLING COLLECTION	442.25
GREAT AMERICA FINANC	SHARP COPIERS (3) LEASE PYMT	283.35
HINDLEY ELECTRONICS	REBUILD CONTROLLER ASSEMBLY FOR LIFT	1,031.39
HOME DEPOT USA INC	AA BATTERIES	14.87
HOME DEPOT USA INC	WATER JUGS (7)	48.93
INFORMATION TODAY	PRINT MATERIAL SUBSCRIPTION	99.95
MAINSTREET SEED AND	BBC - SEEDS	358.37
MIDWEST TAPE LLC	AV MATERIAL	26.75
MIDWEST TAPE LLC	AV MATERIAL	26.40
MIDWEST TAPE LLC	AV MATERIAL	19.74
MIDWEST TAPE LLC	AV MATERIAL	46.25
MIDWEST TAPE LLC	AV MATERIAL	16.54
MIDWEST TAPE LLC	AV MATERIAL	2.64
MIDWEST TAPE LLC	AV MATERIAL	39.41
MIDWEST TAPE LLC	AV MATERIAL	5.28
MIDWEST TAPE LLC	AV MATERIAL	32.90
MIDWEST TAPE LLC	AV MATERIAL	7.92
MIDWEST TAPE LLC	AV MATERIAL	7.92
MIDWEST TAPE LLC	AV MATERIAL	79.55
MIDWEST TAPE LLC	AV MATERIAL	6.58
MIDWEST TAPE LLC	AV MATERIAL	140.30
MIDWEST TAPE LLC	AV MATERIAL	224.90
MIDWEST TAPE LLC	AV MATERIAL	249.94
MIDWEST TAPE LLC	AV MATERIAL	240.63
MIDWEST TAPE LLC	AV MATERIAL	37.49
MIDWEST TAPE LLC	AV MATERIAL	75.09
MIDWEST TAPE LLC	AV MATERIAL	15.74
MIDWEST TAPE LLC	AV MATERIAL	224.17
MIDWEST TAPE LLC	AV MATERIAL	22.78
MIDWEST TAPE LLC	AV MATERIAL	414.90
MIDWEST TAPE LLC	AV MATERIAL	40.47
MIDWEST TAPE LLC	AV MATERIAL	48.72
MIDWEST TAPE LLC	AV MATERIAL	610.20
MIDWEST TAPE LLC	AV MATERIAL	75.98
MIDWEST TAPE LLC	11/30/23 DIGITAL MATERIAL	574.15
MIDWEST TAPE LLC	2023 DIGITAL FORMAT MATERIAL	554.65
MINSKY-KELLY, DEBRA	NOV 2023 CLINICAL SUPERVISION OF SOCIAL WORKER	300.00
PACKERLAND RENTAMA	FLOOR MAT RENTAL - 2 INVOICES 3063325 & 3063326	163.45
PACKERLAND RENTAMA	FLOOR MAT RENTAL	251.54
PICK N SAVE	YS - VARIOUS BAKING ITEMS FOR PROGRAM	50.74
PICK N SAVE	YS - VARIOUS PROGRAM SUPPLIES	108.47
PICK N SAVE #378	YS - GIFTS FOR RUFF READERS PARTICIPANTS	125.00
QUADIENT INC	12/11/23 IMPRESS POSTAGE DOMESTIC	379.59
RENTOKIL NORTH AMERI	DEC 2023 PEST CONTROL	62.70
SAN DIEGO HARDWARE C	SOFT CLOSE HINGE	49.21
SHOWCASES	12 CD ALBUM	377.45
SQUARE INC VARIOUS V	COLOR MIXING ONLINE COURSE	29.99
SQUARE INC VARIOUS V	COLOR MIXING ONLINE COURSE FOR EA	29.99
STARBUCKS STORE 0270	YS - GIFT CARD FOR RUFF READERS PARTICIPANTS	50.00
STATE OF WISCONSIN D	07/01/23 - 12/31/23 TEACH SERVICES	1,500.00
ULINE SHIP SUPPLIES	CLEAR PLASTIC SIGN INSERTS (5)	164.47
US CELLULAR	11/09/23-12/08/23 BKM INTERNET SERVICE	118.56
US CELLULAR	11/10/23-12/09/23 CELL PHONE SERVICE, LESS \$12.50	400.24
VELVET TOUCH LAUNDRO	LAUNDRER CLEANING RAGS	38.00
VOXIMPLANT.COM	CALL CENTER & EMAIL SOFTWARE	30.00
WAREHOUSE DIRECT INC	TONER	430.00
	Total	28,919.31

Racine Public Library Executive Account Summary
Account Balances ending 1/16/2024

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
Property Taxes	-2,257,317	-2,257,317.00	0	100.00
Sales Tax Discount	0	-1.46	1	100.00
Resource Library Contract	-7,000	-7,000.00	0	100.00
State Grant-Other	0	-2,470.56	2,471	100.00
County Grant Library	-2,006,899	-2,006,899.00	0	100.00
Library Fines & Fees	-7,500	-16,886.80	9,387	225.20
Library Misc Fees	-10,000	-1,338.48	-8,662	13.40 *
Interest Income	-8,000	-32,697.49	24,697	408.70
Donations/Contributions	0	-7,021.12	7,021	100.00
Miscellaneous Revenue	0	0.00	0	0.00
Transfer from General Fund	-125,000	-125,000.00	0	100.00
Total	-4,421,716	-4,456,632	34,916	101%
Salaries	1,943,472	1,896,812.81	46,659	97.60
Part Time Salaries	717,306	576,105.17	141,201	80.30
Overtime	15,000	3,155.79	11,844	21.00
Residency	0	31,375.47	-31,375	100.00 *
FICA	201,891	184,712.04	17,179	91.50
WRS	154,681	144,543.74	10,137	93.40
Health Care	526,500	526,500.00	0	100.00
Mileage	4,000	4,305.47	-305	107.60 *
Contracted Services	82,269	83,769.88	-1,501	101.80 *
Property/Equipment Rental	15,009	19,993.94	-4,985	133.20 *
Advertising	6,000	7,393.41	-1,393	123.20 *
Office Supplies	12,000	15,121.91	-3,122	126.00 *
Postage & Shipping	5,400	5,194.14	206	96.20
Work Supplies	14,800	8,156.40	6,644	55.10
Janitorial Supplies	8,000	10,644.19	-2,644	133.10 *
Licenses Permits & Fees	500	0.00	500	0.00
Memberships	1,735	2,344.73	-610	135.10 *
Utilities	130,000	189,610.10	-59,610	145.90 *
External Communication Service	17,720	14,002.94	3,717	79.00
Education/Training/Conferences	8,000	8,727.27	-727	109.10 *
Travel	7,500	2,941.61	4,558	39.20
Building Repairs & Maintenance	15,000	20,042.36	-5,042	133.60 *
Equipment Repairs & Maintenance	16,000	3,435.40	12,565	21.50
Grounds Repairs & Maintenance	10,000	9,855.22	145	98.60
Software Maintenance	42,823	53,498.49	-10,675	124.90 *
I/S Building Occupancy	151,639	151,638.96	0	100.00
I/S City Telephone System	7,035	7,035.00	0	100.00
I/S Garage Fuel	5,000	5,518.80	-519	110.40 *
I/S Garage Labor	4,000	1,971.00	2,029	49.30
I/S Garage Materials	1,500	451.08	1,049	30.10
I/S Information Systems	12,850	12,849.96	0	100.00
Equipment	12,500	9,720.01	2,780	77.80
Computer Hardware	17,350	18,547.97	-1,198	106.90 *
Library Materials	35,000	22,237.50	12,763	63.50
Library Materials-Print	106,148	109,661.59	-3,514	103.30 *

Library Materials-Serial	19,000	19,280.56	-281	101.50 *
Library Materials-Audio Visual	35,000	22,796.48	12,204	65.10
Library Materials-Electronic	49,588	43,024.88	6,563	86.80
Library Materials-Other	9,500	8,082.34	1,418	85.10
Expense Total	4,421,716	4,255,059	166,657	96%

Interim Executive Director Report for January 2024 Board Packet

NICK DEMSKE, INTERIM EXECUTIVE DIRECTOR REPORT

Personnel/Operations

Well, after talking about it for months and months, it finally happened: Sue McGrath and Mark Krause retired from the RPL after putting in more than 65 years of service combined. The last day for both of them was the last weekday we were open for the year, which is a strange time to have such important players of an institution leave, because it's a time when very few other people are here to see them off (people are using up their vacation, out of town, etc). Earlier in the month during our monthly all staff meeting, we organized a brief panel of people to share stories about both of our retirees and say what they will miss most about them, and we were also able, in that meeting, to present them with certificates from the Mayor honoring their years of service (which is standard for retirements, per our staff handbook). Evelin also organized some informal events that day, including a potluck, so we were able to celebrate Mark and Sue while there were still more people in the building. On their last day, we presented them with gift cards and retirement letters from myself and the Board, also, and I read the letters out loud during a small gathering in our break room.

Fortunately, we were also able to post Sue's position and conduct interviews in the month of December. We had a really excellent candidate pool for her role of Adult Services Supervisor, but ultimately our own Rebecca Leannah was the one chosen for the position. Rebecca has worked at the RPL now 9 years and she brings a number of noteworthy strengths to this role. She is an incredibly hard worker, very dependable, has a ton of institutional and community knowledge, as well as broad knowledge of the field of librarianship (she, like Sue, has a Master's in Library and Information Science). Rebecca has made a challenging transition go as smoothly as possible. Please congratulate her on her new role when you're able.

This means that in early 2024, we will be hiring for two full time librarian roles (Mark's former role and Rebecca's former role) and balancing service coverage until we are no longer short staffed will be a challenge.

Facilities

The most noteworthy bits regarding facilities in December include some attention we've given to our new staircase, as the metal edge caps have been coming loose (but were still under warranty) and a problem that has been ongoing for many years, now----the front doors. When the front doors were replaced, 2 directors ago (under Jessica MacPhail), the doors that were chosen ended up proving problematic for the environment that our building is in. Because we are right on the lake and the wind is extreme past our building some days, and because the doors are motion-sensitive, it ends up keeping them open while the wind is fierce and making a very cold lobby for our patrons and especially our staff on those days. I am in conversation with

some of our team members about long term creative solutions to this. We used to have wind guards on the doors, which were not pretty, but served an important purpose. So this item may come up in future reports and agenda items to the board as well.

Meetings and Activities

Despite the fact that we're closed a number of days in December, it was still an action-packed month. One of the biggest efforts was our first fundraiser for the RPL Foundation since I've been Interim Executive Director, which I reported out a bit on last month. There was some excellent activity with the Friends of the RPL in December, too; their President, Autumn, submitted for a \$25K grant which I put on her radar. They ultimately didn't receive it, but the FOL has not historically even tried for grants like that, so I was very grateful they applied and consider it a great step. The FOL did approve a \$3000 transfer to the library to support our summer reading efforts (an annual request we make of them). Best of all, they hosted their grand opening of the new booktique space and it was an excellent event. Both Autumn and I gave some comments prior to a ribbon cutting and the friends ended up both selling a good amount of items that day, as well as taking in a good amount of donations.

Something that we and the other departments in the city have been navigating is the growing popularity of "first amendment auditors"---people who will come into public spaces and record whatever they are doing. This is a legal activity to engage in and sometimes it is innocuous, but other times it can be intentionally antagonistic. We have worked a lot internally, and been in communication with the city attorney, to understand what the rights are of members of the public regarding first amendment auditors and we've worked hard to make sure staff understand what an appropriate or inappropriate response would be to someone who comes in exercising this right. We also want to make sure our policies reflect the law as accurately as possible and provide staff with the most appropriate guidance for these scenarios. This may result in some policy revisions coming to the board for consideration over the next months.

A lot of other great things took place, but I want to highlight something Ashley, our social worker, started in December. For maybe over a year now, she's been hosting an informal, circle-keeping type of program for the public called "Coffee and Conversation." They're small groups (usually less than ten tops), Ashley provides snacks and coffee, and then she prompts the group with certain questions to generate meaningful dialogue. I've managed to attend a couple that she did and found that everyone who was present for them felt they were really powerful, and they left feeling very connected to each other. I asked Ashley recently if she would consider doing one just for staff and, last month, she hosted her first all staff CAC. There was something like 20 people who showed up for it--much more than we expected--and it had the same transformative, positive effect on those who participated. It is so rare for people at work to talk in an in depth way about their lives outside of work, and this model does an excellent job getting people comfortable in doing so. Several people cried at different times during the program. I think many walked away feeling more connected to their colleagues and one long-term employee said "This was special. We needed this. We've tried so many things, but we've never

done anything like this before.” Ashley has staff-only CAC programs scheduled through spring and, if the results remain this meaningful, I’m sure we’ll extend that. Thanks, Ashley!

December Programming Statistics

The Library presented 30 programs in December, which reached a total participation of 405 people.

28 programs were groups attending and 2 were self-directed.

3 were for children ages 0-5.

11 Were for children ages 6-11.

3 were for young adults.

9 were for adults.

4 were for all ages.

All 30 programs were in person and they had an average attendance of 14.

Programs	Target Age Group	Type	Format	Participants	# of Programs
Seasonal Screams	Adult (19+)	Group attending	In-person	6	1
Code with drawing	Children 6-11	Group attending	In-person	7	1
laser engraver 101	Children 6-11	Group attending	In-person	5	1
3D print 101	Children 6-11	Group attending	In-person	3	2
STEAM Time	Children 0-5	Group attending	In-person	14	1
Cars and Drones	Children 6-11	Group attending	In-person	0	1
December Craft Time	Children 6-11	Group attending	In-person	75	3
LEGO Club	Children 6-11	Group attending	In-person	7	1
Robotics Lab	Children 6-11	Self-directed	In-person	1	1
Maker Monday	General Interest (all Ages)	Self-directed	In-person	12	1

Stitch N Bitch	Adult (19+)	Group attending	In-person	10	1
Coding Blocks	Children 0-5	Group attending	In-person	3	1
Scratch 101	Children 6-11	Group attending	In-person	1	1
Afternoon Book Group	Adult (19+)	Group attending	In-person	9	1
Senior Bingo	Adult (19+)	Group attending	In-person	10	1
Senior Dominoes	Adult (19+)	Group attending	In-person	6	1
Preschool & Toddler STEAM Time	Children 0-5	Group attending	In-person	20	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	63	3
Chess Club	General Interest (all Ages)	Group attending	In-person	45	3
St. Patrick's Outreach	Adult (19+)	Group attending	In-person	100	1
Anime Night for Adults @ Twin Dragon	Adult (19+)	Group attending	In-person	7	1
Memory Cafe	Adult (19+)	Group attending	In-person	0	1
STEAM Workshops: Getting Started with Linux	Adult (19+)	Group attending	In-person	1	1
TOTAL				405	30

Patron Services

In December, staff answered 1478 questions via phone and chat and 7946 in person. A total of 9424 questions were answered across all methods of communication. 84% of the reference questions were asked in person, while 16% were received over the phone or via chat.

Main Entrance People Counter	22108
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Lake Ave Entrance People Counter	1848
Libby Checkouts	10250
Hoopla Checkouts	395
Total # of phone calls (reference)	705
Total # of phone calls (curbside)	342
Total # of phone calls	1047
Total # of questions via phone	1478
Avg. # of calls per day	43.625
Avg. # of calls per hour	4.89
Total talk time (reference)	2589.02 mins
Total talk time (curbside)	1033.35 mins
Total talk time	3622.37 mins
Avg. call length (reference)	3.67 mins
Avg. call length (curbside)	3.02 mins
Total chats	0
Total chat messages	0
Avg. # of messages per chat	0
Total phone and chat questions	1478
In-person reference questions	7946
Total # of reference questions answered	9424
Computer usage - total logins	1190
Computer usage - total time	1147:37:00
Computer usage - avg. time per login	57.863 mins
Faxes	428
Scans	1631

Social Worker report

submitted by Ashley Cedeño

Month: December 2023

Bus Passes

- Total bus passes given out: **0 (no bus passes)**

Year/Month	2022	2023
January		27
February		45
March		54
April		72
May		99
June		126
July		101
August		111
September	62	107
October	72	118
November	44	18
December	31	0 *No bus passes

Patron Interactions (drop-in, by appointment or phone call): 180

**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	111
August		42	211
September	6	33	159
October	15	40	189
November	15	52	180
December	19	40	118

Social Work Service Interactions: 47

General Non-Social Work Interactions (Library Assistance): 71

Need/Concerns:

Aging and Disability Resources	1
Applying for Benefits/Financial Assistance	11
Clothing/Laundry	
COVID-19	
Domestic Abuse	
Education	2
Emotional Support	5
Employment	6
Food Insecurity	
General Library Assistance provided by social worker	71
Healthcare	2
Housing	9
Relating to Incident Report or Crisis	3
Internet/Hotspot	3
Legal	1
Mental Health	
Re-entry Services	
Refugee Support	

Sensory Room	
Sexual Assault Services	
Substance Use	1
Transportation (not including bus passes)	2
Veteran Services	1

**General: Anything that falls under this category are interactions I have with patrons that do not relate to social services, such as assisting patrons with printing, certain reference questions, etc during desk coverage or rounds. These interactions also get reported under the general library data gathering of interactions.*

***Relating to Incident Report or Crisis: Anything that falls under this category are interactions I have with patrons that either directly result in an Incident Report, or in which I speak to a patron regarding their suspension, meet with a patron prior to the end of their suspension, or any other incident that occurs that may not result in an Incident report.*

Continued Education (CE):

- NA

Other:

- Hosted first staff-only Coffee and Conversation
 - Successful turnout and positive feedback
- 12/14/23- De-escalation and Recovery Webinar with Jess Bowers, Associate Professor and Field Coordinator, Dept of Sociology and Social Work, University of Wisconsin-Stevens Point

Circulation Report of December Activities 2023

RPL circulated a total of 31,763 in December of 2023. 29,977 items from Main and 1,786 items from the Bookmobile. November 2023 circulation was 35,364. Approximately 7,211 holds were placed and filled. 7,235 items loaned from our collection to other libraries, and 6,947 received for RPL patrons. 263 new library cards were issued during the month of December. Circulation for Home Delivery Service was 2,554 transactions in the month of December.

Consortium sorting:

- In December staff inducted 70,939 items through the automated material handler (AMH).
- In 2023 staff inducted a total of 992,835 items through the AMH.

Technical Services Report of December Activities 2023

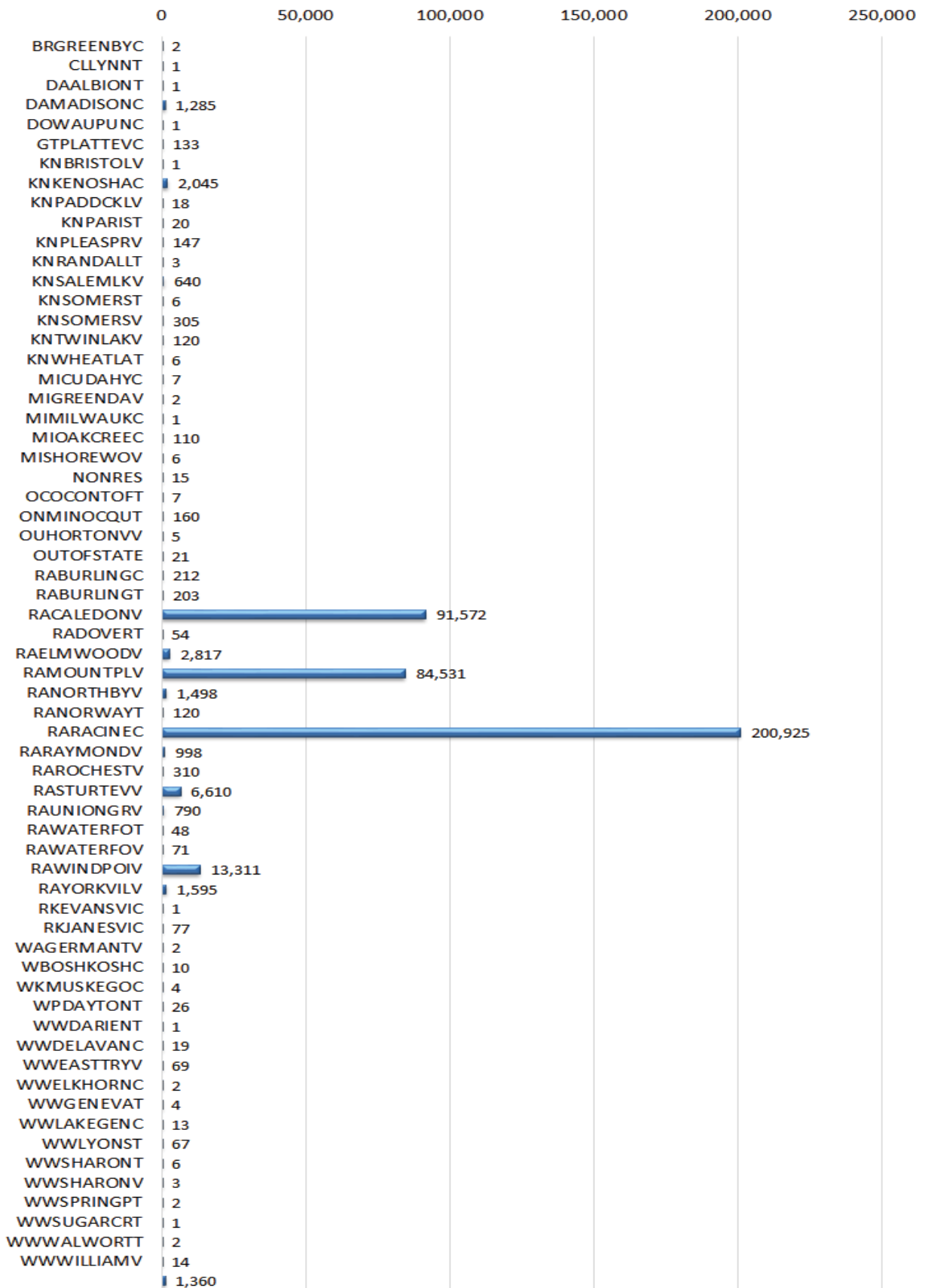
In December TSD staff placed orders for 380 items and received 1044 previously ordered items. A total of 1,050 items were added to the library catalog.

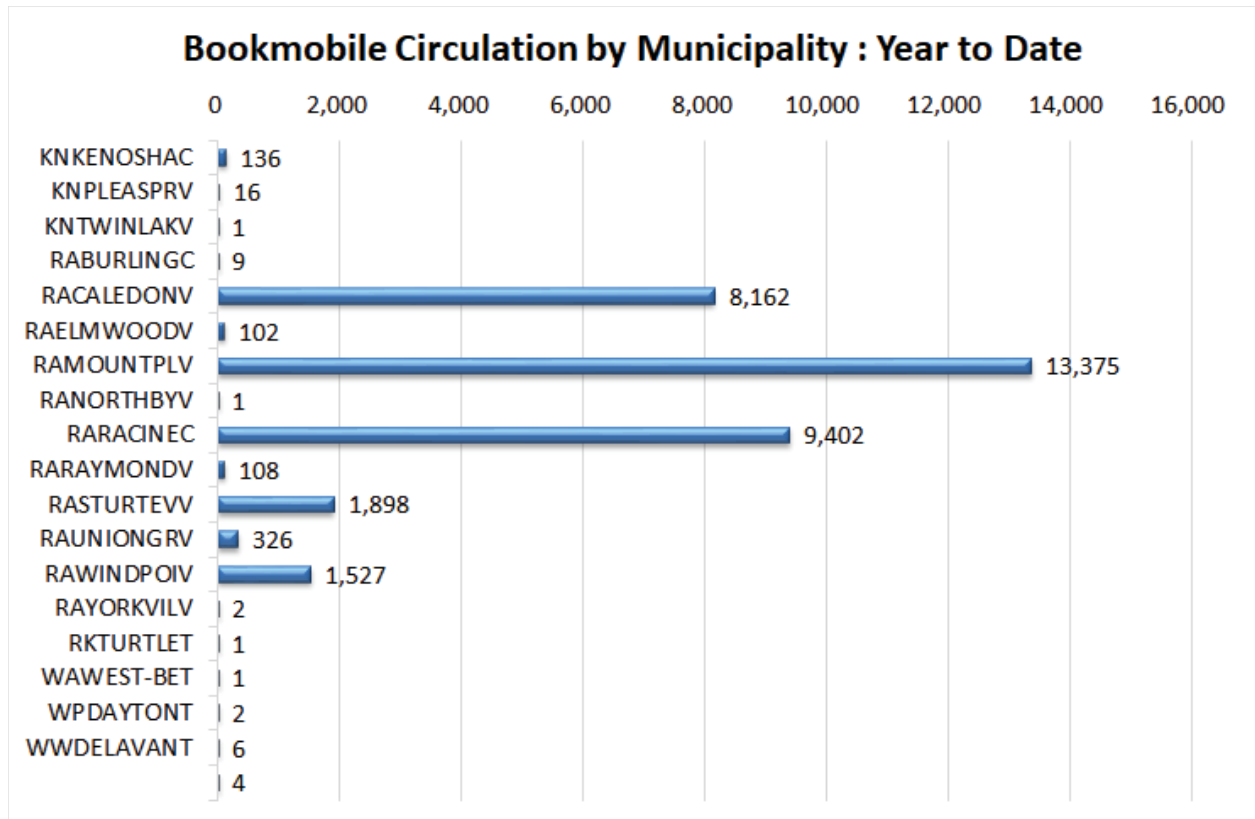
Circulation Statistics Year to Date

2023 Monthly Statistics	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
Circulation													
Main	32,948	36,825	38,158	34,103	34,102	36,258	35,174	36,815	32,706	33,061	32,289	29,977	412,416
Bookmobile	3,333	3,032	2,967	2,391	2,734	3,121	2,894	3,040	3,335	3,371	3,075	1,786	35,079
Total	36,281	39,857	41,125	36,494	36,836	39,379	38,068	39,855	36,041	36,432	35,364	31,763	447,495
Home Delivery Service	1,183	1,111	1,435	1,485	1,853	1,969	1,761	1,913	2,095	2,445	1,709	2,554	21,513
Bulk Loans (Outreach)	335	400	515	445	515	425	515	425	515	425	515	380	5,410
Holds Placed	10,876	9,970	10,240	7,250	8,586	8,663	8,798	7,164	8,427	8,412	8,764	7,211	104,361
Interlibrary Loans													
SHARE Loaned	7,423	5,961	7,021	7,909	8,282	8,184	8,025	8,985	8,192	8,233	8,616	7,138	93,969
ILL Loaned (Wiscat Lender filled)	100	105	104	101	106	81	75	92	117	115	84	97	1,177
Total Loaned	7,523	6,066	7,125	8,010	8,388	8,265	8,100	9,077	8,309	8,348	8,700	7,235	95,146
SHARE Received	6,558	5,847	6,934	7,688	7,664	7,707	9,048	8,323	8,051	7,677	6,971	6,866	89,334
ILL Received (Wiscat Borrower filled)	106	99	108	84	75	119	129	169	114	111	133	81	1,328
Total Received	6,664	5,946	7,042	7,772	7,739	7,826	9,177	8,492	8,165	7,788	7,104	6,947	90,662
Overdrive Downloads													
Audiobooks	4,479	3,898	4,515	3,957	4,029	3,922	4,072	4,178	4,098	4,238	4,161	3,933	49,480
EBooks	5,434	4,771	5,314	4,582	4,782	4,670	5,142	4,795	4,582	4,776	4,522	4,428	57,798

Periodicals	577	477	538	467	494	584	443	439	962	1,902	1,876	1,885	10,644
Other													-
Total downloads	10,490	9,146	10,367	9,006	9,305	9,176	9,657	9,412	9,642	10,916	10,559	10,246	117,922
Hours Open													
Main	218	208	246	230	246	241.5	230	257	225	240	235	214	2790.5
Mobile	130	110	0	17.5	139	145.75	133	150	134.25	138.25	133.75	70.75	1302.25
Total	348	318	246	247.5	385	387.25	363	407	359.25	378.25	368.75	284.75	4092.75
Library Cards Issued													
Adult	176	161	239	217	221	265	227	227	218	188	194	135	2,468
Juvenile	56	68	96	78	82	124	95	94	126	84	74	41	1,018
Restricted	3	1	-	-	1	4	2	5	8	4	4	2	34
Net Only	2	-	-	1	-	3	2	1	2	3	-	1	15
Home Delivery	3	1	-	-	5	-	1	2	2	-	1	1	16
Lost Cards	108	126	108	104	119	131	130	125	136	95	96	83	1,361
Total	348	357	443	400	428	527	457	454	492	374	369	263	4,912
AMH Inductions	86,107	81,267	91,932	78,138	84,347	82,248	83,552	89,276	77,610	84,955	82464	70939	992,835

Main Circulation by Municipality : Year to Date





EVELIN GARCIA, BUSINESS MANAGER

Business Office

- Incident Reports (November)
 - 18 reports
 - 5 - disturbance
 - 3 - harassment
 - 1 - vandalism
 - 1 - alcohol
 - 2- other
 - PSS had a conversation w/patron in regards to rules of behavior
 - Parent was not happy with the teen room rules
 - 1- theft
 - Being reviewed weekly at leadership meetings
 - To determine sanction for the offense
- Purchasing
 - Tracking expenses
 - Review of opportunities for savings
 - Getting quote for lease/toner
 - Purchasing request form / processes

- Capital Campaign
 - Worked on the following reports:
 - LYBUNTS
 - SYBUNTS
 - Current Donors
 - RMD's - sent out
 - End of the Year Ask - sent out
- 2024 Budget
 - RPL Board
 - Approved recommendation 4%
 - Approved 2024 holiday schedule
- Foundation
 - Deposits
 - Payables
 - Square Store
 - Winter Fund-raiser
- Notary Services
 - 17
- Assist with Ruff Readers Program
 - Schedule Ruff Pals
 - Session will resume in February
 - Thank You gifts
 - 5- ruff pals
- Assist Marketing
 - Listing daily programs on boards
- Assist with Personnel issues
 - HR Functions
 - Onboarding
 - TMS
 - Interviews
- Legistar
 - Agenda
 - Minutes
- Financials

Building

- 2nd floor exit door repaired
- 1st floor entrance doors adjusted

Training

- CVMIC
 - Bias in Interviewing (60 min)
 - Managing the Supervisor Transition (60 min)

Online Store

- No- activity
- 125th Shirts have been reduced to \$10 for quicker sale

SHAY KING, HEAD OF BUSINESS DEVELOPMENT

Overview

Communications

December communications focused on holiday closures, year-end donation appeals as well as the Foundation fundraiser, the Booktique's grand opening celebration, new programs coming in January, and the launch of the fiber arts supply swap.

Program Marketing

Of the 63 programs scheduled for Jan through March, graphics and copy are prepared for 60, 48 are live on the website calendar at RacineLibrary.info/calendar, and 28 are live on Facebook. Those not yet posted tend to be recent submissions, pilot programs with nuanced or pending information, or programs more than a month away.

December Print Marketing Distribution

- December paper calendar: 210
- WI library stickers: 50
- Contact us magnets: 42
- hoopla handouts: 40
- Coleccion de Materiales flyers: 35
- Calendar QR code flyers: 34
- Libby cards: 30
- Bookmobile bookmarks: 28
- Libby bookmarks: 20
- Total: 489

Training

- Professional Communication for Leaders - Emerging Leaders Course (Head of Business Development)
- Employment Law and HR Training - Emerging Leaders Course (Head of Business Development)

Viewership and Engagement

Press and Advertising

In December, the library was referenced **in the media [at least 30 times](#)**.

History Librarian Rebecca Leannah was a guest on the Don Rosen show on Dec. 7, discussing the library's archives and history. Head of Business Development Shay King was on air on Dec.

21, covering our year-end schedule and what a winter visit to the library might look like. This partnership will continue into 2024 on a biweekly basis. In Racine, you can listen at 99.9FM and 1400AM. In Kenosha, you can listen at 98.1FM. You can search for previous appearances at CivicMedia.us/shows/don-rosen-show.

Our head of business development was a guest on WGTD's Community Matters radio show, hosted by Marsha Connet. [This session focused on programs](#) and aired on Dec. 16, 2023.

Our Wind Point Stroll ad for January requested donations to the Foundation. We took a gap month on our article for January. This is part of a 3-year commitment to monthly advertising and article placement in the magazine, which is a targeted publication that arrives in the mailboxes of every resident of Wind Point each month.

An ad in the playbill of Racine Theatre Guild's The Little Mermaid promoted the Foundation's December fundraiser and requested donations. The Dial M for Murder playbill, running Jan. 12-28, will contain an ad focusing generally on the Foundation.

Website

December visitors: 6,270 (4.1% down)

December views: 20,136 (6.4% down)

Most-viewed pages:

- [Home](#) - 11,496 (6.4% down)
- [Calendar](#) - 810 (2282.4% up)
- [Libby vs. hoopla](#) - 470 (.8% down)
- [Hours & Locations](#) - 422 (3.7% up)
- [Library GO!](#) - 287 (40.8% down)

In December, homepage views peaked every Monday, then declined throughout the week until reaching their lowest views on Sundays. Views to our calendar landing page peaked on most Fridays and generally were highest Wednesdays through Saturdays.

LocalHop does not have a separate tracking system to record views of its feed or individual events, so this report will no longer include a separate section for calendar metrics. However, RacineLibrary.info/calendar is now a dedicated page on our website for which stats will be available in the main section of this report.

Google Business Listing

December Google profile views: 2,166 (33.8% down)

December website clicks: 2,010 (2.5% up)

December appearances in search results: 1,212 (34.9%)

December calls from Google profile: 248 (25.3% down)

December direction requests: 463 (5.7% down)

Our Google profile's busiest day was Wednesday, Dec. 27 (147 interactions). This was the library's first day of reopening after the Christmas closure, and one of our final few days open for the remainder of the year. We hosted three programs today: Spanish citizenship exam classes, English citizenship exam classes, and Chess Club.

Reviews

Carol Wallace, 5 stars — "Extraordinarily community friendly and welcoming to everyone."

Searches that led viewers to our profile

- The Racine Public Library and other variants (756+)
- "Library," "library near me," and other general searches for libraries (397)
- Our hours (75+)
- Racine book clubs
- Searches for community locations: the Caledonia library, the Racine County Jail, and the Sturtevant library, and Racine
- Nearby drop boxes
- "Notary services Racine Library"
- Our Bookmobile
- Our catalog

Newsletter

December open rate: 27.8% (1.8% up)

December click rate: .5% (28.9% down)

Current newsletter recipients: 18,837 (.2% down)

Most-opened newsletter: "Upcoming Closures" with the pre-header "Coding, Crafts, and Computer Classes!" - Dec. 15, 29.6% open rate

Most-clicked newsletter: "Looking forward to 2024" - Dec. 29, .7% click rate. Most-clicked link to the [Foundation's Square site](#) (78).

Read past issues of newsletters at RacineLibrary.info/newsletter.

Social Media

Facebook

Current followers: 6,529 (.2% increase)

December reach: 7,666 (33.7% decrease)

December posts and stories: 27

Most-reached post: [Pride 365 announcement](#), Dec. 29 - 3,006 reach

Most-reacted-to and -commented post: [Ugly sweater competition](#), Dec. 15 - 46 reactions, 2 comments

Instagram

Current followers: 1,250 (.2% decrease)

December reach: 342 (9.8% decrease)

December posts and stories: 9

Most-reached post: [Dec. 5 craft day teaser](#), Dec. 4 - 119 each

Most-reacted-to post: [Maker Monday teaser](#), Dec. 10 - 7 reactions

MELISSA DONALDSON, HEAD OF DIGITAL SERVICES AND INNOVATION

Programming

DSI Team hosted 11 programs in December with a total attendance of 108.

Tech Support

- Digital Services and Innovation Lab staff had 73 appointments with patrons this month. This comes to about 36.5 hours of work for the staff.
- DSI had ten support tickets come in from staff.

Partnerships

- Continue discussions on the Digital Divide.
- Continue to partner with Tech Prize
- Melissa and Josiah continue our year-long partnership with Racine Montisorri to teach Computer Science Discoveries.

Techmobile

- No activity this month.

Continuing Education

Melissa

- Professional Communication for Leaders ELM4D3 (3 hours)

Terrence

- BlueCloud Mobile App webinar part 2 - 30 mins
- IT help desk for beginners Linked In Learning (refresher) - 2hrs 7 mins
- Post Processing of resin prints - 12 mins

- Removing supports from resin prints Tips and tricks - 10 mins
- How to get the best clear resin prints - 14 mins
- Mac Most file organization on a Mac - 11 mins
- Comptia Networking on LinkedIn - 3hrs Total
- Comptia Network+ training video - 2 hours
- Blue Cloud Mobile 2 Webinar - 20 mins

Matt

- 2 Blue Cloud Mobile 2 Webinars - 50 mins total

MEMO

To: RPL Board
From: Evelin Garcia, Business Manager
Date: 12/14/2023
Subject: Emily Lee Draw

Would like to request a draw from the Emily Lee Fund; this draw would be used to pay Invoice 18013 from Michael's Signs. This invoice is in the amount of \$7,650 and it is for services rendered; RPL lettering signage for the 2nd floor Lake Avenue entrance area.

- Install Halo Letters per approved \$7,300
- Permit & Procurement - \$350.00

The Emily Lee Fund can be used on grounds and building improvements. This account was used in 2023 to supply funds for the 2nd floor renovation in the amount of \$214,203.

There is a current balance of \$178,889 if the \$7,650 draw is authorized it would bring the balance down to \$171,239. Please remember these balances are subject to change due to market fluctuations.

Any questions or concerns please feel free to contact me!

Michael's Signs, Inc.

3914 South Memorial Drive
P.O. Box 085179
Racine, WI 53408-5179
USA

Voice: 262-554-6066

Fax: 262-554-0574

INVOICE

Invoice Number: 18013

Invoice Date: Dec 13, 2023

Page: 1

Duplicate

Bill To:
RACINE PUBLIC LIBRARY 75 75TH STREET RACINE, WI 53403 USA

Ship to:
RACINE PUBLIC LIBRARY 75 75TH STREET RACINE, WI 53403 USA

Customer ID	Customer PO	Payment Terms	
RACINEP		Net 14 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			12/27/23

Quantity	Item	Description	Unit Price	Amount
1.00		FABRICATE AND INSTALL ONE (1) SET OF HALO LETTERS PER APPROVED DRAWINGS	7,300.00	7,300.00
1.00		PERMIT & PROCUREMENT	350.00	350.00
Subtotal				7,650.00
Sales Tax				
Total Invoice Amount				7,650.00
Payment/Credit Applied				
TOTAL				7,650.00

Check/Credit Memo No:

A 3% PROCESSING FEE WILL BE ADDED TO ALL CREDIT CARD PAYMENTS

1.5% Interest will be charged after 30 Days.