



City of Racine

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

Meeting Agenda - Final Library Board

Thursday, February 15, 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

[0130-24](#)

Subject: Highlights From Our Press Mentions

Attachments:

[Business Spotlights Revisited](#)
[Racine Library Offering Computer Workshops for Kids](#)
[Designated Winter Warming Centers](#)
[Club Calendar Week of January 14th](#)
[Unusual Things You Can Check Out From Wis PL](#)
[RPL Receives \\$45K Grant From SCJ](#)

Approval of Minutes

[0111-24](#)

Subject: Approve Minutes from the January 18th Regular Board Meeting

Attachments:

[RPL Board Minutes 01 18 24](#)

Communications

[0131-24](#)

Subject: Update on RPL Board Roster

[0132-24](#) **Subject:** Presentation From Steve Ohs on Prairie Lakes Library System
Upcoming Board Opening

[0128-24](#) **Subject:** Resource Library Contract 2024

Attachments: [Resource Library Contract 2024](#)

[0138-24](#) **Subject:** Updates & potential action regarding the next steps in the hiring
process for the RPL Executive Director

[1104-23](#) **Subject:** Approve Credit Card Purchases From January 2024

Attachments: [Approve Credit Card Purchases From January 2024](#)

[1105-23](#) **Subject:** Financial Executive Summary Reports

Attachments: [Financial Executive Summary Report 2023](#)
[Financial Executive Summary Report 2024](#)

[0133-24](#) **Subject:** Interim Executive Director Report

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

[0134-24](#) **Subject:** Committee & Liaison Reports

[0135-24](#) **Subject:** Foundation Report

[0136-24](#) **Subject:** Request for Board Officers (President, Vice-President, &
Secretary) to have authority to approve the final Annual Report for
submission to the Department of Public Instruction by or before February
29th

[0127-24](#) **Subject:** Revised Vacation Formula Schedule

Attachments: [Revised Vacation Formula Schedule](#)

[0129-24](#) **Subject:** Final Payment for 2nd Floor Contract

Attachments: [Final Payment for 2nd Floor Contract](#)

[0137-24](#) **Subject:** Request from the Interim Executive Director to tentatively close
the Library to the public on Friday, May 17th, for the purpose of an annual
all-staff training day

Confirmation of Next Meeting: Thursday, March 14th 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.

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[tk=3vZuK6p6q3vZFJ6KYVJ7Bze2Js8HOWsvzxBdtwZWjJ0.DQYAAAAT230AhxZNdG11VHY2U1J6UzR1TFNiWidPVHIRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=COpbtV8Dk0XU8tSEIC3MXEzJblhRru.1](https://cityofracine-org.zoom.us/j/85286781063?tk=3vZuK6p6q3vZFJ6KYVJ7Bze2Js8HOWsvzxBdtwZWjJ0.DQYAAAAT230AhxZNdG11VHY2U1J6UzR1TFNiWidPVHIRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=COpbtV8Dk0XU8tSEIC3MXEzJblhRru.1)

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City of Racine

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

Meeting Minutes - Draft

Library Board

Thursday, January 18, 2024

4:30 PM

Racine Public Library, Emily Lee Room

Call To Order

at 4:33 p.m.

Roll Call

Vice President Taft arrived at 4:35 p.m.; Hargrove arrived at 4:45 p.m.; Williams left meeting at 4:55 p.m.

PRESENT: 12 - President O'Connell, Hargrove, Secretary O'Hagan, Trick, Allen, Huerta, Hubbard, Cruz, Pfeifer, Peete, Vice President Taft and Williams

ABSENT: 1 - Wahlen

Public Comment

None

Press Mentions

[0042-24](#)

Subject: Highlights From Our Press Appearances

A motion was made that this file be Filed

Approval of Minutes

[0043-24](#)

Subject: Approve Minutes from the December 21st Regular Board Meeting

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

Communications

[0044-24](#)

Subject: Invoices & Credit Card Purchases from December 2023

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

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

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

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

A motion was made by Secretary O'Hagan, seconded by Peete, that this file be Received and Filed

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

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

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

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

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

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

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

President O'Connell reported that job description has been submitted to HR and waiting on their response to post position.

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

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

A motion was made to create an Ad Hoc Hiring Committee.

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

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

Adjournment

There being no further business to address, the meeting was adjourned at 5:19 p.m.

Resource Library Agreement between Prairie Lakes Library System and Racine Public Library for 2024

Subject to the Prairie Lakes Library System Member Library Agreement and Wisconsin Statutes, the Racine Public Library shall function as the primary “Resource Library” for the Prairie Lakes Library System pursuant to Wis. Stat. 43.16. The Prairie Lakes Library System shall pay the Racine Public Library the following amount for services rendered during 2024:

2024 Contract Payments to Racine Public Library

- Resource-Sharing Hub Services \$7,000
- Chapter 43.24 Services \$0

Signatures:

President, Racine Public Library Board of Trustees

Annette Smith

Date

01 / 10 / 2024

President, Prairie Lakes Library System Board of Trustees

Date

Racine Public Library
Check Credit Card Purchases
January 2024

VENDOR NAME	FULL DESC	AMOUNT
AAS SKY PUBLISHING	2024-SKY & TELESCOPE SUBSCRIPTION	57.75
ADOBE SYSTEMS INC	CREATIVE CLOUD & ADOBE STOCK SOFTWARE	64.98
AGILIS LINXUP MOTOSF	(2024) GPS SERVICE ON TRANSIT VAN	25.75
AMAZON MKTPLACE PMTS	ACRYLIC WINDOW SIGN HOLDER W/SUCTION CUP	48.88
AMAZON MKTPLACE PMTS	(2024) BO - ADDRESS LABELS	44.46
AMAZON MKTPLACE PMTS	EAR BUDS & LABELS	30.39
AMAZON MKTPLACE PMTS	DSI - ISOPROBYL ALCOHOL	30.95
AMAZON MKTPLACE PMTS	EAR BUDS & LABELS	99.96
AMAZON MKTPLACE PMTS	DSI - 3D PRINTER FILIMENT	66.62
AMAZON MKTPLACE PMTS	COFFEE SUPPLIES & PRINT MATERIAL	226.89
AMAZON MKTPLACE PMTS	AS - TEA BAG SAMPLER & DISPENSER W/POUR SPOUT	33.04
AMAZON MKTPLACE PMTS	PRINT MATERIAL	13.70
AMAZON MKTPLACE PMTS	PRINT MATERIAL	30.00
AMAZON MKTPLACE PMTS	PRINT MATERIAL	8.23
AMAZON MKTPLACE PMTS	COFFEE SUPPLIES & PRINT MATERIAL	7.31
AMAZON MKTPLACE PMTS	PRINT MATERIAL	10.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	28.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	65.71
AMAZON MKTPLACE PMTS	PRINT MATERIAL	8.86
AMAZON MKTPLACE PMTS	PRINT MATERIAL	13.98
AMAZON MKTPLACE PMTS	PRINT MATERIAL	5.54
AMAZON MKTPLACE PMTS	PRINT MATERIAL	6.53
AMAZON MKTPLACE PMTS	AV MATERIAL	14.40
AMAZON MKTPLACE PMTS	AV MATERIAL	10.60
AMAZON MKTPLACE PMTS	BBC - LED LIGHT TABLE	24.79
AMAZON MKTPLACE PMTS	DSI - VARIOUS EQUIPMENT & REPAIR MATERIAL	147.21
AMAZON MKTPLACE PMTS	CORDLESS PHONE	97.88
AMAZON MKTPLACE PMTS	SWITCHING TABLE TOP POWER	30.23
AMAZON MKTPLACE PMTS	POWER CUBELETS ROBOT BLOCKS	54.00
AMAZON MKTPLACE PMTS	DSI - VARIOUS EQUIPMENT & REPAIR MATERIAL	275.09
AMAZON MKTPLACE PMTS	3D PRINTER ENCLOSURE WITH VENTILATION	73.99
AMAZON MKTPLACE PMTS	3D PRINTER COOLING FAN	8.59
AMAZON MKTPLACE PMTS	BRUSHLESS COOLING FAN	13.95
AMAZON MKTPLACE PMTS	CRIMP TOOL CONNECTOR KIT	28.88
AMAZON MKTPLACE PMTS	REGULATED SWITCHING TABLE TOP POWER	30.23
AMAZON MKTPLACE PMTS	REFUND - RETURNED COOLING FAN	-8.59
AMAZON SERVICES KIND	AV MATERIAL	9.98
AMAZON SERVICES KIND	BBC - MICROPHONE & TRIPOD	126.16
AMAZON SERVICES KIND	BBC - MICROPHONE STAND	21.16
AMAZON SERVICES KIND	BBC - OVERHEAD CAMERA W/RING LIGHT	33.49

AMZN MKTP US MB5JN6M	COFFEE SUPPLIES - GREEN TEA BAGS	12.59
AMZN MKTP US MB5JN6M	PRINT MATERIAL	104.41
AMZN MKTP US MB5JN6M	PRINT MATERIAL	57.76
APSTYLEBOOK.COM	ON-LINE WRITING STYLE GUIDE	23.20
BCW SUPPLIES	DISC DIVIDERES (3 PK)	42.33
BLUEALLY TECHNOLOGY	FIREWALL LICENSE	4,400.00
BRODART CO	(2023) PRINT MATERIAL: B3707919, B6708000, B670701	79.93
BRODART CO	PRINT MATERIAL: B6715929, B6716688, B6716883, B671	128.33
BRODART CO	PRINT MATERIAL: B6710953, B6713720, B6709918, B671	61.15
BRODART CO	PRINT MATERIAL: B6714722, B6710809, B6710862, B671	169.36
BRODART CO	PRINT MATERIAL: B6714522, B6713139, B6710920, B671	162.52
BRODART CO	PRINT MATERIAL: B6714512, B6711978, B6711943, B671	202.56
BRODART CO	PRINT MATERIAL: B6718224, B6719863, B6717950, B671	122.94
BRODART CO	PRINT MATERIAL: B6707157, B6710808, B6717975, B671	171.06
BRODART CO	6718010, 6796662, 6718123, 6722121, 6722118, 67238	37.10
BRODART CO	(2023) PRINT MATERIAL: B3707919, B6708000, B670701	844.66
BRODART CO	PRINT MATERIAL: B6715929, B6716688, B6716883, B671	870.67
BRODART CO	PRINT MATERIAL: B6710953, B6713720, B6709918, B671	582.88
BRODART CO	PRINT MATERIAL: B6714722, B6710809, B6710862, B671	642.60
BRODART CO	PRINT MATERIAL: B6714522, B6713139, B6710920, B671	991.71
BRODART CO	PRINT MATERIAL: B6714512, B6711978, B6711943, B671	1,274.20
BRODART CO	PRINT MATERIAL: B6718224, B6719863, B6717950, B671	783.49
BRODART CO	PRINT MATERIAL: B6707157, B6710808, B6717975, B671	895.04
BRODART CO	6718010, 6796662, 6718123, 6722121, 6722118, 67238	278.24
CLEANCO RACINE INC	JANUARY 2024 LIBRARY JANITORIAL SERVICE	2,380.00
CLEARCOM INCORPORATE	UPDATE MILESTONE CARE & SUP LICENSING FOR 3 YRS	1,536.00
CONSOLIDATED ELECTRI	FLUORESCENT LAMPS	963.50
CONSTANT CONTACT	ADDED TEXTING	25.74
CONSTANT CONTACT	EMAIL MARKETING PLAN	130.50
DEMCO INC	FILAMENT TAPE & CD 2-RING ALBUM	114.47
DOWNTOWN RACINE CORP	MEMBERSHIP	300.00
EBSCO INDUSTRIES INC	2024 MAGAZINE SUBSCRIPTIONS	13,243.77
ELM USA	DISC CLEANING MACHINE SANDING PADS & FILTERS	354.95
ENVISIONWARE	2/1/24-1/31/25 ANNUAL KIOSK RELATED EQUIP/SFTWRE	1,165.50
FORWARD TS LTD	(2023) 11/30/23-12/29/23 CONTRACT BASE RATE CHARGE	346.57
FOUR SEASONS LAWNCAR	SALTING WALKWAYS	140.00
FOUR SEASONS LAWNCAR	01/09/24-01/19/24 LIBRARY SNOW REMOVAL & SALTING	950.00
GFL ENVIRONMENTAL IN	JAN 2024 GARBAGE & RECYCLING COLLECTION	437.41
GORDON FLESCH COMPAN	10/09/23-01/08/24 IMAGES OVER BASE RATE	9.08
GREAT AMERICA FINANC	12/16 - 01/15/24 SHARP MX-5071 COPIER LEASE PYMT	197.00
GREAT AMERICA FINANC	SHARP COPIERS (3) LEASE PYMT	283.35
GREAT AMERICA FINANC	01/16/24 - 02/15/24 SHARP MX-5071 LEASE PYMT	197.00
HOME DEPOT USA INC	WATER JUGS (6)	41.94

MALWAREBYTES INC	02/07/24-02/06/25 ANTIVIRUS PROTECTION SOFTWARE	2,549.50
MARITZ AT&L ALA	PLA 2024 CONFERENCE - APR 3RD-5TH IN COLUMBUS OH -	347.00
MIDWEST TAPE LLC	AV MATERIAL	18.83
MIDWEST TAPE LLC	AV MATERIAL	23.76
MIDWEST TAPE LLC	AV MATERIAL	9.87
MIDWEST TAPE LLC	AV MATERIAL	9.87
MIDWEST TAPE LLC	AV MATERIAL	2.64
MIDWEST TAPE LLC	AV MATERIAL	36.04
MIDWEST TAPE LLC	AV MATERIAL	32.38
MIDWEST TAPE LLC	AV MATERIAL	7.38
MIDWEST TAPE LLC	AV MATERIAL	3.29
MIDWEST TAPE LLC	AV MATERIAL	39.48
MIDWEST TAPE LLC	AV MATERIAL	8.43
MIDWEST TAPE LLC	AV MATERIAL	2.64
MIDWEST TAPE LLC	AV MATERIAL	5.28
MIDWEST TAPE LLC	AV MATERIAL	3.29
MIDWEST TAPE LLC	AV MATERIAL	96.68
MIDWEST TAPE LLC	AV MATERIAL	108.96
MIDWEST TAPE LLC	AV MATERIAL	129.97
MIDWEST TAPE LLC	AV MATERIAL	129.97
MIDWEST TAPE LLC	AV MATERIAL	14.24
MIDWEST TAPE LLC	AV MATERIAL	190.42
MIDWEST TAPE LLC	AV MATERIAL	214.38
MIDWEST TAPE LLC	AV MATERIAL	29.99
MIDWEST TAPE LLC	AV MATERIAL	44.99
MIDWEST TAPE LLC	AV MATERIAL	526.88
MIDWEST TAPE LLC	AV MATERIAL	53.23
MIDWEST TAPE LLC	AV MATERIAL	10.49
MIDWEST TAPE LLC	AV MATERIAL	29.83
MIDWEST TAPE LLC	AV MATERIAL	44.99
NORTH AMERICAN CATHO	WIFI HOT SPOTS (20)	2,400.00
OPC RACINE WTR & WST	09/22/23-12/19/23 WATER & SEWER SERVICE - CONVENIE	4.95
OPC RACINE WTR & WST	09/22/23-12/19/23 WATER & SEWER SERVICE	10,491.71
PACKERLAND RENTAMAT	FLOOR MAT RENTAL	251.54
PANKONIN, JERED D	REPLACE ELECTRIC STRIKE ON GARAGE SERVICE DOOR	365.00
PIGGLY WIGGLY #343	REFRESHMENTS FOR STAFF	22.60
QUADIENT INC	IMPRESS POSTAGE DOMESTIC MAIL	330.66
RACINE FOUNDERS ROTA	QUARTERLY MEMBERSHIP DUES	235.00
RENTOKIL NORTH AMERI	JAN 2024 PEST CONTROL	62.70
ROMME PRINTING	BUSINESS CARDS FOR AC	65.00
SAMSClub #6331	BATTERIES & MR CLEAN ERASERS	87.92
SAMSClub #6331	BATTERIES & MR CLEAN ERASERS	14.78
SHOWCASES	CD ALBUMS & CD VINYL 3-HOLE PAGES	290.21

STORE SUPPLY	(2024) AS - PLASTIC BAG HOLDER	38.45
THE JUNTO	04/02/24-04/05/24 PLA CONF LODGING - DEMSKE	1,062.23
THE N2 COMPANY	STROLL WIND POINT ADVERTISING	150.00
US CELLULAR	2023 11/09/23-11/27/23 BKM INTERNET SERVICE	66.56
US CELLULAR	12/10/23-01/09/24 CELL PHONE SERVICE	349.37
USCF	AD REF PRINT MATERIAL	27.66
VELVET TOUCH LAUNDRO	01/05/24 LAUNDER CLEANING RAGS	30.00
VOXIMPLANT.COM	CALL CENTER & EMAIL SOFTWARE	30.00
WAREHOUSE DIRECT INC	JAN 2024 VARIOUS OFFICE SUPPLIES & TONER - 2 INVOI	596.48
WAREHOUSE DIRECT INC	JAN 2024 VARIOUS OFFICE SUPPLIES & TONER - 2 INVOI	430.00
WISCONSIN LIBRARY AS	LIBRARY LEGISLATIVE DAY REG	45.00
Total		58,870.28

Racine Public Library Executive Account Summary
Account Balances 2023

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	-1.62	2	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	-37,395.62	29,396	467.40
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	-4,461,330	39,614	101%
Salaries	1,943,472	1,934,473.23	8,999	99.50
Part Time Salaries	717,306	582,787.50	134,519	81.20
Overtime	15,000	3,155.79	11,844	21.00
Residency	0	31,375.47	-31,375	100.00
FICA	201,891	188,104.26	13,787	93.20
WRS	154,681	147,559.05	7,122	95.40
Health Care	526,500	526,500.00	0	100.00
Mileage	4,000	4,305.47	-305	107.60
Contracted Services	82,269	84,069.88	-1,801	102.20
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	10,807.64	-2,808	135.10
Licenses Permits & Fees	500	0.00	500	0.00
Memberships	1,735	2,344.73	-610	135.10
Utilities	130,000	200,142.29	-70,142	154.00
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	4,316,805	104,911	98%

Racine Public Library Executive Account Summary
Account Balances January 2024

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED	
Property Taxes	-2,257,317	-2,257,317.00	0	100.00	
Resource Library Contract	-7,000	0.00	-7,000	0.00	*contribution typically received in August*
County Grant Library	-2,106,603	0.00	-2,106,603	0.00	*contribution typically received in March/August*
Library Fines & Fees	-10,000	-2,863.50	-7,137	28.60	
Library Misc Fees	-3,000	0.00	-3,000	0.00	
Interest Income	-5,000	0.00	-5,000	0.00	
Donations/Contributions	-25,400	-20,000.00	-5,400	78.70	
Miscellaneous Revenue	-24,100	-24,000.00	-100	99.60	
Transfer from General Fund	-150,000	0.00	-150,000	0.00	
Fund Balance Applied	-50,000	0.00	-50,000	0.00	
Total	-4,638,420	-2,304,181	-2,334,240	50%	
Salaries	2,002,181	119,077.80	1,883,103	5.90	
Part Time Salaries	714,174	25,826.83	688,347	3.60	
Overtime	6,000	0.00	6,000	0.00	
Residency	48,493	4,628.88	43,864	9.50	
FICA	224,708	9,587.36	215,121	4.30	
WRS	167,623	7,418.88	160,204	4.40	
Health Care	562,500	46,875.00	515,625	8.30	
Mileage	4,000	471.01	3,529	11.80	
Contracted Services	81,707	2,380.00	79,327	2.90	
Property/Equipment Rental	18,000	1,487.08	16,513	8.30	
Advertising	8,000	397.82	7,602	5.00	
Office Supplies	14,500	824.25	13,676	5.70	
Postage & Shipping	4,000	330.66	3,669	8.30	
Work Supplies	22,000	1,780.75	20,219	8.10	
Janitorial Supplies	9,600	296.32	9,304	3.10	
Library Materials	0	42.33	-42	100.00	*allocated to the wrong account*
Licenses Permits & Fees	100	0.00	100	0.00	
Memberships	3,610	535.00	3,075	14.80	
Utilities	150,000	10,496.66	139,503	7.00	
External Communication Service	17,720	415.93	17,304	2.30	
Education/Training/Conferences	13,000	392.00	12,608	3.00	
Travel	6,000	1,062.23	4,938	17.70	
Building Repairs & Maintenance	15,000	2,927.20	12,073	19.50	
Equipment Repairs & Maintenance	16,000	147.21	15,853	0.90	
Grounds Repairs & Maintenance	10,000	1,090.00	8,910	10.90	
Software Maintenance	57,865	8,340.48	49,525	14.40	
I/S Building Occupancy	159,221	13,268.43	145,953	8.30	
I/S City Telephone System	7,035	0.00	7,035	0.00	
I/S Garage Fuel	8,000	502.42	7,498	6.30	
I/S Garage Labor	4,200	240.00	3,960	5.70	
I/S Garage Materials	1,575	908.12	667	57.70	*bookmobile repairs*
I/S Information Systems	13,500	1,125.00	12,375	8.30	
Equipment	12,500	97.88	12,402	0.80	
Computer Hardware	20,000	2,906.37	17,094	14.50	
Library Materials	20,000	1,338.13	18,662	6.70	
Library Materials-Print	108,000	7,553.14	100,447	7.00	
Library Materials-Serial	20,000	13,353.47	6,647	66.80	
Library Materials-Audio Visual	30,000	1,660.00	28,340	5.50	
Library Materials-Electronic	47,608	79.95	47,528	0.20	
Library Materials-Other	10,000	205.60	9,794	2.10	
Expense Total	4,638,420	290,070	4,348,350	6%	

Interim Executive Director Report for February 2024 Board Packet

NICK DEMSKE, INTERIM EXECUTIVE DIRECTOR REPORT

Personnel/Operations

January was Rebecca Leannah's first month in her new role as Adult Services supervisor and, since she's inheriting the department when it's down two full time librarians (because of the two retirements in December), she and her staff have had to work twice as hard just to keep operations going, during what is an unusually difficult time to do so. Taking over a new supervisor role is hard enough, but to do so when there's two out of four FT staff members missing is a serious challenge.....but again, Rebecca and our frontline staff have really lived up to it. Rebecca and I were also able to get the two open librarian positions posted in the second half of January. That posting has closed and we're now preparing to review the applications and schedule interviews soon.

January was also my first experience dealing with the challenges of inclement weather decisions in the interim director role. We had both a week of extremely low temperatures and a week where multiple severe snow storms were predicted last month. We took the bookmobile off the road for multiple days because of bad weather conditions/predictions, and we also closed the building on Friday Jan 12th for the entire day, out of an abundance of caution for staff safety. During the negative temperatures week, the bookmobile started having engine troubles and we had to take it off the road again and have DPW work on it. In the main building, we also had challenges (which I mentioned last month) of the doors malfunctioning from the wind and freezing out our front desk circulation staff. We found creative solutions and carried on. Despite all the challenges, staff worked every day to do everything possible to make sure our services ran as smoothly as possible.

We also welcomed a new staff member to the team in January--Connor Jackson, who is one of our two Public Safety Specialists now. Connor has proven quickly to be a really excellent addition. I want to credit Evelin and Ashley in large part for getting Connor. We posted the job, interviewed the candidates and, afterwards, they felt like we hadn't found the right one yet. I discouraged them from opening the posting back up, but they felt strongly about it, so we posted it again for one week. In that week, we got one application, it was Connor's and, as soon as we had his interview, it was very clear we had found the right candidate. So welcome to Connor, and thank you to Evelin and Ashley for their discernment in the hiring process.

Facilities

We are still scheduling with contractors to get our new staircase edge caps fixed. We will likely have to close the staircase for an entire day when that work commences. We also did a number of other small things in the building over January, including having the fire panels tested.

One of the bigger pieces of news, regarding the facility---DPW was able to “score some funds at the end of 2023” which made it possible for the library to get new condensing boilers for the heating system (very efficient) and a new air compressor. I’m unsure whether this came from a grant or from funds that went unused for a different project which they reallocated, but we were thrilled to be the recipients. The work to install both systems happened in the first half of January.

Meetings and Activities

In January, the Digital Services and Innovation team conducted a soft opening of the recording studio and have made it available for patrons to reserve and use now. We are aiming to do a hard opening (with more publicity) tentatively on April 1st. We also got connected with the city’s health department this month for a partnership opportunity. They were given a huge amount of COVID tests by the federal government that expire in April, and they needed to diversify their distribution sites. We’ve given out nearly 7 cases of tests to our patrons for free.....but, as of this writing, we still have more, so grab some for yourself the next time you’re in.

January was our first month of hosting United Way’s VITA 2024 tax help program, also. We’ve had this partnership going for many years now and kept it going even through the heights of the pandemic. In January, I also went before the Public Works committee of the City of Racine to request that our parking be made free during the hours when this service is available (something we’ve also done for years) and the city generously continued that partnership. According to their estimation, this is a loss of \$6000 in parking revenue for them, so it’s a meaningful commitment they make and a great 3-way partnership for the community.

Lastly--after four years of working towards this goal, the Racine Public Library last month became the first library in the country (the world?) to be the host site for a Participatory Defense Hub. I’ve mentioned this project a number of times over the past year and a half of reports, so I won’t go into the details again here, but I’ll just say that the PD hub went live for its first public meeting on Monday January 8th and has met every Monday since then (aside from MLK day). There has been at least one family or community member (and usually multiple) present for every single meeting, looking for resources and support as they navigate the legal cases they’re dealing with. It has been inspiring to witness them go from feeling hopeless, in many instances, to feeling like they have found support they dearly needed.

The leaders of the coalition that organizes the hub have decided to take a “narrow-casting” rather than a “broad-casting” approach to publicizing the hub. Normally, this would be something we would promote through our usual publicity vehicles and send out a press release about, but given the sensitive nature of the work the hub does (and given that they don’t want to have more community members reaching out than they have capacity for), they’ve decided to promote it more organically through word of mouth, and the library has respected that approach (though they have at least created fliers and a facebook page, also). Despite that, word about the hub is getting out in the *library* world, and I’ve already been contacted by a few different people throughout the country either wanting to write an article about the new resource or

wanting to host some of the leaders of the hub for a panel presentation at conferences and the like. The hub leaders have said that once they have some tangible outcomes of the work they're doing, they intend to more proactively spread the word about the hub.

In the meantime, congratulations to the RPL on being the first in the nation to offer this type of resource to its patrons. We were a very early adopter of pre-school story times and we also were one of the first libraries in the state to get a social worker on staff, but this is the only instance I am aware of where the RPL is *the* first library in the country to offer a new service innovation in the field. It's something to be very proud of.

January Programming Statistics

The Library presented 37 programs in January, which reached a total participation of 483 people.

37 programs were groups attending and 0 were self-directed.

8 were for children ages 0-5.

6 Were for children ages 6-11.

11 were for young adults.

9 were for adults.

3 were for all ages.

All 37 programs were in person. They had an average attendance of 13.

Programs	Target Age Group	Type	Format	Participants	# of Programs
STEAM Workshops: Getting Started with Linux	Adult (19+)	Group attending	In-person	1	1
Virus Prevention & Correction	Adult (19+)	Group attending	In-person	2	1
STEAM Workshops: Python Programming	Young Adult (12-18)	Group attending	In-person	9	2
Maker Monday	General Interest (all Ages)	Group attending	In-person	20	1
Lapsit Storytime	Children 0-5	Group attending	In-person	29	3
Tuesday Tales	Children 0-5	Group attending	In-person	43	5
Minecraft Junior	Children 6-11	Group	In-person	15	2

		attending			
Family Storytime	Children 6-11	Group attending	In-person	60	3
Tech Outreach to Gifford Middle School	Young Adult (12-18)	Group attending	In-person	73	1
Variety Lab	General Interest (all Ages)	Group attending	In-person	3	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	99	5
Stitch N Bitch	Adult (19+)	Group attending	In-person	7	1
Senior Paint with Ken	Adult (19+)	Group attending	In-person	8	1
Chess Club	General Interest (all Ages)	Group attending	In-person	14	1
Transitioning to Senior Living 101	Adult (19+)	Group attending	In-person	4	1
Coffee and Conversation	Adult (19+)	Group attending	In-person	6	1
Anime Night for Adults	Adult (19+)	Group attending	In-person	5	1
STEAM Workshops: Engineering, Electronics and Coding in Arduino for Students	Young Adult (12-18)	Group attending	In-person	13	2
Craft Time with Miss Keiko	Children 6-11	Group attending	In-person	45	1
Tech Help Open Workshop	Adult (19+)	Group attending	In-person	3	1
Marian Housing Outreach	Adult (19+)	Group attending	In-person	4	1
Racine Montisori Class Visit	Young Adult (12-18)	Group attending	In-person	20	1
TOTAL				483	37

Patron Services

In January, staff answered 1916 questions via phone and 9898 in person. A total of 11814 questions were answered across all methods of communication. 84% of the reference questions were asked in person, while 16% were received over the phone.

Main Entrance People Counter	27587
Lake Ave Entrance People Counter	2032
Libby Checkouts	11686
Hoopla Checkouts	462
Total # of phone calls (reference)	938
Total # of phone calls (curbside)	490
Total # of phone calls	1428
Total # of questions via phone	1916
Avg. # of calls per day	59.5
Avg. # of calls per hour	6.24
Total talk time (reference)	3349.6 mins
Total talk time (curbside)	1384 mins
Total talk time	4733.6 mins
Avg. call length (reference)	3.57 mins
Avg. call length (curbside)	2.82 mins
Total chats	---
Total chat messages	---
Avg. # of messages per chat	---
Total phone and chat questions	1916
In-person reference questions	9898
Total # of reference questions answered	11814
Computer usage - total logins	1132
Computer usage - total time	1111:22:00
Computer usage - avg. time per login	58.906 mins
Faxes	396
Scans	949

Social Worker report

submitted by Ashley Cedeño

Month: January 2024

Bus Passes

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

Year/Month	2022	2023	2024
January		27	0*
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 available

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

**patron interactions do not include bus passes*

Year/Month	2021	2022	2023	2024
January		24	56	137
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: 64

General Non-Social Work Interactions (Library Assistance): 73

Need/Concerns:

Aging and Disability Resources	3
Applying for Benefits/Financial Assistance	9
Clothing/Laundry	
COVID-19	
Domestic Abuse	
Education	1
Emotional Support	4
Employment	13
Food Insecurity	
General Library Assistance provided by social worker	73
Healthcare	1
Housing	6
Relating to Incident Report or Crisis	3
Internet/Hotspot	1
Legal	7
Mental Health	
Re-entry Services	
Refugee Support	
Sensory Room	
Sexual Assault Services	
Substance Use	

Transportation (not including bus passes)	6
Veteran Services	2
***Library Social Work Expertise requested	8

**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.*

****Starting in 2024, I will begin to track the times in which library professionals, social workers, social work students, etc., reach out to me requesting my expertise on library social work related issues/questions.*

Library Social Work Expertise Requested:

- Yanna McGraw, Social Worker at The Indianapolis Public Library- after I shared my experience hosting a staff Coffee and Conversation session during one of my Direct Service Call meetings, Yanna reached out to me personally to set up a time to meet for her to get an understanding of how I went about this, as she is struggling with finding ways for the staff at IPL to connect with each other.
- Haven, Social work student intern at LGBT Center of SE WI- emailed me to request advice on how to set up a documentation system at the LGBT Center, as they are going to start offering individualized sessions to clients.
- Beth Sousa, Community Engagement Coordinator at Palatine Library District- Reached out to me via email after we met at the Restorative Practice Conference at Oak Park Public Library
- Debbie Kelly, Carthage College- I was requested to participate as an Interviewer for social work students in their Mock Interviews to prepare them for their field placement interviews. Completed two mock interviews on 1/29
- Kate McNamer, Community Resource Specialist at La Crosse Public Library-emailed me to request information and resources on hosting a social work student intern. I sent Kate the Intern Job Description I made, along with an infographic with information on hosting a student intern.
- Nadir Carlson, Membership and Communications Coordinator at NASW WI Chapter- emailed me to inform me that NASW-WI is working to put together a virtual event targeting students about career opportunities in social work and basic resources. The student group planning this event would like three speakers focused on different areas of social work. Since library social work is a relatively new area, Nadir expressed that I

would be a good fit for this event. This event will be held on 4/6/24, and I will confirm once I verify that my schedule will allow it.

Continued Education (CE):

- NeoGov Training Completed
 - Active Shooter and Workplace Violence

Other:

- Attended Restorative Practices conference on 1/19/24 in Oak Park, IL

Circulation Report of January Activities 2024

RPL circulated a total of 37,417 in January of 2024. 34,417 items from Main and 3,281 items from the Bookmobile. December 2023 circulation was 31,763. Approximately 10,610 holds were placed and filled. 10,768 items loaned from our collection to other libraries, and 9,036 received for RPL patrons. 348 new library cards were issued during the month of January. Circulation for Home Delivery Service was 2,216 transactions in the month of January..

Consortium sorting:

- In January staff inducted 86,526 items through the automated material handler (AMH).
- Lyngoes performed annual preventative maintenance on the AMH on the 18th.

Technical Services Report of December Activities 2023

In January TSD staff placed orders for 869 items and received 475 previously ordered items. A total of 1,005 items were added to the library catalog.

After December's year end material ordering freeze, ordering resumed after a successful fiscal cycle rollover in Workflows on January 9th.

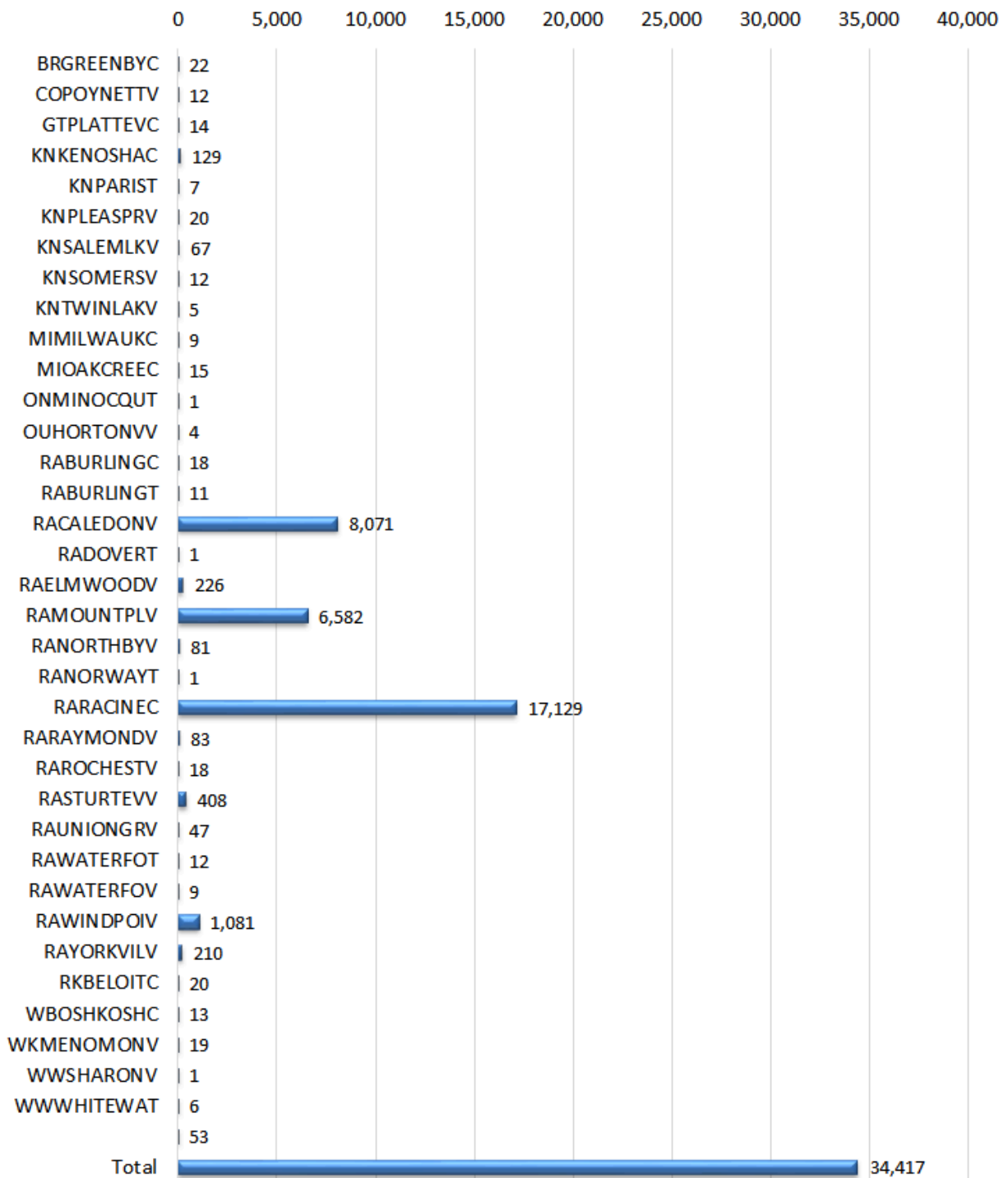
Circulation Statistics Year to Date

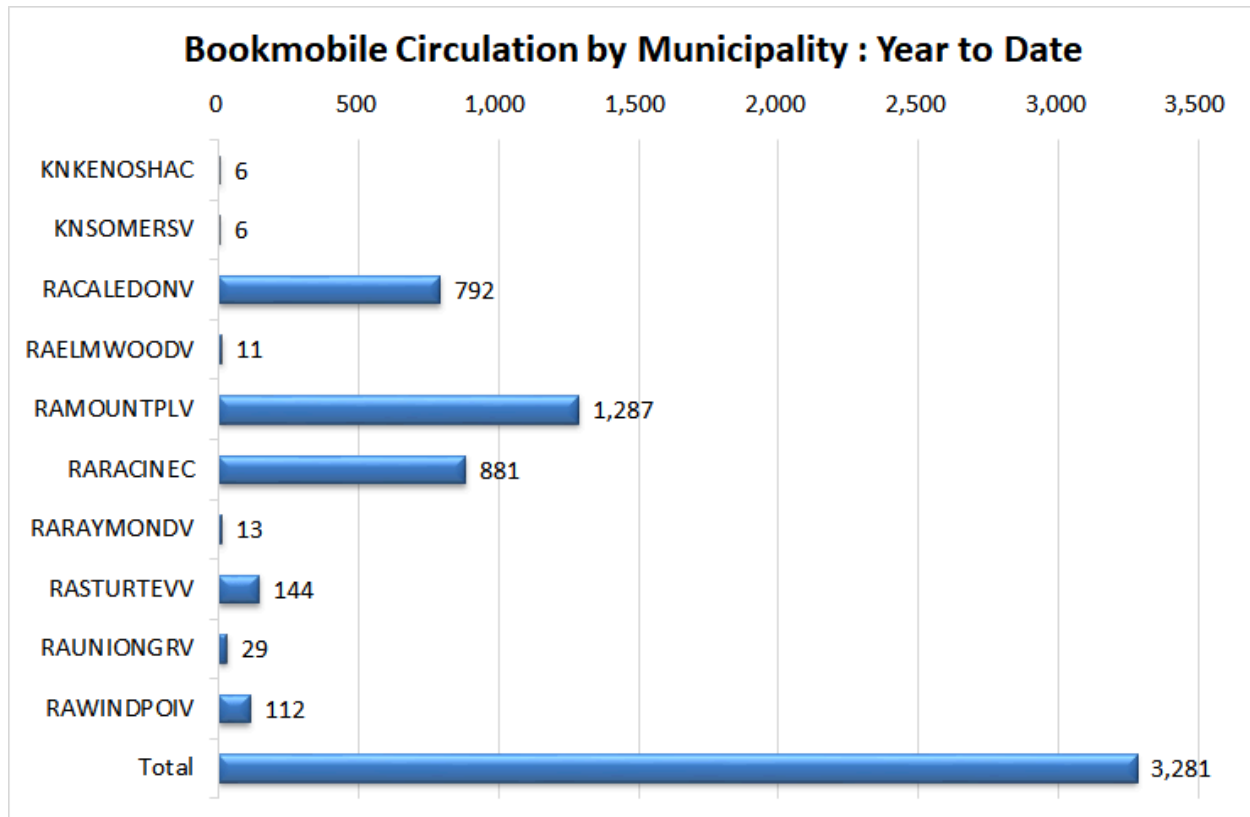
2024 Monthly Statistics	Jan-24	Total
Circulation		
Main	34,417	34,417
Bookmobile	3,281	3,281
Total	37,698	37,698
Home Delivery Service	2,216	2,216

Bulk Loans (Outreach)	350	350
Holds Placed	10,673	10,673
Interlibrary Loans		
SHARE Loaned	10,610	10,610
ILL Loaned (Lender filled)	158	158
Total Loaned	10,768	10,768
SHARE Received	8,870	8,870
ILL Received (Borrower filled)	166	166
Total Received	9,036	9,036
Overdrive Downloads		
Audiobooks	4,487	4,487
EBooks	5,100	5,100
Periodicals	2,098	2,098
Total downloads	11,685	11,685
Hours Open		
Main	240	240
Mobile	135.5	135.5
Total	375.5	375.5
Library Cards Issued		
Adult	176	176
Juvenile	49	49
Restricted	4	4
Net Only	1	1
Home Delivery	1	1

Lost Cards	117	117
Total	348	348
AMH Inductions	86,526	86,526

Main Circulation by Municipality : Year to Date





Staff Continuing Education Activities and Positive Staff and Patron Stories

We had a total of 47.5 hours from 9 staff members reported for the month of January. This included a restorative justice conference at Oak Park PL that our social worker attended, spanish lessons that our youth services supervisor has continued in and a lot of CIVMIC (Cities and Villages Mutual Insurance Company) HR trainings that many of our supervisors have been pursuing.

A few positive patron stories from staff members--

From Matt Jerke:

"A couple of weeks ago, my dad was helping a friend of my Grandmother's. She is in her late 80s and has macular degeneration. Because of the macular degeneration, she is often home with little in the way of entertainment options. She mentioned to my dad that the library's home delivery service has been a wonderful help to her. She loves that she can get audiobooks delivered to her from the library for entertainment. She also mentioned that Katie provides great service and is very helpful."

From Rebecca Leannah:

Received a donation of \$18 from a patron for my continued help in researching Jewish histories here in Racine.

Received a donation of \$20 and a lovely letter from a patron for my help in finding a missing family obituary.

Was able to assist another individual, who lives in Washington D.C. (but was born and raised here in Racine) find an article about the Mound Cemetery Chapel being moved to Lexington Ave and was able to find a picture of a pickup truck moving it in the Journal Times. She is working on collecting and maintaining the Black History of Racine and will be sending me her materials when she stops by the next time she flies in.

EVELIN GARCIA, BUSINESS MANAGER

- Incident Reports 27 (January)
 - reports
 - 12 - disturbance
 - 1 - harassment
 - 7 - alcohol
 - 3 - trespassing
 - 2- other
 - Stair fall
 - Left personal belongings behind
 - 2- theft
 - Being reviewed weekly at leadership meetings
 - To determine sanction for the offense
 - 1 - patron will have privileges suspended for a year
- Purchasing
 - Tracking expenses
 - Review of opportunities for savings
 - Getting quote for lease/toner
 - Will be scheduling a visit to review models
 - Purchasing request form / processes
- DPI Report
- Foundation
 - Deposits
 - Payables
 - Square Store
 - Winter Fund-raiser
 - Donations Received \$35,851
 - Restricted \$20,000
 - Unrestricted \$15,851
- Notary Services
 - 12

- Assist with Ruff Readers Program
 - Schedule Ruff Pals
 - Sessions are held M-TH
 - Assist Marketing
 - Listing daily programs on boards
 - This will end the month of February
- Assist with Personnel issues
 - HR Functions
 - Onboarding
 - TMS
 - Interviews
- Legistar
 - Agenda
 - Minutes
- Financials

Building

- 2nd floor exit door repaired
 - Part is still in transit
- 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

January communications focused on the Educational Opportunity Center's FAFSA help session, our Martin Luther King Day, Jr. closure as well as weather-related closures, our Battle of the Books grant from SC Johnson, new 2024 programs, tax forms and VITA's free tax services, our ongoing reading challenges, our listing for two public service librarians, and the availability of COVID-19 tests and free one-year subscriptions to MasterClass.

Program Marketing

Of the 64 programs remaining through March, graphics and copy are prepared for all, 53 are live on the website calendar at RacineLibrary.info/calendar, and 41 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.

January consisted of the planning and submission phase for April and May programs, and February is the publication phase. 56 April and May programs have been submitted so far.

January Print Marketing Distribution

- Bookmobile school-year schedule: 150
- Libby cards: 50
- QR code flyers: 12
- Total: 212

Training

- Building Authentic Relationships with Underserved Communities - Freedom Lifted (1 hour) (Head of Business Development)
- Leadership (People View) - Emerging Leaders Course - CVMIC (3 hours) (Head of Business Development)
- Leadership Soft Skills - Emerging Leaders Course - CVMIC (3 hours) (Head of Business Development)
- Moving from Allyship to Leadership: Agency, Accountability, and Emotional Intelligence - Wisconsin Libraries Talk about Race (1 hour) (Marketing and Outreach Assistant)
- Safety for Leaders - Emerging Leaders Course - CVMIC (3 hours) (Head of Business Development)

Viewership and Engagement

Press and Advertising

In January, the library was referenced **in the media** [at least 26 times](#).

Don Rosen Show Appearances

Sessions were on pause in January and resumed in February. Listen live in Racine at 99.9FM & 1400AM, or in Kenosha at 98.1FM. Listen to previous appearances at CivicMedia.us/shows/don-rosen-show.

Upcoming appearances:

- Thursday, Feb. 29: Melissa Donaldson from the Innovation Lab, 7-8 a.m.
- Tuesday, March 12: Evelin Garcia from the Business Office, 7-8 a.m.

- Thursday, March 28: Brianna Fuentes from Adult Services, 7-8 a.m.

Wind Point Stroll

Our February ad requested donations to the Foundation. We will resume our monthly articles starting with the March issue.

Racine Theater Guild

The Dial M for Murder playbill, which ran Jan. 12-28, advertised the Foundation.

Website

January visitors: 8,921 (42.3% up)

January views: 28,427 (41.2% up)

Most-viewed pages:

- [Home](#) - 15,839 (37.8% up)
- [Calendar](#) - 1,368 (68.9% up)
- [Libby vs. hoopla](#) - 768 (63.4% up)
- [Library GO!](#) - 613 (113.6% up)
- [Hours & Locations](#) - 547 (29.6% up)

Calendar views had two major peaks on Friday, Jan. 19 (266 views) and Monday, Jan. 29 (121 views), averaging 34 views throughout the rest of the month.

Google Business Listing

January Google profile views: 1,929 (10.9% down)

January website clicks: 2,858 (42.2% up)

January appearances in search results: 1,049 (13.4% down)

January calls from Google profile: 360 (45.2% up)

January direction requests: 1,130 (144.1% up)

Our Google profile's busiest day was Wednesday, Jan. 17 (337 interactions).

Note from an alert posted to our profile: "Starting in January 2024, you might see fewer direction requests and a lower number of people who have viewed your business. This is because Google is making updates to better protect people's privacy and give you more accurate results."

Reviews

Daniel Barajas, 5 stars — "The people here were very helpful and answered all of my questions. It was a bit surprising if I do say so myself."

Searches that led viewers to our profile

- “Library,” “library near me,” and other general searches for libraries (541+)
 - In Spanish
- The Racine Public Library and other variants (438+)
- Our hours (83+)
- “Jigsaw puzzle lending library near me”
- “Library art”
- “Public printer near me”
- Searches for community locations: the Caledonia library, “kenosha, wisconsin, états-unis,” the Racine County Jail, and Racine County libraries

Newsletter

January open rate: 28.1% (1.1% up)

January click rate: 1.3% (160% up)

Current newsletter recipients: 18,791 (.2% down)

Most-opened and -clicked newsletter: - “Pick Up a COVID Test” with the pre-header “Free COVID-19 tests are available at all of our service desks. Stop in to pick up a test while supplies last.” - Jan. 29, 30.2% open rate, 1.8% click rate. Most-clicked link to the [Librarian II job listing](#) (195).

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

Social Media

Facebook

Current followers: 6,592 (1% increase)

January reach: 10,349 (35% up)

January posts: 50

Most-reached and -commented-on post: [MasterClass free annual memberships](#), Jan. 5 - 2,014 reach, 5 comments

Most-reacted-to post: [LEGO Club 2024 photo drop](#), Jan. 6 - 19 reactions

Instagram

Current followers: 1,256 (.4% up)

January reach: 262 (23.4% down)

January posts and stories: 5

Ads

In January, we launched three Meta ads, promoting the Educational Opportunity Center's sessions on-site, the Ojibwe Storytelling series, and the Sweet Melody Strings concert.

MELISSA DONALDSON, HEAD OF DIGITAL SERVICES AND INNOVATION

Programming

DSI Team hosted 19 programs in January with a total attendance of 256.

DSI staff hosted the 7/8th Grade Class from Racine Montessori in the Innovation lab on 1/31. There were five stations: 3D Printing, Cubelets, Makey Makey, VR, and Ozobot Coding



Provided a tech outreach to Gifford on 1/11. Students were introduced to VR and Cubelets during this event.



Tech Support

- Digital Services and Innovation Lab staff had 68 appointments with patrons this month. This comes to about 34 hours of work for the staff.
- DSI had 13 support tickets come in from staff.

Partnerships

- Hosted the City of Racine Digital Divide Roundtable Luncheon on 1/22
- Melissa and Josiah continue our year-long partnership with Racine Montessori to teach Computer Science Discoveries.

Techmobile

- No activity this month.

Podcasting Studio

We have done a soft opening of the podcasting studio. Appointments can be made by calling 262.619.2560. In January, the podcasting studio had three appointments.

Continuing Education

Melissa

- Leadership (People View) ELM2D3 (3 hours)
- Leadership (Soft Skills) ELM2D2 (3 hours)
- Leadership (Technical View) ELM2D1 (3 hours)

Terrence

- Android operating systems - 2 hours
- OxygenOS vs PixelOS Android - 30 mins
- MacBook Sonoma 14.2.1 update features (changes or patches) - 25 mins
- Bluecloud mobile webinar - 25 min
- Google sheets tutorial - 30 mins
- Google Slides in-dept tutorial 1 hour
- CPU tutorials 40 mins
- Weekly BlueCloud Mobile Zoom meeting 20 mins
- Intro to Libby Zoom Webinar 1 hr. by Overdrive / Libby
- Linked In Learning Explore a Career in IT
- Bluecloud Mobile Updates 20 mins

Matt

- BlueCloud Mobile 2 Webinar - 20 minutes

MEMO

To: RPL Board

From: Nick Demske, Interim Library Director

Date: 2/7/24

Subject: Revised Vacation Schedule and related benefits

To our RPL Trustees,

In January of 2024, leadership at the RPL found out that the city had revised its vacation schedule formulas in their handbook for all the city staff. This was never mentioned in the budget meetings/discussions, since it basically has no (or a negligible) budgetary impact. Because apparently the RPL director transition overlapped with when this was being communicated to senior city leadership, also, no one currently at the library was told about these changes ahead of time. The city wasn't aware of this oversight either, and so included the library in these changes. When the new year came, many library staff members had a larger amount of vacation put into their time management system than they expected.

These changes were adopted by the city because, while their pay structure is competitive with other municipal employers, their vacation structure was not. It presented them with recruitment and retention issues, and it was also one of the few strategies that had virtually no budgetary impacts to increase employee benefits and make the city a more competitive employer of choice. For these same purposes, I would recommend the RPL pursue the same changes.

This memo is to request that the board adopt the vacation formula changes that have been adopted for the rest of the city of Racine employees, which are reflected in the attached document.

Thank you all for your consideration,

Nick Demske

Interim Library Director

Vacation Change breakdowns

Current RPL Vacation schedule/former City of Racine Vacation Schedule

10 days under 7 years
15 days between 7 and 14 years
18 days between 14 and 18 years
20 days between 18 and 23 years
25 days after 23 years

New City of Racine Vacation Schedule

96hrs/12 days under 4 years
136hrs/ 17 days between 4 and 9 years
176hrs/ 22 workdays between 9 and 14 years
216 hrs/27 days between 14 and 21 years
256 hrs/32 days after 21 years

Grid from the updated City of Racine Handbook

Effective as of January 1, 2024, paid vacation shall be allocated as follows:

Total Annual Hours	Maximum Vacation Balance Hours	Years of Continuous Service
96	176	Less than 4 years
136	216	At least 4 years but less than 9 years
176	256	At least 9 years but less than 14 years
216	296	At least 14 but less than 21 years
256	336	At least 21 years

MEMO

To: RPL Board
From: Evelin Garcia, Business Manager
Date: 02/12/2024
Subject: Final Payment 2nd floor

Would like final pay app #11 in the amount of \$17,673.59 to be considered for disbursement. This consideration comes in after a compliance review of the City of Racine Ordinance Section 46-41 has been received from the purchasing department. Please see attached recommendation.

The work performed by Rasch Construction & Engineering (contractor) has been completed. The contract totaled \$1,815, 336.75 which included twenty three change orders. It is being recommended that the work be accepted and final payment be authorized.

Any questions or concerns please feel free to contact me!



Racine Works Program (RWP) Payout Request

City of Racine Ordinance Section #46-41

Date: February 12, 2024

Contractor Name: **Rasch Construction & Engineering Inc.**

Department: ☒ Public Works ☐ Water/Waste Water ☒ Other: **Library**

Project Name: **Library Rehab**

Project Number: N/A

Munis Contract #: 2022036

Total project hours: **2909.25**

Total RWP Hours: **1382.5**

City of Racine Residents: **11**

RWP Certified: **6**

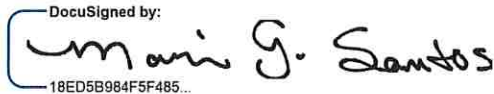
RWP Compliance Percentage: **20%**

- A total of 11 City of Racine Residents working on this contract
- A total of 6 RWP Certified working on this contract
- Contractor submitted monthly workforce reports.

Staff Recommendation:

Approve final payment for Rasch Construction & Engineering Inc.

The contractor submitted the required monthly workforce report and met 20% RWP Compliance.

Signed:  Date: 2/12/2024



4715 Green Bay Road
Kenosha, WI 53144
P: (262) 657-6542
F: (262) 657-0801
www.raschconstruction.com

Date: October 6, 2023

To: City of Racine
730 Washington Ave
Racine, WI 53403

Attn:

Invoice No.: 22023.11
Job No.: 22-023
PO No.
Contract No: 2022036
Terms: Net 30 days

RE: Racine Public Library Rehab

Amount Due - Pay App #11

\$17,673.59

Billed this period

\$17,673.59

(Less) retainage or plus released retainage per attached documents

0.00

SUBTOTAL: \$17,673.59

ADMINISTRATIVE COSTS: -

TOTAL AMOUNT NOW DUE: \$ 17,673.59

THANK YOU!!!!

APPLICATION AND CERTIFICATE FOR PAYMENT

Rasch Construction & Engineering, Inc.

TO: City of Racine
730 Washington Ave
Racine, WI 53403

PROJECT: Racine Public Library Rehab

Application No. 11

Distribution to:

FROM: Rasch Construction & Engineering, Inc. VIA: Products Architecture & Design

PERIOD TO: 09/30/23

☐ OWNER

4715 Green Bay Road

PROJECT NO 2022036

☐ ARCHITECT

Kenosha, WI 53144

☐ CONTRACTOR

CONTRACT FOR: General Construction

CONTRACT DATE: 03/22/22

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY

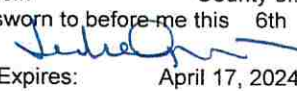
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		62,383.16	
Approved this Month			
Number	Date Approved		
Summary 3	08/31/23	\$ 12,582.79	
Summary 4	09/25/23	\$ 5,090.80	
Owner			\$ 48,000.00
TOTALS		\$ 80,056.75	\$ (48,000.00)
Net Change by Change Orders:			\$ 32,056.75

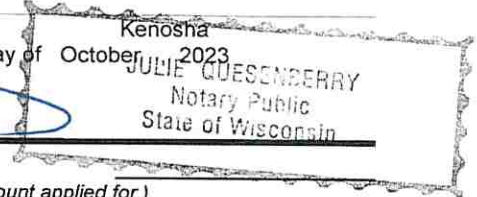
1 ORIGINAL CONTRACT SUM	\$ 1,783,280.00
2 Net change by Change Orders	\$ 32,056.75
3 CONTRACT SUM TO DATE (Line 1+2)	\$ 1,815,336.75
4 TOTAL COMPLETED & STORED TO DATE (Column G on Schedule of Values)	\$ 1,815,336.75
5 RETAINAGE:	
a. Completed Work	\$ -
(Column D+E)	
b. Stored Material	\$ -
(Column F)	
Total Retainage	\$ -
(Total of 5a + 5b)	
6 TOTAL EARNED LESS RETAINAGE	\$ 1,815,336.75
(Line 4 less Line 5)	
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 1,797,663.16
8 CURRENT PAYMENT DUE	\$ 17,673.59
9 BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Rasch Construction & Engineering, Inc.

By:  Date: October 6, 2023

State of: Wisconsin County of: Kenosha
Subscribed and sworn to before me this 6th day of October, 2023
Notary Public: 
My Commission Expires: April 17, 2024



ARCHITECTS' CERTIFICATE FOR PAYMENT

AMOUNT CERTIFIED \$
(Attach explanation if amount certified differs from the amount applied for.)

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

Rasch Construction & Engineering, Inc.

AIA Document G702 APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed certificates is attached

In tabulations below, amount are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 11

APPLICATION DATE: 10/6/2023

PERIOD TO: 9/30/2023

PROJECT NAME: Racine Public Library Rehab

PROJECT NUMBER: 2022036

A Item no.	B Description of Work	C Scheduled Value	D Work Completed		F Materials presently stored (Not in D or E)	G		H Balance to Finish (C-G)	I Retainage
			From Previous Application	This period		Total Completed and Stored to Date (D+E+F)	% Comp. (G/C)		
1	Mobilization	\$ 15,087.00	\$ 15,087.00	\$ -	\$ -	\$ 15,087.00	100.00%	\$ -	
2	Demolition	\$ 97,142.00	\$ 97,142.00	\$ -	\$ -	\$ 97,142.00	100.00%	\$ -	
3	Concrete Work	\$ 20,149.00	\$ 20,149.00	\$ -	\$ -	\$ 20,149.00	100.00%	\$ -	
4	Misc. Metal/Structural Steel/Stairs	\$ 125,900.00	\$ 125,900.00	\$ -	\$ -	\$ 125,900.00	100.00%	\$ -	
5	Carpentry	\$ 20,777.00	\$ 20,777.00	\$ -	\$ -	\$ 20,777.00	100.00%	\$ -	
6	Finish Carpentry	\$ 85,317.00	\$ 85,317.00	\$ -	\$ -	\$ 85,317.00	100.00%	\$ -	
7	H.M.Frames/Wood Doors/Hardware	\$ 29,000.00	\$ 29,000.00	\$ -	\$ -	\$ 29,000.00	100.00%	\$ -	
8	Alum.Storefront/Glazing	\$ 85,000.00	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00	100.00%	\$ -	
9	Automatic Doors	\$ 17,331.00	\$ 17,331.00	\$ -	\$ -	\$ 17,331.00	100.00%	\$ -	
10	Gypsum Board Assemblies	\$ 155,578.00	\$ 155,578.00	\$ -	\$ -	\$ 155,578.00	100.00%	\$ -	
11	Flooring	\$ 176,000.00	\$ 176,000.00	\$ -	\$ -	\$ 176,000.00	100.00%	\$ -	
12	Floor Prep	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	\$ 28,000.00	100.00%	\$ -	
13	Acoustical Ceiling Work	\$ 19,440.00	\$ 19,440.00	\$ -	\$ -	\$ 19,440.00	100.00%	\$ -	
14	Painting	\$ 47,000.00	\$ 47,000.00	\$ -	\$ -	\$ 47,000.00	100.00%	\$ -	
15	Roller Shades	\$ 22,608.00	\$ 22,608.00	\$ -	\$ -	\$ 22,608.00	100.00%	\$ -	
16	Plumbing	\$ 26,681.00	\$ 26,681.00	\$ -	\$ -	\$ 26,681.00	100.00%	\$ -	
17	Fire Protection	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.00%	\$ -	
18	HVAC	\$ 207,416.00	\$ 207,416.00	\$ -	\$ -	\$ 207,416.00	100.00%	\$ -	
19	Electrical	\$ 378,640.00	\$ 378,640.00	\$ -	\$ -	\$ 378,640.00	100.00%	\$ -	
20	Bonds	\$ 17,091.00	\$ 17,091.00	\$ -	\$ -	\$ 17,091.00	100.00%	\$ -	
21	General Conditions	\$ 70,634.00	\$ 70,634.00	\$ -	\$ -	\$ 70,634.00	100.00%	\$ -	
22	Owner Allowances	\$ 48,000.00	\$ -	\$ 48,000.00	\$ -	\$ 48,000.00	100.00%	\$ -	
23	Overhead	\$ 74,489.00	\$ 74,489.00	\$ -	\$ -	\$ 74,489.00	100.00%	\$ -	
24	CO #001	\$ 356.79	\$ 356.79	\$ -	\$ -	\$ 356.79	100.00%	\$ -	
25	CO #002	\$ 440.00	\$ 440.00	\$ -	\$ -	\$ 440.00	100.00%	\$ -	
26	CO Summary 1	\$ 3,701.05	\$ 3,701.05	\$ -	\$ -	\$ 3,701.05	100.00%	\$ -	
27	CO Summary 2	\$ 24,144.49	\$ 24,144.49	\$ -	\$ -	\$ 24,144.49	100.00%	\$ -	
28	CO Summary 3	\$ 22,280.22	\$ 22,280.22	\$ -	\$ -	\$ 22,280.22	100.00%	\$ -	
29	CO Summary 4	\$ 5,699.11	\$ 5,699.11	\$ -	\$ -	\$ 5,699.11	100.00%	\$ -	
30	CO Summary 5	\$ 5,761.50	\$ 5,761.50	\$ -	\$ -	\$ 5,761.50	100.00%	\$ -	
31	CO Summary 3	\$ 12,582.79		\$ 12,582.79		\$ 12,582.79	100.00%	\$ -	
32	CO Summary 4	\$ 5,090.80		\$ 5,090.80		\$ 5,090.80	100.00%	\$ -	
33	Delete Owner Allowances	\$ (48,000.00)		\$ (48,000.00)		\$ (48,000.00)	100.00%	\$ -	
Total Work		\$ 1,815,336.75	\$ 1,797,663.16	\$ 17,673.59	\$ -	\$ 1,815,336.75	100.00%	\$ -	\$ -

AIA DOCUMENT G703 APPLICATION AND CERTIFICATE FOR PAYMENT
THE AMERICAN INSTITUTE OF ARCHITECTS

TO: Commissioner of Public Works
Racine, Wisconsin

Lien Waiver (in full)

WAIVER OF CONSTRUCTION LIEN

For value received, the undersigned hereby waives all rights to or claims for a lien on the land hereafter described, for any and all work, materials, plans and specifications made or furnished or to be made or furnished for the improvement of said lands, said improvements being done for the City of Racine by

Rasch Construction & Engineering, Inc.

(prime contractor's name)


said lands being situated in Racine County, State of Wisconsin, and described as follows (contract number and name of contract):

2022036 Racine Public Library Rehab

The work done and/or materials furnished by the undersigned for said job is as follows:

Carpentry, Doors, Painting, Plbg, Electric, HVAC

(describe).


Signature

President

Title

Rasch Construction & Engineering, Inc.

Firm Name

Date of this Waiver:

October 6, 20 23