



City of Racine

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

Meeting Agenda - Final Library Board

Thursday, April 18, 2024

4:30 PM

Racine Public Library, 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

[0349-24](#)

Subject: Highlights from our Press Mentions

Attachments:

[Our Racine Public Library: March ahead](#)
[Racine Public Library hosts...](#)
[Friends of the Racine Public Library...](#)
[Racine Public Library offering free Bingo...](#)
[The Don Rosen Show March 15th](#)
[The Don Rosen Show - Hour 2 - March 15th](#)
[The Don Rosen Show March 28th](#)
[Mentioned by Trustee Allen...](#)

Approval of Minutes

[0292-24](#)

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

Attachments:

[RPL Board Minutes from 03 21 24](#)

Communications[0338-24](#)**Subject:** Approve Credit Card Purchases From March 2024**Attachments:**[Approve Credit Card Purchases From March 2024](#)[0339-24](#)**Subject:** Financial Executive Summary Report For March 2024**Attachments:**[Financial Executive Summary Report March 2024](#)[0344-24](#)**Subject:** Interim Executive Director Report for April 2024**Attachments:**[Interim Executive Director Report for April 2024](#)[0345-24](#)**Subject:** Committee & Liaison Reports[0346-24](#)**Subject:** Foundation Report[0350-24](#)**Subject:** General discussion on safety & security at the RPL & in Libraries nationwide[0351-24](#)**Subject:** Updates & potential action regarding next steps in hiring process for the RPL Executive Director**Closed Session**

It is intended that the Racine Public Library Board will convene in closed session pursuant to Wisconsin Statutes section 19.85(1)(f) to discuss medical, social or personal histories or disciplinary data of specific persons, or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such investigations.

[0352-24](#)**Subject:** Consideration of written appeal related to the RPL privileges of Pedro Juarez**Open Session**

The Racine Public Library Board will return to open session and may take action on any item discussed in closed session.

Confirmation of Next Meeting: Thursday, May 16th 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.

Please click the link below to join the webinar:
[https://cityofracine-org.zoom.us/j/81701685442?](https://cityofracine-org.zoom.us/j/81701685442?pwd=riztWlcIUThuoqiBZzqtXWB2PFjGBg.dPu-WfXMIYt3ICRY)
pwd=riztWlcIUThuoqiBZzqtXWB2PFjGBg.dPu-WfXMIYt3ICRY
Passcode: 423497

Or iPhone one-tap :
*US: +13092053325,,81701685442#,,,,*423497# or*
*+13126266799,,81701685442#,,,,*423497#*

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Dial(for higher quality, dial a number based on your current location):
US: +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1
301 715 8592 or +1 305 224 1968 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359
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Passcode: 423497

Or an H.323/SIP room system:
H.323:
162.255.37.11 (US West)
162.255.36.11 (US East)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia Sydney)
103.122.167.55 (Australia Melbourne)
149.137.40.110 (Singapore)
64.211.144.160 (Brazil)
149.137.68.253 (Mexico)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 817 0168 5442
Passcode: 423497
SIP: 81701685442@zoomcrc.com
Passcode: 423497



City of Racine

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

Meeting Minutes - Draft

Library Board

Thursday, March 21, 2024

4:30 PM

Racine Public Library, Emily Lee Room

Call To Order

at 4:34 p.m.

Roll Call

PRESENT: 10 - President O'Connell, Hargrove, Secretary O'Hagan, Trick, Allen, Huerta, Hubbard, Pfeifer, Vice President Taft and Williams

EXCUSED: 2 - Cruz and Peete

Public Comment

Glynis Kimbrough gave public comment.

Press Mentions

[0283-24](#)

Subject: Highlights From Our Press Mentions

Received and Filed

Approval of Minutes

[0219-24](#)

Subject: Approve Minutes from the February 15th Regular Board Meeting

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

Communications

[0256-24](#)

Subject: Approve Credit Card Purchases From February 2024

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

[0255-24](#)

Subject: Financial Executive Summary Report for February 2024

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

[0257-24](#)

Subject: Interim Executive Director Report for March

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

[0258-24](#)

Subject: Committee & Liaison Reports

Received and Filed

[0259-24](#)

Subject: Foundation Report

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

[0284-24](#)

Subject: Discussion & potential action on recommending a Board designee to the Prairie Lakes Library System Board

A motion was made by President O'Connell, seconded by Hargrove, to recommend to the County Board to appoint Trustee Allen to be the Board designee to the Prairie Lakes Library System Board this Communication be Approved. The motion PASSED by the following vote:

AYES: 9 - President O'Connell, Hargrove, Secretary O'Hagan, Trick, Huerta, Hubbard, Pfeifer, Vice President Taft and Williams

EXCUSED: 2 - Cruz and Peete

ABSTENTIONS: 1 - Allen

[0250-24](#)

Subject: Request to draw \$5,800 from the Schaffer Children's Trust

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

[0251-24](#)

Subject: Request to draw \$10,034 from the Library Endowed Trust

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

[0252-24](#)

Subject: Request to draw \$66,420 from the Library Materials Trust

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

[0288-24](#)

Subject: Request to draw an amount not to exceed \$750 to purchase

lunch for the staff from the Gift & Memorial Fund for National Library Workers Day in April

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

[0285-24](#)

Subject: Updates & potential action regarding next steps in hiring process for RPL Executive Director

A total of 8 applications were received; these will be sent to the hiring panel to be reviewed. Candidates will conduct an interview the top candidates will pass to a 2nd set of interviews. Human resources has recommended that the Mayor sit on the final interviews. The Board President is hoping to be able to bring the chosen candidate results to the April 18th meeting as an actionable item.

Received and Filed

Closed Session

A motion was made by O'Hagan, seconded by Hargrove, to convene in Closed Session. The motion PASSED by the following vote:

AYES: 9 - President O'Connell, Hargrove, Secretary O'Hagan, Trick, Huerta, Hubbard, Pfeifer, Vice President Taft, Allen and Williams

EXCUSED: 2 - Cruz and Peete

[0253-24](#)

Subject: Communication from the City Attorney, requesting to present a proposed settlement for Darcy Mohr v. City of Racine, ERD Case No. CR202202107, EEOC Case No. 26G202201242.

Recommendation of the Finance and Personnel Committee on 03-11-2024: To approve the settlement as discussed with the City funding 50% of the settlement.

Fiscal Note: Total settlement of \$90,000 with \$45,000 coming from City of Racine account #11202 53500 judgment and claims.

[0286-24](#)

Subject: Request for a leave of absence for Library employee Matthew Klug

[0287-24](#)

Subject: Consideration of the reinstatement of RPL-related privileges to two patrons whose Library-related privileges have been suspended

Open Session

A motion was made by O'Hagan, seconded by Williams, to reconvene in Open Session. The motion PASSED by the following vote:

AYES: 9 - President O'Connell, Hargrove, Secretary O'Hagan, Trick, Huerta, Hubbard, Pfeifer, Vice President Taft, Allen and Williams
EXCUSED: 2 - Cruz and Peete

[0253-24](#)

Subject: Communication from the City Attorney, requesting to present a proposed settlement for Darcy Mohr v. City of Racine, ERD Case No. CR202202107, EEOC Case No. 26G202201242.

Recommendation of the Finance and Personnel Committee on 03-11-2024: To approve the settlement as discussed with the City funding 50% of the settlement.

Fiscal Note: Total settlement of \$90,000 with \$45,000 coming from City of Racine account #11202 53500 judgment and claims.

This item to be approved with the recommended settlement of \$90,000 with \$45,000 coming from City of Racine account #11202 53500 judgment and claims the remainder \$45,000 to be drawn from the Racine Public Library Fund Balance.

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

[0286-24](#)

Subject: Request for a leave of absence for Library employee Matthew Klug

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

[0287-24](#)

Subject: Consideration of the reinstatement of RPL-related privileges to two patrons whose Library-related privileges have been suspended

A motion to uphold the one year suspensions for the two patrons whose Library privileges have been suspended was made by Williams, seconded by Hargrove, that this file be Approved

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

Adjournment

A motion was made by Walt, seconded by Hargrove, to adjourn at 6:00 p.m.

Racine Public Library
Check Credit Card Purchases
March 2024

VENDOR NAME	FULL DESC	AMOUNT
ADOBE SYSTEMS INC	03/09/24-04/08/24 CREATIVE CLOUD & ADOBE STOCK	64.98
AGILIS LINXUP MOTOSF	MAR 2024 GPS FOR TRANSIT VAN	25.75
AMAZON MKTPLACE PMTS	MOUSE PAD & CHARGING CABLE	9.89
AMAZON MKTPLACE PMTS	CLEANSMART CLEANER	17.29
AMAZON MKTPLACE PMTS	AS - CHARCOAL PENCILS & TRACING PAPER	12.98
AMAZON MKTPLACE PMTS	3D PRINT FILAMENT	218.99
AMAZON MKTPLACE PMTS	TEEN - TRACING LITE PAD, FABRIC GLUE, MUSLIN & IRO	58.39
AMAZON MKTPLACE PMTS	YS - CANVAS PAINTING BOARDS	37.99
AMAZON MKTPLACE PMTS	YS - CRAFT BUTTONS & TOY FIGURES	75.19
AMAZON MKTPLACE PMTS	DSI - SILICONE COVER & WIRE BRUSH	20.58
AMAZON MKTPLACE PMTS	DSI - CRAFTING SUPPLIES	98.14
AMAZON MKTPLACE PMTS	PRINT MATERIAL	7.48
AMAZON MKTPLACE PMTS	PRINT MATERIAL	11.42
AMAZON MKTPLACE PMTS	PRINT MATERIAL	13.36
AMAZON MKTPLACE PMTS	AV MATERIAL	30.41
AMAZON MKTPLACE PMTS	AV MATERIAL & BBC	22.40
AMAZON MKTPLACE PMTS	FFC - CARD GAMES	17.38
AMAZON MKTPLACE PMTS	BBC - PORTABLE DVD PLAYER	39.99
AMAZON MKTPLACE PMTS	GAME & WOODEN TOY	50.96
AMAZON MKTPLACE PMTS	GAME	55.44
AMAZON MKTPLACE PMTS	CARD GAME	14.99
AMAZON MKTPLACE PMTS	BBC - DARTBOARD GAME	32.99
AMAZON MKTPLACE PMTS	AV MATERIAL & BBC	67.96
AMAZON MKTPLACE PMTS	3D PRINTER	295.00
AMAZON MKTPLACE PMTS	MOUSE PAD & CHARGING CABLE	22.98
AMAZON MKTPLACE PMTS	FILTER CABLE CLIP	13.99
AMAZON SERVICES KIND	BBC - VARIOUS COLLECTION ITEMS	253.25
AMZN MKTP US MB5JN6M	PRINT MATERIAL	23.98
AMZN MKTP US MB5JN6M	FLASH CARDS	6.98
BAMBULAB USA INC	MINI 3D PRINTER	479.00
BARRETT MEMORIAL LIB	PRINT MATERIAL	25.00
BEST BUY	CHROMEBOOK FOR STAFF (1)	299.00
BEST BUY	CHROMEBOOKS FOR STAFF (2)	598.00
BRODART CO	PRINT MATERIAL: B6744658, B6745656, B6745865, B674	174.29
BRODART CO	PRINT MATERIAL: B6749376, B6751100, B6750952, B675	50.28
BRODART CO	PRINT MATERIAL: B6752470, B6753269, B6753101, B67	103.07
BRODART CO	PRINT MATERIAL: B6756058, 6755918, 06754216, 67534	121.15
BRODART CO	PRINT MATERIAL: B6759092, 6757772, 6759728, 676125	160.27
BRODART CO	PRINT MATERIAL: 6759743, 6759879, 6758272, 6761265	42.43
BRODART CO	PRINT MATERIAL: B6744658, B6745656, B6745865, B674	1,150.78
BRODART CO	PRINT MATERIAL: B6749376, B6751100, B6750952, B675	656.50
BRODART CO	PRINT MATERIAL: B6752470, B6753269, B6753101, B67	820.99
BRODART CO	PRINT MATERIAL: B6756058, 6755918, 06754216, 67534	674.05
BRODART CO	PRINT MATERIAL: B6759092, 6757772, 6759728, 676125	754.12
BRODART CO	PRINT MATERIAL: 6759743, 6759879, 6758272, 6761265	667.88
BRODART CO	APRIL 2024-MARCH 2025 ELECTRONIC MATERIAL	3,900.00
CANVA FOR WORK YEARL	FLYERS	180.00
CENTRAL NATIONAL GOT	COPIER PAPER (20 CS)	801.00
CLEANCO RACINE INC	FEBUARY 2024 JANITORIAL SERVICE	2,500.00

CONSTANT CONTACT	EMAIL MARKETING PLAN	131.25
DOLRTREE	DSI - METAL WREATH RING	15.00
FACEBK 8YTACDXJM2	PROGRAM ADVERTISING	1.30
FACEBK 8YTACDXJM2	PROGRAM ADVERTISING	29.24
FESTIVAL FOODS	REFRESHMENTS FOR STAFF MTG	45.00
FOREIGN VENDOR	03/05/24-04/05/24 VOICIFY CREATOR	9.99
FORWARD TS LTD	01/30/24-02/28/24 SHARP COPIERS CONTRACT BASE RATE	389.12
FORWARD TS LTD	FREIGHT ON COLLECTION CONTAINERS	17.55
FOUR SEASONS LAWNCAR	JANUARY 2024 - SALTING WALKWAYS	80.00
FOUR SEASONS LAWNCAR	FEBUARY 2024 - SALTING WALKWAYS	250.00
GFL ENVIRONMENTAL IN	MAR 2024 GARBAGE & RECYCLING COLLECTION	429.62
GRAMMARLY	FIND & CORRECT ERRORS IN WRITTEN WORK	139.95
GREAT AMERICA FINANC	SHARP COPIERS (3) LEASE PYMT	283.35
HOME DEPOT USA INC	WATER JUGS (7 EA)	54.18
LAFORCE	REPLACEMENT PART FOR MEN'S 2ND FLR BTHRM DOOR	702.46
LIBRARY JOURNALS	PROJECT MANAGEMENT FUNDAMENTALS (5 STAFF)	1,270.75
MIDWEST TAPE LLC	AV MATERIAL	13.55
MIDWEST TAPE LLC	AV MATERIAL	23.76
MIDWEST TAPE LLC	AV MATERIAL	6.58
MIDWEST TAPE LLC	AV MATERIAL	15.84
MIDWEST TAPE LLC	AV MATERIAL	21.47
MIDWEST TAPE LLC	AV MATERIAL	3.29
MIDWEST TAPE LLC	AV MATERIAL	10.91
MIDWEST TAPE LLC	AV MATERIAL	18.48
MIDWEST TAPE LLC	AV MATERIAL	21.47
MIDWEST TAPE LLC	AV MATERIAL	6.58
MIDWEST TAPE LLC	AV MATERIAL	23.76
MIDWEST TAPE LLC	AV MATERIAL	3.29
MIDWEST TAPE LLC	AV MATERIAL	10.56
MIDWEST TAPE LLC	AV MATERIAL	88.45
MIDWEST TAPE LLC	AV MATERIAL	116.16
MIDWEST TAPE LLC	AV MATERIAL	76.98
MIDWEST TAPE LLC	AV MATERIAL	78.72
MIDWEST TAPE LLC	AV MATERIAL	184.42
MIDWEST TAPE LLC	AV MATERIAL	39.99
MIDWEST TAPE LLC	AV MATERIAL	35.52
MIDWEST TAPE LLC	AV MATERIAL	95.33
MIDWEST TAPE LLC	AV MATERIAL	146.17
MIDWEST TAPE LLC	AV MATERIAL	64.98
MIDWEST TAPE LLC	AV MATERIAL	118.11
MIDWEST TAPE LLC	AV MATERIAL	41.99
MIDWEST TAPE LLC	AV MATERIAL	73.46
MINSKY-KELLY, DEBRA	FEB CLINICAL SUPERVISION OF SOCIAL WORKER	300.00
MOHR, DARCY JEAN	MOHR SETTLEMENT AGREEMENT (TM2022-0141)	45,000.00
PACKERLAND RENTAMAT	FLOOR MAT RENTAL	255.91
PACKERLAND RENTAMAT	FLOOR MAT RENTALS - 2 INVOICES 3099673 & 3099674	169.26
PAYPAL	BBC - BAG	28.74
PLAYSCAPES	COTTAGE W/BOOKCASE & MAT	520.67
QUADIENT INC	IMPRESS POSTAGE DOMESTIC MAIL	288.32
RENTOKIL NORTH AMERI	FEB 2024 PEST CONTROL MAINT	62.70
RENTOKIL NORTH AMERI	MAR 2024 PEST CONTROL MAINT	62.70
SHOWCASES	CD CASES	302.40
SP EXPLORESCIENTIFIC	AS - SUN CATCHER SOLAR ECLIPSE GLASSES	112.50

THE N2 COMPANY	STROLL WING POINT ADVERTISING	150.00
VOXIMPLANT.COM	CALL CENTER & EMAIL	30.00
WAREHOUSE DIRECT INC	MAR 2024 OFFICE SUPPLIES - 2 INVOICES: 5682981-0 &	636.29
	Total	68,887.01

Racine Public Library Executive Account Summary
Account Balances March 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	-0.29	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	-1,063,105.50	-1,043,498	50.50	*contribution typically received in August*
Library Fines & Fees	-10,000	-4,528.39	-5,472	45.30	
Library Misc Fees	-3,000	0.00	-3,000	0.00	
Interest Income	-5,000	-10,420.56	5,421	208.40	
Donations/Contributions	-25,400	-20,009.00	-5,391	78.80	
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	-3,379,381	-1,259,039	73%	
Salaries	2,002,181	388,334.97	1,613,846	19.40	
Part Time Salaries	714,174	119,181.78	594,992	16.70	
Overtime	6,000	59.11	5,941	1.00	
Residency	48,493	13,553.44	34,940	27.90	
FICA	224,708	37,249.70	187,458	16.60	
WRS	167,623	28,073.32	139,550	16.70	
Health Care	562,500	140,625.00	421,875	25.00	
Mileage	4,000	1,052.01	2,948	26.30	
Contracted Services	81,707	39,217.54	42,489	48.00	
Property/Equipment Rental	18,000	4,581.06	13,419	25.50	
Advertising	8,000	1,480.92	6,519	18.50	
Office Supplies	14,500	2,807.45	11,693	19.40	
Postage & Shipping	4,000	1,361.27	2,639	34.00	
Work Supplies	22,000	4,775.67	17,224	21.70	
Janitorial Supplies	9,600	2,674.59	6,925	27.90	
Licenses Permits & Fees	100	0.00	100	0.00	
Memberships	3,610	558.00	3,052	15.50	
Utilities	150,000	31,671.08	118,329	21.10	
External Communication Service	17,720	1,236.95	16,483	7.00	
Judgment & Claims	0	45,000.00	-45,000	100.00	
Education/Training/Conferences	13,000	1,743.75	11,256	13.40	
Travel	6,000	1,093.48	4,907	18.20	
Building Repairs & Maintenance	15,000	5,879.48	9,121	39.20	
Equipment Repairs & Maintenan	16,000	147.21	15,853	0.90	
Grounds Repairs & Maintenance	10,000	1,420.00	8,580	14.20	
Software Maintenance	57,865	43,129.85	14,735	74.50	
I/S Building Occupancy	159,221	39,805.29	119,416	25.00	
I/S City Telephone System	7,035	1,758.75	5,276	25.00	
I/S Garage Fuel	8,000	1,539.17	6,461	19.20	
I/S Garage Labor	4,200	1,296.00	2,904	30.90	
I/S Garage Materials	1,575	1,105.86	469	70.20	
I/S Information Systems	13,500	3,375.00	10,125	25.00	
Equipment	12,500	1,825.45	10,675	14.60	
Computer Hardware	20,000	4,752.96	15,247	23.80	
Library Materials	20,000	3,224.96	16,775	16.10	
Library Materials-Print	108,000	18,305.45	89,695	16.90	
Library Materials-Serial	20,000	13,531.18	6,469	67.70	
Library Materials-Audio Visual	30,000	4,811.92	25,188	16.00	
Library Materials-Electronic	47,608	30,260.58	17,347	63.60	
Library Materials-Other	10,000	3,531.29	6,469	35.30	
Expense Total	4,638,420	1,046,031	3,592,389	23%	

Interim Executive Director Report for April 2024 Board Packet

NICK DEMSKE, INTERIM EXECUTIVE DIRECTOR REPORT

Personnel/Operations

As mentioned in last month's report, at the end of March, our two new FT librarians, Sean O'Toole and Joana Jackson, started in their new roles. This was a huge benefit to the adult department (and to the youth department, to some degree), just because we're closer to being fully staffed again for coverage. Huge thanks to Rebecca and Keiko, the supervisors in those departments, for working their scheduling magic over the last few months to make it work, and thanks also to the staff members from multiple departments who helped stretch even more than usual to make sure services continued until those FT roles were filled.

We did not have any other personnel shifts in March. However, since Sean and Joana were both internal promotions from their roles as Public Services Assistants, in April we posted for those roles and we will be hiring replacements in the next few weeks, hopefully.

Facilities

There are always a number of things happening, usually quietly and behind the scenes, to maintain our 65,000 foot facility and this month was no different. Our HVAC air compressor was replaced and services did not have to be interrupted at all. We also were able to have all of our outdated sprinkler heads in the building replaced, which required taking the system temporarily offline, but we were able to do this also without interrupting any services. The only maintenance that affected the public was some maintenance conducted on the elevator (installed a replacement board), during which the elevator was down for a few days. Fortunately, because of the second floor entrance now, accessibility was still available for all patrons of all abilities and the work was completed relatively quickly.

Meetings and Activities

I don't always report on them, but every month we typically have an all staff meeting where a number of presentations or continuing education opportunities are presented. In February, we had Jim Novy from Prairie Lakes Library system give an in-depth presentation on the catalog interface we use--sirs idynix--and even some of our veteran employees who have been using the system for over a decade learned new shortcuts and features. Last month, though, in March, we had three main elements to our staff meeting: since we replaced the AED devices in the building, we watched some videos on how to use them as a group. We also coordinated to have Judy Tippel, the Comprehensive Community Services Manager from Racine County, present to the staff on what the CCS program is and how we can refer patrons who could

benefit from the program to it. One of our staff members said to me afterwards they thought she was the best presenter we'd ever brought into a staff meeting.

Lastly, we had the distinct honor of (virtually) hosting Emily Drabinski, the current President of the American Library Association. I had the chance to meet Emily at UCLA this past summer, where she was an instructor at the Radical Librarianship Institute (which we received a \$10,000 grant from). I asked her months ago if she'd be willing to speak to our staff some time and she generously agreed to work us into her schedule for free. She gave the RPL sort of a brief state-of-the-library address, touching on the unique challenges libraries face right now, but also the unique opportunities we have before us. On the challenges side, she focused on the obvious and enormous increase in coordinated, interstate book ban attempts happening throughout the country right now. From the opportunities side, though, she discussed how much those ban attempts have unified communities behind the freedom to read, intellectual freedom, and general support for libraries in many ways. It is definitely not every day that a library like the RPL gets to be addressed by the President of the American Library Association, and we were definitely grateful to President Drabinski for being willing to give us some encouraging words about the work we do here at the RPL.

As always, many other programs and services kept going strong in March as well. As I mentioned would happen in the last report, three of the core team members of our Participatory Defense Hub presented at a virtual summit hosted by the Social Responsibilities roundtable of the ALA. They spoke on their experience building the first hub ever to be run at a library in the country and gave those in attendance guidance on how they could replicate the model in their own communities, at their own libraries.

Our podcast studio is live and picking up steam with the public, little by little. We had a soft opening for it so we could get the rhythm of how it worked before demand got too serious. Now that we have our feet wet with scheduling people to use it, we're actively soliciting known podcasters to do shows in the space and we're tentatively planning a grand opening in May, in conjunction with a bigger event we're hosting that month.

Lastly, the Friends of the RPL have been doing some really excellent work and moving more collaboratively than ever with the library proper and our staff. In March, they hosted a big donation drive for books and other materials and it was extremely successful, which means they have more materials to sell (to make more money to support library programming). For those who might be interested, remember to mark on your calendar that the Friends are hosting one of their BIG biannual book sales April 25th, 26th and 27th. Saturday the 27th will also be the day we host our big Local Author Showcase, so the library will be brimming with literacy and activity that day.

November Programming Statistics

The Library presented 48 programs in April, which reached a total participation of 607 people.

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

12 were for children ages 0-5.

6 Were for children ages 6-11.

4 were for young adults.

18 were for adults.

8 were for all ages.

This month's programs had an average attendance of 13.

Programs	Target Age Group	Type	Format	Participa nts	# of Program s
LEGO Club	Children 6-11	Group attending	In-person	18	1
Big Sisters of Greater Racine, Inc. visit the Innovation Lab	General Interest (all Ages)	Group attending	In-person	9	1
Preschool and Toddler STEAM time	Children 0-5	Group attending	In-person	13	1
Lapsit	Children 0-5	Group attending	In-person	9	1
"Dealing with Grief"	Adult (19+)	Group attending	In-person	2	1
Android 101	Adult (19+)	Group attending	In-person	1	1
Tuesday Tales	Children 0-5	Group attending	In-person	14	1
Family Storytime	Children 0-5	Group attending	In-person	33	1
Chess Mates	General Interest (all Ages)	Group attending	In-person	15	1
3D Printing for Kids	Children 6-11	Group attending	In-person	5	1
Class Visit (BEE Center 4K)	Children 0-5	Group attending	In-person	21	1
STEAM Workshops: Python Programming	Young Adult (12-18)	Group attending	In-person	5	1

Variety Lab	General Interest (all Ages)	Group attending	In-person	8	1
Gardening Class - Seed Starting 101	Adult (19+)	Group attending	In-person	22	1
Maker Monday	General Interest (all Ages)	Group attending	In-person	32	1
Lapsit	Children 0-5	Group attending	In-person	8	1
Stitch N Bitch	Adult (19+)	Group attending	In-person	7	1
Minecraft Junior	Children 6-11	Group attending	In-person	6	1
Afternoon Book Club	Adult (19+)	Group attending	In-person	7	1
Tuesday Tales	Children 0-5	Group attending	In-person	6	1
Afternoon Book Club	Adult (19+)	Group attending	In-person	6	1
Memories Cafe	Adult (19+)	Group attending	In-person	0	1
Family Storytime	Children 0-5	Group attending	In-person	36	1
Craft Time with Miss Keiko	General Interest (all Ages)	Group attending	In-person	45	1
Senior Dominoes	Adult (19+)	Group attending	In-person	6	1
Coffee and Conversation	General Interest (all Ages)	Group attending	In-person	4	1
Preschool and Toddler Steam Time	Children 0-5	Group attending	In-person	8	1
Lapsit	Children 0-5	Group attending	In-person	7	1
Tuesday Tale	Children 0-5	Group attending	In-person	20	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	19	1
Cutting the Cord	Adult (19+)	Group attending	In-person	7	1
Family Storytime	Children 0-5	Group attending	In-person	46	1

Chess Mates	Adult (19+)	Group attending	In-person	11	1
3D Printing Class for Kids	Children 6-11	Group attending	In-person	17	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	19	1
A Brie to Disa Brie	Adult (19+)	Group attending	In-person	4	1
Outreach to Red Apple	Children 6-11	Group attending	In-person	17	1
Senior UNO	Adult (19+)	Group attending	In-person	2	1
Michael Taylor	General Interest (all Ages)	Group attending	In-person	8	1
Outreach. Program: Cutting the Cord at Dr. John Bryant CC	Adult (19+)	Group attending	In-person	3	1
Stitch N Bitch	Adult (19+)	Group attending	In-person	7	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	19	1
Senior Art with Ken	Adult (19+)	Group attending	In-person	8	1
Seasonal Screams	Adult (19+)	Group attending	In-person	8	1
Transitioning to Senior Living 101	Adult (19+)	Group attending	In-person	8	1
Anime Night	Adult (19+)	Group attending	In-person	4	1
Coffee and Conversation	General Interest (all Ages)	Group attending	In-person	6	1
LEGO Club	Children 6-11	Group attending	In-person	21	1
TOTAL				607	48

Patron Services

In April, staff answered 1848 questions via phone and chat and 11433 in person. A total of 13281 questions were answered across all methods of communication. 86% of the reference questions were asked in person, while 14% were received over the phone or via chat.

Main Entrance People Counter	20742
Lake Ave Entrance People Counter	2864
Libby Checkouts	11597
Hoopla Checkouts	453
Total # of phone calls (reference)	885
Total # of phone calls (curbside)	429
Total # of phone calls	1314
Total # of questions via phone	1848
Avg. # of calls per day	50.54
Avg. # of calls per hour	5.57
Total talk time (reference)	3267.45 mins
Total talk time (curbside)	1238.95 mins
Total talk time	4506.4 mins
Avg. call length (reference)	3.69 mins
Avg. call length (curbside)	2.89 mins
In-person reference questions	11433
Total # of reference questions answered	13281
Computer usage - total logins	1300
Computer usage - total time	1251:55:00
Computer usage - avg. time per login	57.781 (mins)
Faxes	364
Scans	737

Social Worker report

submitted by Ashley Cedeño

Month: April 2024

Bus Passes

- Total bus passes given out:

Year/Month	2022	2023	2024
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January		27	0*
February		45	0
March		54	10
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 and non-swk library interactions): 280

**patron interactions do not include bus passes*

** prior to mid-2023, non-swk interactions were not tracked*

Year/Month	2021	2022	2023	2024
January		24	56	137
February		20	71	249
March		28	129	287
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: 79

General Non-Social Work Interactions (Library Assistance): 208

Need/Concerns:

Aging and Disability Resources	1
Applying for Benefits/Financial Assistance	16
Clothing/Laundry	
COVID-19	
Domestic Abuse	
Education	1
Emotional Support	2
Employment	13
Food Insecurity	
General Library Assistance provided by social worker	208
Healthcare	3
Housing	15
Relating to Incident Report or Crisis	10
Internet/Hotspot	9
Legal	5
Mental Health	
Re-entry Services	
Refugee Support	
Sensory Room	
Sexual Assault Services	
Substance Use	
Transportation (not including bus passes)	4

Veteran Services	
***Library Social Work Expertise requested	

**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:

- Evelyn Wiseman- had interview with MLiS student at University of Illinois, Chicago Re: Library Social Work

Continued Education (CE) or Training:

- 3/12/24; Substance Abuse Training Hosted by Ryan Dowd, Webinar
- 3/26/24; Fostering Connection: Addressing Library Employee Loneliness, Webinar

Other:

- Coffee and Conversation program
 - 3/14/24- 4 participants; Topic: What is your greatest fear?
 - 3/28/24- 6 participants; Topic: You House- Messy or Neat? Why? Where did that standard come from?
- Staff Coffee and Conversation
 - 3/8/24- 3 participants; Topic: Miracle question- Imagine you wake up tomorrow morning, and a miracle happened that solved all of your problems. What would your day look like?
- Hiring Committee for Adult Librarian II positions

CHRIS TOBIAS, CIRCULATION, OUTREACH AND TECHNICAL SERVICES SUPERVISOR

Circulation Report of March Activities 2024

RPL circulated a total of 38,859 in March of 2024. 35,817 items from Main and 3,042 items from the Bookmobile. February circulation was 38,068. Approximately 9,030 holds were placed and filled. 8,041 items loaned from our collection to other libraries, and 8,794 received for RPL

patrons. 442 new library cards were issued during the month of February. Circulation for Home Delivery Services was 2,735 transactions in the month of March..

Consortium sorting:

- In March staff inducted 80,739 items through the automated material handler (AMH).

Technical Services Report of March Activities 2024

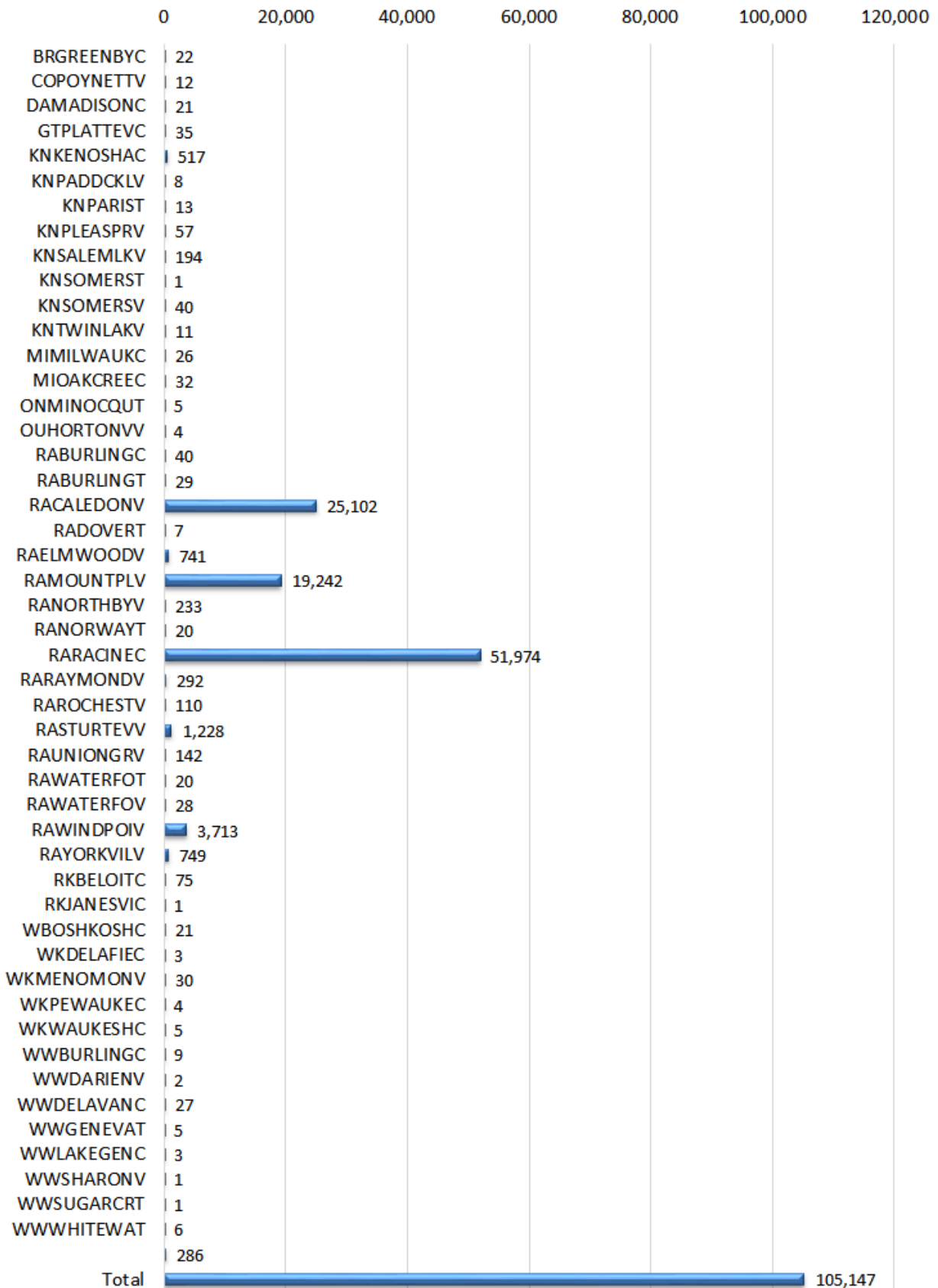
In March TSD staff placed orders for 288 items and received 569 previously ordered items. A total of 1,139 items were added to the library catalog.

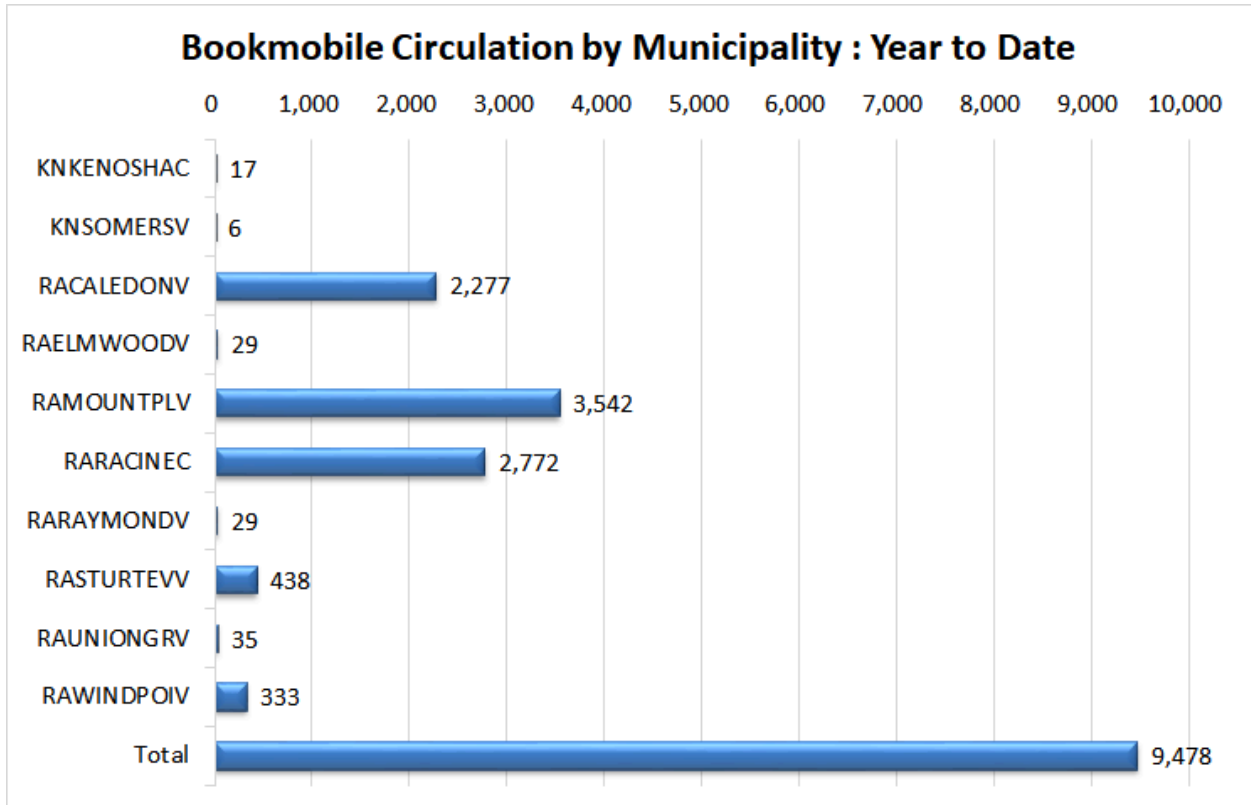
Circulation Statistics Year to Date

2024 Monthly Statistics	Jan-24	Feb-24	Mar-24	Total
Circulation				
Main	34,417	34,913	35,817	105,147
Bookmobile	3,281	3,155	3,042	9,478
Total	37,698	38,068	38,859	114,625
Home Delivery Service	2,216	2,241	2,735	7,192
Bulk Loans (Outreach)	350	310	405	1,065
Holds Placed	10,673	8,698	9,030	28,401
Interlibrary Loans				
SHARE Loaned	10,610	8,531	7,936	27,077
ILL Loaned (Lender filled)	158	98	105	361
Total Loaned	10,768	8,629	8,041	27,438
SHARE Received	8,870	8,068	8,447	25,385
ILL Received (Borrower filled)	166	170	347	683

Total Received	9,036	8,238	8,794	26,068
Overdrive Downloads				
Audiobooks	4,487	4,050	4,701	13,238
EBooks	5,100	4,553	4,934	14,587
Periodicals	2,098	1,934	1,962	5,994
Total downloads	11,685	10,537	11,597	33,819
Hours Open				
Main	240	235	230	705
Mobile	135.5	142	115	392.5
Total	375.5	377	345	1097.5
Library Cards Issued				
Adult	176	223	238	637
Juvenile	49	80	74	203
Restricted	4	2	9	15
Net Only	1	3	1	5
Home Delivery	1	3	1	5
Lost Cards	117	115	119	351
Total	348	426	442	1,216
AMH Inductions	86,526	81,306	80,739	248,571

Main Circulation by Municipality : Year to Date





Staff Continuing Education Activities

We had a reported total of 30.25 hours of CE from 8 staff members for April.

EVELIN GARCIA, BUSINESS MANAGER

Business Office

- Incident Reports (March)
 - 29 reports
 - 7 - disturbance
 - 3 - harassment
 - 2 - alcohol
 - 1 - trespassing
 - 5 - theft
 - 1 - endangered health
 - 10- other
 - 3 - informational
 - 2 - medical attention

- 4 - mess in men's bathroom
- 1 - urinating in bushes
- Being reviewed weekly at leadership meetings
 - To determine sanction for the offense
 - 7 - patron's will have privileges suspended for a year
 - 1 - patron will be suspended for a month

Historical Data 2023													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Total
Total	6	12	36	45	36	22	18	30	11	13	18	16	263
disturbance	1	7	16	8	10	10	8	13	4	4	8	7	96
harassment	2		2	2	3	3	3	3	1	2	2	3	26
alcohol		2	4	5	5			1	1	1	1	3	25
tobacco, vaping			2	7	1								10
trespassing			3	10	9		1	1		2		3	29
theft		1	5		3	3		5	2	2	2	1	24
endangered health				2	2	1	1	2	2				10
vandalism							1	2				1	4
other	3	2	4	11	3	5	3	3	1	2	2		39
Left personal belongings						2		1				1	4
Medical attention needed		2	1	2			2	1		1	1		10
Bomb threat			1										1
Patron's in building after hrs						1							2
Sexual			1										1
Bed bugs				1									1
Suspension letter				1									1
Sleeping at computer				2									2
Mental concern				4	1			1	1	1			8
Not dressed properly				1		1	1						3
Panhandlers					1	1							
Eating in restricted area					1								
Suspensions													41
1-month	-	-	-	12	-	2	4	-	-	2	3	-	23
12-months	-	-	-	1	7	2	3	1	1	1	1	1	18

- Purchasing
 - Monthly supplies request
 - Review of opportunities for savings
 - Purchasing request form / processes
- Foundation
 - Deposits
 - Accounts Receivable
 - Payables
 - Square Store
- Notary Services
 - 22
- Assist with Ruff Readers Program
 - Schedule Ruff Pals
 - Sessions are held M-TH
- Wednesday Lunch at the Library
 - Seeking vendors
 - Setting up sign-up
 - Liaison between environmental health and food vendor
- Assist with Personnel issues
 - HR Functions
 - Onboarding

- TMS
- Legistar
 - Agenda
 - Minutes
- Financials
 - Working on accounts with Finance to keep better track of expenditures
 - Analyze reports
 - Start 2025 projection

Building

- 2nd floor bathroom door automatic
 - Parts are being sought after

Training

- CVMIC
 - Dealing with Conflict (15 min)
 - External Communication (180 min)

Online Store

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

SHAY KING, HEAD OF BUSINESS DEVELOPMENT

Overview

Communications

March communications focused on the seed library restock, the free gardening classes we're hosting in partnership with UW-Extension, the Friends' donation day and upcoming book sale, the City of Racine early voting session in the library, the Women's History Month reading challenge, the spring break closure, the Lunch Break vendor search, and the restoration of the SHARE Anywhere app.

Program Marketing (4/11/24)

There are 71 more programs scheduled through the end of May. Copy is complete for all, 70 graphics are ready, 68 calendar events are posted, and 50 Facebook events are live. Facebook events are posted a few a day on an ongoing basis until complete. Programs not yet posted are recent submissions or programs with pending information.

The marketing team is spending April posting June through August programming, for which there are 77 submissions so far. At the time of writing, we're in the midst of preparing descriptions, with graphics and calendar events set to begin next week.

March Print Marketing Distribution

- Local author flyers: 750
- Online calendar of events QR code flyers: 231
- Bookmobile school-year schedule: 225
- March paper calendars: 170
- Stickers: 86
- Libby cards: 50
- hoopla cards: 25
- Libby bookmarks: 20
- Magnets: 20
- BadgerLink bookmarks: 20
- Total: 1,597

Training

- Ethical Leader Training - CVMIC Emerging Leaders Track (3 hours) (Head of Business Development)
- Power in the Grays - Lighting Mentor (17 minutes) (Head of Business Development)
- External Communication for Leaders - CVMIC Emerging Leaders Track (3 hours) (Head of Business Development)

Viewership and Engagement

Press and Advertising

In March, the library was referenced **in the media [at least 28 times](#)**.

Don Rosen Show Appearances

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.

March appearances:

- Friday, March 15: Evelin Garcia from the Business Office, 6:30-7:30 a.m.
- Thursday, March 28: Brianna Fuentes from Adult Services, 7-8 a.m.

Upcoming appearances:

- Thursday, April 25: Evelin Garcia from the Business Office, 7-8 a.m.
- Tuesday, May 7: Melissa Donaldson from the Innovation Lab, 7-8 a.m.
- Thursday, May 23: Shay King from Marketing, 6:30-7:30 a.m.

Wind Point Stroll

Our April ad promotes the Local Authors Showcase on April 27. Our April article focuses on plants and ecology elements in and around the building and includes a list of earth-themed reads for Earth Month.

Racine Theater Guild

The Stargirl playbill, which runs April 12 through 21, advertises the Local Authors Showcase on April 27. We also featured Stargirl in a few of our communications as part of our marketing partnership with the Guild.

Website

2024 Views & Visitors

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Visitors	8,921	7,502	7,741										24,164
Views	28,427	24,609	25,988										79,024

March's most-viewed pages:

- [Home](#) - 14,261 (3.7% up)
- [Calendar](#) - 1,844 (29.2% up)
- [Library GO!](#) - 562 (47.5% up)
- [Hours & Locations](#) - 496 (20.4% up)
- [Libby vs. hoopla](#) - 383 (24.9% down)

Homepage views peaked on Monday, March 25 (577), with 298 of sessions originating from Google. Calendar views peaked on Friday, March 8 (212), Friday, March 15 (160), and Friday, March 22 (150). Calendar views averaged 47 views a day throughout the rest of the month.

Google Business Listing

March Google profile views: 2,035 (5.6% up)

March appearances in search results: 1,010 (.8% down)

March calls from Google profile: 368 (2.9% down)

March direction requests: 551 (11.8% up)

March website clicks: 2,517 (2.1% up)

Our Google profile's busiest day was Monday, March 25 (154 interactions), mirroring our homepage's busiest day. This day was a light day for programs, featuring Cutting the Cord, the Anti-Racism Zoom Book Club, and Ruff Readers, along with the month-long Women's History Month Reading Challenge on Beanstack. That morning, we posted photos to Facebook of [a scarf made entirely with supplies given away through the Supply Swap](#) we've offered since December. The post solicited additional donations of crochet hooks, which may have prompted the spike in Google searches.

Reviews

SparkTheCat, 5 stars — Everyone there is super nice!!! There's a lot of books and they're willing to ship books to the library and put them on hold for you if you can't find what you're looking for! My experiences with this place have been nothing but good every time I have come here!!

Searches that led viewers to our profile

- “Library,” “library near me” and other variants (513+)
 - “Biblioteca,” “donde esta la biblioteca”
 - “Library card”
- “Racine Public Library, 7th Street, Racine, WI” and other variants (416+)
- Our hours (97+)
- Libraries in Caledonia and Sturtevant
- “Free notary public library near me”
- “Giant stuffed animal at eacine public library”
- “Racine public”
- Our Bookmobile
- Our events

Newsletter

March open rate: 29.8% (.1% down)

March click rate: .9% (12.5% up)

Current newsletter recipients: 18,682 (.3% down)

Most-opened newsletter: “Donate books and magazines for the upcoming book sale!” with the pre-header “Friends of the Library is getting ready for the Spring book sale. Donations welcome!” — March 29, 34.4% open rate.

Most-clicked newsletter: “Stop in for your Spring Seeds” with the most-clicked link to the [seed library restock calendar event](#) (149) — March 8, 1.3% click rate.

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

Social Media

Facebook

Current followers: 6,777 (2.7% increase)

March reach: 21,307 (85.4% up)

March posts: 69

Most-reached post: [Seed Library 2024 opening](#), March 8 - 2,304 reach

Most-reacted-to and -commented-on post: [Crochet share and supply swap donation request](#), March 25 - 44 reactions, 4 comments

Instagram

Current followers: 1,275 (1.1% up)

March reach: 362 (62.3% up)

March posts and stories: 10

Ads

In March, we did not run any Meta ads.

MELISSA DONALDSON, HEAD OF DIGITAL SERVICES AND INNOVATION

Programming

DSI Team hosted 15 programs in February with a total attendance of 222.

The DSI Team printed 44 items on the 3D printers for patrons.

The DSI Team did 11 laser engraved projects for patrons.

Tech Support

- Digital Services and Innovation Lab staff had 127 appointments with patrons this month, which is about 63.5 hours of work.
- DSI had ten support tickets come in from staff.

Partnerships

- Continue discussions on the Digital Divide. Planning a Digital Literacy Fair for May 18th from 10 am - 2 pm.
- Continue to partner with Tech Prize. Hosting Tech Prize Founders Meeting on 4/17 in the Innovation Lab.
- Melissa and Josiah continue our year-long partnership with Racine Montisorri to teach Computer Science Discoveries.
- Outreach Provided to Red Apple Elementary School.

Techmobile

- No activity this month.

Continuing Education

Melissa

- Emerging Leader Certification Program: External Communication for Leaders - 3 hours

Terrence

- Filament waste issues/settings on Bambu Labs printers 1 hour
- Bambu Labs CEO Dr Tao interview 1 hr
- The belt tension on Ankermake 3D printer 15 mins
- Google Drive for Desktop tips 45mins
- Petg printer filament information video Youtube 1 hr
- 3D Filament Tier List Video 45 mins
- Gmail organization options videos 2 hours
- Where Does the Money Come From Wisconsin Public Libraries webinar 1hr 10 mins
- BadgerLink Training Archives 1. Wisconsin Newspapers 20 mins
- Resin Storage and Disposal videos 1 hour Youtube
- Refiltering alcohol for resin printers Youtube 45 mins
- Recycling used 3D print filament / cost-effective? Youtube 45 mins