

BOARD OF TRUSTEES MEETING
September 16, 2010

AGENDA for the Racine Public Library Board of Trustees meeting to be held on Thursday, September 16, 2010 at 4:30 PM in the Peggy D. Martin Story Room

- I. Call to Order
- II. Public Comment
- III. Finance & Personnel Committee – Geoffrey Schiveley
No report
- IV. Items for Board Action
 1. Review 2011 budget request (from the City of Racine)(enclosure one)
 2. Review strategic plan documents developed by University of Wisconsin – Parkside MBA students and modified by the Library Director (to be presented at the meeting)
 3. Review revisions to the Staff Attendance Policy (enclosure two)
- V. Consent Agenda
 1. Approval of the minutes of the August 19 board meeting
 2. Personnel Report
Appointment Full Time: Ronald Datthyn
Resignation Part Time: Michael Tilley
 3. Approval of the vouchers and credit card purchases of the last month (enclosure three)
 4. Approval of the August 2010 financial report (to be presented at the meeting)
 5. Library Director's Report (enclosure four)

6. "Dashboard" Report (enclosure five)
- VI. Old Business
- VII. Items for the Next Agenda
- VIII. Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at 636-9170 at least 48 hours prior to the meeting.

BOARD OF TRUSTEES' MEETING
MINUTES
August 19, 2010

A regular monthly meeting of the Racine Public Library Board of Trustees was held on August 19, 2010 at 4:30 PM in the Peggy D. Martin Story Room.

Board members Karen Dagg, Robert Goepel, Jerome Maller, Douglas Miller, Dwayne Olsen, Geoffrey Schiveley, and Theron Snell were present. Aron Wisneski was excused. Donna Maldonado, Lee Martinez, and Sandra Riekoff were absent. The following people were also in attendance:

- Library Director Jessica MacPhail
- Business Manager Daniel Schultz
- Pam Belden, Director of Waterford Public Library
- Linda Rank, Waterford Public Library Board of Trustees
- Rebecca Ewald, Village Administrator, Village of Waterford
- Pat Ehler, Racine Public Library staff
- Mark Krause, Racine Public Library staff
- Sarah Corso, Racine Public Library staff
- Christine Cramer, Municipal Economics & Planning

President Douglas Miller called the meeting to order at 4:30 PM.

No members of the public were present nor had asked to speak.

Christine Cramer from Municipal Economics & Planning, a division of Ruekert/Mielke, gave a presentation on possible alternatives regarding future library funding. During the presentation, Board Members Donna Maldonado and Sandra Riekoff entered the meeting along with Racine City Administrator, Thomas Friedel. Mr. Olsen asked the Library Director to draft a proposal on how to proceed with recommendations made during the presentation. It was moved by Mr. Goepel and seconded by Mr. Olsen to refer the matter to the Finance & Personnel Committee. Motion carried.

Mr. Friedel, Ms. Cramer, and the guests from other libraries left the meeting.

It was decided, by consensus, to consider item number two under section five, "Review proposed changes to the Rules and Regulations Governing Use of the Internet Workstations and the Internet Access Acceptable Use Policy" before the Finance & Personnel Committee's report. It was moved by Mr. Schiveley and seconded by Mr. Maller to approve the changes to the policy. Motion carried.

Finance & Personnel Committee – Geoffrey Schiveley

The committee met on August 4. The board took up the recommendations of the committee under Section V number 1 of the agenda.

Action Taken by the Board

1. It was moved by Mr. Goepel and seconded by Mr. Schiveley to approve "Scenario 2" as outlined by the Administration for the library's 2011 budget request of the City of Racine. This included a) planning for a 1% wage increase, b) that four part time employees that are currently on the city's health insurance plan would remain there, and c) that a PTO payout for 2008 and 2009 would need to be made. Service cuts including eliminating the Rotary Readers program and eliminating the part time Programming Coordinator position were included in the motion. The motion was defeated.

It was moved by Mr. Maller and seconded by Mr. Goepel to approve "Scenario 1" as outlined by the Administration for the library's 2011 budget request of the City of Racine. This included a) planning for a 0% wage increase, b) that four part time employees that are currently on the city's health insurance plan would remain there, and c) that a PTO payout for 2008 and 2009 would need to be made. The motion did not include any recommendations as to how to handle the approximate \$89,000 deficit that would need to be accounted for. Motion carried.

2. Policy approved earlier in the meeting
3. It was moved by Mr. Goepel and seconded by Mr. Snell to approve the request to close the library to the public on September 1 due to the 2nd floor renovation work. Due to the amount of work staff members were going to be doing moving shelving and materials, the Library Director also asked if the library could provide pizzas for lunch for the staff. Motion carried.
4. No action was taken on the UW – Parkside Strategic Plan

Ms. Maldonado left the meeting.

5. It was moved by Mr. Olsen and seconded by Mr. Goepel to approve the Agreement between Lakeshores Library System and Racine Public Library for Resource Library Services of 2011. Motion carried.
6. It was moved by Mr. Goepel and seconded by Mr. Maller to approve the revisions to the Policy on Patron Behavior. Motion carried.

Consent Agenda

It was moved by Mr. Snell and seconded by Mr. Maller that the following items be approved as presented:

1. The minutes of the board meetings on July 15 and August 4
2. Personnel Report – no changes
3. The vouchers and credit card purchases of the last month
4. The July 2010 financial report
5. Library Director's Report
6. "Dashboard" Report

Motion carried.

Old Business

None

Items for the Next Agenda

1. UW – Parkside Strategic Plan

Having no further business to conduct, the meeting adjourned at 6:15 PM

Respectfully submitted,



Daniel Schultz
Recording Secretary

LIBRARY

Function

To make available books and other library materials and to provide information, meeting the general needs of all residents of the service area for education information and recreation. This purpose is pursued primarily through effective development of its own collections of materials and, secondarily, through access to sources and library materials outside the Racine Public Library by means of interlibrary and computer/telecommunications networks.

Authorized Full Time Equivalent

	<u>2010</u>	<u>2011</u>
Library Director	1.00	1.00
Manager/Technical Services	1.00	1.00
Manager/Adult & Youth Serv	1.00	1.00
Manager/Circulation & Extension Services	1.00	1.00
Librarian II	10.50	10.50
Business Manager/Acct.	1.00	1.00
Bookmobile Associate	1.00	1.00
Bookmobile Assistant	1.00	1.00
Computer Technician	1.00	1.00
Cashier/Business Asst.	1.00	1.00
Stationary Engineer	1.00	1.00
Page	1.78	1.78
Bookmobile Driver	0.38	0.38
Professional Substitute	0.87	0.87
LU I	16.87	16.74
LU II	2.63	1.63
LU III	6.00	6.00
LU IV	<u>3.00</u>	<u>2.00</u>
	<u>52.03</u>	<u>49.90</u>

Library
Departmental Summary

Fund: Special Revenue
Department: Library
Activity: Education and Recreation

	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Budget</u>	<u>2010</u> <u>As of 6/30/10</u>	<u>2010</u> <u>Estimated</u>	<u>2011</u> <u>Budget</u>
Expenditures					
Salaries & Fringe Benefits	\$ 2,724,254	\$ 2,770,331	\$ 1,272,137	\$ 2,770,331	\$ 2,753,494
Operating Expenditures	789,019	833,750	422,684	833,750	821,633
Inter-Departmental	161,778	161,661	81,879	161,661	164,943
Capital Outlay	139,588	15,000	31,403	-	15,000
Total Expenditures	<u>\$ 3,814,639</u>	<u>\$ 3,780,742</u>	<u>\$ 1,808,103</u>	<u>\$ 3,765,742</u>	<u>\$ 3,755,070</u>
Revenues					
Operating Revenue	\$ 1,574,312	\$ 1,687,296	\$ 758,087	\$ 1,651,296	\$ 1,695,550
Tax Levy	<u>2,060,527</u>	<u>2,093,446</u>	<u>2,060,446</u>	<u>2,060,446</u>	<u>2,059,520</u>
Total Revenues	<u>\$ 3,634,839</u>	<u>\$ 3,780,742</u>	<u>\$ 2,818,533</u>	<u>\$ 3,711,742</u>	<u>\$ 3,755,070</u>

Budget Comments:

The library continues to be squeezed by rising costs and flat revenues. Cuts in expenses will need to be made in 2011.

Library
Detail of Expenditures

Fund: Special Revenue
Department: Library
Activity: Education and Recreation

<u>Account Number</u>	<u>Description</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 As of 6/30/10</u>	<u>2010 Estimated</u>	<u>2011 Budget</u>
<u>Salaries & Fringes</u>						
255.000.5010	Salaries	\$ 1,496,791	\$ 1,546,801	\$ 678,961	\$ 1,546,801	\$ 1,533,937
255.000.5020	Other Salaries	456,068	435,091	226,037	435,091	424,805
255.000.5030	Overtime Salaries	1,933	1,300	952	1,300	1,300
255.000.5110	Wisconsin Retirement	199,713	213,400	92,718	213,400	229,008
255.000.5120	FICA	148,555	153,079	66,122	153,079	151,027
255.000.5130	I/S Health Insurance	401,370	401,517	200,759	401,517	399,254
255.000.5180	Longevity	19,824	19,143	6,590	19,143	14,163
	Total Salaries & Fringes	\$ 2,724,254	\$ 2,770,331	\$ 1,272,137	\$ 2,770,331	\$ 2,753,494
<u>Operating Expenditures:</u>						
255.000.5210	Mileage	\$ 5,152	\$ 4,500	\$ 1,635	\$ 4,500	\$ 4,590
255.000.5220	Reproductions	960	1,800	602	1,800	1,836
255.000.5230	Library Materials	281,132	252,000	130,639	252,000	252,000
255.000.5260	Janitorial Supplies	11,951	12,319	9,853	12,319	12,565
255.000.5270	Office Supplies	16,167	19,760	12,126	19,760	20,155
255.000.5290	Gas and Oil	2,603	4,000	1,532	4,000	4,080
255.000.5300	Work Permits	55	50	-	50	50
255.000.5310	Postage	15,450	15,000	10,461	15,000	15,300
255.000.5330	Processing & Circ Supplies	40,663	25,200	15,297	25,200	27,000
255.000.5340	OCLC Database Expense	17,116	19,631	-	19,631	19,819
255.000.5350	Internet Access	30,598	32,000	25,227	32,000	12,775
255.000.5360	Children & Adult Programs	6,585	6,400	2,967	6,400	6,500
255.000.5370	Library Promotion	3,212	5,000	1,981	5,000	5,000
255.000.5390	Small Tools	414	400	365	400	400
255.000.5430	Furn and Equip under \$5,000	7,525	25,000	8,977	25,000	27,000
255.000.5510	Utilities	141,052	155,355	62,747	155,355	158,462
255.000.5530	Telephone	2,585	2,100	1,887	2,100	2,904
255.000.5550	Repairs and Maintenance	73,635	55,000	36,759	55,000	56,100
255.000.5560	Equipment Rental	2,674	2,709	2,205	2,709	2,763
255.000.5570	Grounds Maintenance	5,225	7,500	1,455	7,500	9,850
255.000.5580	Travel	7,183	7,000	1,886	7,000	7,000
255.000.5590	Collection Agency	9,027	9,600	3,419	9,600	9,792
255.000.5610	Credit Card Bank Fees	1,026	640	287	640	653
255.000.5640	Training	6,069	10,000	5,911	10,000	10,000
255.000.5690	Security Services	42,829	40,634	18,639	40,634	41,447
255.000.5720	Maint./Dynix System	55,267	58,132	54,352	58,132	56,025
255.000.5740	Vehicle Maintenance	2,864	7,025	5,879	7,025	14,166
255.000.5830	Computer Software	-	9,650	5,167	9,650	10,551
255.000.5820	Computer Hardware	-	12,345	431	12,345	16,850
	Electronic databases					16,000
255.000.5970	Library Sunday Contingency	-	33,000	-	33,000	-
	Total Operating Expenditures:	\$ 789,019	\$ 833,750	\$ 422,684	\$ 833,750	\$ 821,633

Library
Detail of Expenditures

Fund: Special Revenue
Department: Library
Activity: Education and Recreation

<u>Account Number</u>	<u>Description</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 As of 6/30/10</u>	<u>2010 Estimated</u>	<u>2011 Budget</u>
<u>Inter-Departmental</u>						
255.000.5440	I/S Building Complex	\$ 118,359	\$ 118,340	\$ 59,170	\$ 118,340	\$ 120,379
255.000.5450	I/S Telephone	11,534	12,020	5,768	12,020	12,000
255.000.5470	I/S Fuel	6,633	8,620	3,583	8,620	9,100
255.000.5480	I/S Garage Labor	-	10,000	-	10,000	10,000
255.000.5490	I/S Garage Materials	18,106	5,500	9,768	5,500	6,000
255.000.5500	I/S Information Systems	7,146	7,181	3,591	7,181	7,464
Total Inter-Departmental		<u>\$ 161,778</u>	<u>\$ 161,661</u>	<u>\$ 81,879</u>	<u>\$ 161,661</u>	<u>\$ 164,943</u>
<u>Capital Outlay:</u>						
255.000.5760	Building Improvements	\$ 5,611	\$ -	\$ -	\$ -	\$ -
	HVAC Evaluation	-	-	-	-	-
	Replace Roof Areas 5-10	-	-	-	-	-
255.000.5770	Machinery & Equipment	-	-	-	-	-
255.000.5820	Computer Hardware	30,361	-	-	-	-
255.000.5830	Computer Software	11,045	-	-	-	-
255.699.5010	Carpet 2nd Floor (Trust)	-	-	-	-	-
255.699.5020	Remodel 2nd Floor (Trust)	68,159	-	31,403	-	-
255.987.5760	Building Improvements	-	-	-	-	-
255.989.5010	Carpet 2nd Floor (GOB)	-	-	-	-	-
255.989.5020	HVAC Energy Audit (GOB)	-	-	-	-	-
255.989.5030	Garage Door (GOB)	14,800	-	-	-	-
255.989.5040	Exterior Lights (Bldg Maint)	9,612	-	-	-	-
255.990.5010	HVAC Engineering, Plans & S	-	15,000	-	-	15,000
Total Capital Outlay:		<u>\$ 139,588</u>	<u>\$ 15,000</u>	<u>\$ 31,403</u>	<u>\$ -</u>	<u>\$ 15,000</u>

Library
Detail of Revenues

Fund: Special Revenue
Department: Library
Activity: Education and Recreation

<u>Account Number</u>	<u>Description</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 As of 6/30/10</u>	<u>2010 Estimated</u>	<u>2011 Budget</u>
<u>Revenues</u>						
255.000.6010	Tax Levy	\$ 2,060,527	\$ 2,093,446	\$ 2,060,446	\$ 2,060,446	\$ 2,059,520
255.000.6810	State Participation	20,000	20,000	10,000	20,000	15,000
255.000.6820	County Participation	1,390,181	1,336,696	668,348	1,336,696	1,352,392
255.000.6900	Interest	42,495	45,000	21,364	40,000	36,000
255.000.7000	Fund Balance	-	140,600	-	140,600	162,598
255.000.7400	Libr Misc/Reimbursements	19,699	20,000	10,945	20,000	20,000
255.000.7650	Fine & Fees	101,935	110,000	47,429	94,000	94,560
255.000.8000	Sales Tax Discount	3	-	1	-	-
255.020.6800	Library Grant Revenue	-	-	-	-	-
255.699.4860	Transfer from Trust Funds	-	-	-	-	-
255.000.4840	Transfer from Capital Projects	-	15,000	-	-	15,000
255.989.4840	Transfer from Fund 989	-	-	-	-	-
Total Revenue		\$ 3,634,839	\$ 3,780,742	\$ 2,818,533	\$ 3,711,742	\$ 3,755,070

RACINE PUBLIC LIBRARY

Staff Attendance Policy

Adopted by the Library Board August 15, 2002

From the City of Racine Non-Represented Employees Manual, 2001

Section B. General Work Rules

B-2 Attendance-Punctuality

Employees are expected to be at work every day and on time every day unless otherwise excused. Unexcused absenteeism and tardiness is one of the most difficult problems to correct and consequently supervisors should deal harshly with this problem. Absence from work for three consecutive working days without notification of either the employee's supervisor or the Human Resources Department may be grounds for immediate discharge.

B-3 Personal Appearance

Employees are expected to maintain a standard of personal appearance and grooming befitting their standing in the work community and appropriate for their job assignment.

B-5 Rest Periods

Employees are entitled to one fifteen minute rest period during each four hour work span as designated by the department head.

B-6 Excess Time

Employees who are defined as Administrative Managers, Department Heads, Administrative, Supervisory, or Professional personnel (namely, those employees who are exempt from the Fair Labor Standards Act) shall not be paid for excess time worked. However, the supervisors of said employees may grant requests for compensatory time off in lieu of payment on a limited basis consistent with employer work requirements. Excess time worked by those employees not defined above and not covered by a union agreement shall be paid at the rate of time and one-half the amount of time worked. Department heads are urged to keep overtime at a minimum and to use it in emergency situations only. Occasionally, unique departmental situations may arise preventing the payment of excess time. In these instances, time off at the rate of one and one-half times in lieu of payment may be granted, but only with the approval of the Administrative Manager and the Human Resources Department. Whenever possible, use of the excess time in these cases shall be made during the same pay period in which it was earned and not carried forward.

Racine Public Library Attendance Policy

If an employee arrives up to ten minutes late occasionally (less than once a week: once in two weeks, twice in three weeks, or three times in a month) this will be overlooked. The library expects that employees will stay to help patrons who are still in the library at closing time, and this balances out the occasional late arrival.

If an employee arrives up to ten minutes late more frequently than once a week, or arrives up to thirty minutes late, the employee must make up the time that day (take a shorter lunch break or stay later) or must use paid leave time, and must inform their supervisor.

If an employee arrives later than thirty minutes after their scheduled shift begins, they must use paid leave time.

Employees who are running late need to call their work area and either speak with or leave a message for their supervisor no later than 10 minutes after the start of the scheduled hours. In situations where the employee's absence will negatively impact public service, the Department Head should be contacted with enough time to obtain coverage.

Employees must take at least thirty minutes (unpaid) for a lunch break if they work longer than a six-hour shift. If employees wish to take only thirty minutes for lunch and they are not scheduled to be on a public desk, with the permission of their supervisor, they may either shorten their workday by thirty minutes, or they may work the full 8-hour day and earn 30 minutes compensatory time, which must be liquidated during that work week (defined as 12:01 a.m. Sunday through 12:00 p.m. midnight on Saturday) accordingly. Compensatory time earned and used during the work week must be documented on the employee's time sheet; separate application for leave need not be made.

Employees wishing to earn two hours of compensatory time during the week and use it on Friday may work six hours on Friday and then leave, without taking a lunch hour or a fifteen minute afternoon break.

Full-time employees working an evening shift are entitled to a paid dinner hour.

Employees are encouraged to use their compensatory time within the pay period that it is earned. However, **non-represented** employees may carryover up to 100 hours in compensatory time on December 31. This time will be paid to any employee leaving the library.

The Racine Public Library Unit, Article XXXII, paragraph E states, Employees may earn up to a total of 24 hours per year of compensatory time at time and one-half. Any time earned and not taken by the end of the calendar year shall be cashed out.

Exempt employees under the FLSA (department heads and the Administrative Manager) may earn compensatory time, hour for hour, for any hours worked over 40 in one work week with the exception of Sunday hours, when they may earn time and one half compensatory time.

Adopted by the Library Board August 15, 2002

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17139	CDW Government, Inc.	datalogic scanning laser stand	\$ 30.02
17139	CDW Government, Inc.	laser scanner and stand (1)	\$ 192.76
17139	CDW Government, Inc.	laser scanners (2)	\$ 385.52
17139	CDW Government, Inc.	stand for scanning laser	\$ 15.01
17140	Google.com	domain registr renewal for racinelibrary.info	\$ 10.00
17141	Newegg.com	22 in lcd hyundai computer monitor	\$ 167.98
17142	Newport Resort	deposit on room charge	\$ 35.00
17143	Olive Garden	lunch with vista volunteer	\$ 46.20
17144	planet battery.com	battery for ups in computer room	\$ 46.84
17145	The Red Onion Cafe	farewell lunch with 2 vista volunteers	\$ 29.11
17146	amazon.com	etched glass window film	\$ 99.18
17146	amazon.com	fiskar paper trimmer replacement blades	\$ 13.24
17147	best buy	replmt microwave for staff lounge	\$ 169.99
17148	Carthage College	the business of children's publishing workshop at	\$ 93.00
17149	City Gas	gas for panel van 9.232 gal at \$2.779 per gal	\$ 25.66
17150	Despins & Associates Plumbing Inc	water filter for staff room sink	\$ 65.00
17151	Domain Registry of America	domain name for racine reads	\$ 95.00
17152	Jimmy John's #1253	gift card/srp prize	\$ 25.00
17153	Lee's True Value Hardware	rechargeable flashlight for emergency use	\$ 24.99
17154	Lieungh's on Lathrop	gas for panel van 17.793 gal at \$2.759 per gal	\$ 49.09
17154	Lieungh's on Lathrop	gas for panel van, 22.958 gals at \$2.629 per gal	\$ 60.36
17155	M&M Douglas Park Service	15.747 gal at \$2.799 per gal & replace left turn signal	\$ 59.03
17155	M&M Douglas Park Service	gas 20.429 gal at \$2.699 per gal & replace 2 bulbs	\$ 75.04
17156	Monkey Joe's	srp prize/gift card	\$ 20.00
17157	Nelson's Variety Store	program supplies	\$ 21.07
17157	Nelson's Variety Store	programming supplies	\$ 4.81
17158	Olde Madrid	gift card/srp prize	\$ 25.00
17159	Pick N Save #6851	refreshments for board mtg	\$ 3.99
17160	Pick N Save #6863	family night program expenses	\$ 23.20
17160	Pick N Save #6863	refreshments for teen program	\$ 9.39
17161	Renaissance Cinema	gift cards for srp prizes (3)	\$ 30.00
17162	Sanders Paint & Wallpaper Inc.	paint & supplies for staff bthrm's & darcy's office	\$ 153.85
17163	us postal service	first class stamps	\$ 44.00
17164	Victory Lane Car Wash	wash panel van	\$ 18.89
17165	A M Best Company Inc	2010 best key rating guide - l/h	\$ 160.95
17165	A M Best Company Inc	2010 best key rating guide - p/c	\$ 160.95
17166	Anderson Pest Solutions	pest control visit/august 2010	\$ 56.50
17167	Apex Key & Lock	installed keypad locks on staff lounge doors (2)	\$ 1,333.00
17167	Apex Key & Lock	keys made/electronic heads fixed	\$ 23.45
17167	Apex Key & Lock	lock cyls rekeyed/cd office area	\$ 227.00
17167	Apex Key & Lock	replace defect lever handle on bkm	\$ 415.00
17167	Apex Key & Lock	reprogram site line electronic lock	\$ 60.00
17167	Apex Key & Lock	service lock/rekey cylinder/NW corner double	\$ 130.00
17168	at & t	dept head cell phone usage	\$ 298.01
17169	Balestrieri Environmental & Development	asbestos removal/disposal in racine history room	\$ 1,680.00
17170	Belle City Fire Extinguisher Co., Inc.	annual fire extinguisher maint	\$ 240.65

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17171	blackstone audiobooks	ad audio	\$ 128.50
17172	Carthage College	business of childrens publishing wrkshp/kenosh wi/oct	\$ 93.00
17173	Center Point Large Print	ad lp fiction	\$ 213.06
17174	City Gas	gas for panel van \$2.79 per gal 18.204 gal	\$ 50.22
17175	The Council of State Governments	ad nf	\$ 58.50
17176	DEMCO, Inc.	kingsley ss book return bins (2)	\$ 8,114.00
17176	DEMCO, Inc.	processing supplies	\$ 256.23
17177	Downtown Racine Corporation	annual business membership	\$ 180.00
17178	Express Employment Professionals	temporary maint help for w/e 07/04 32 hrs	\$ 752.00
17178	Express Employment Professionals	temporary maint help for w/e 07/11 31 hrs	\$ 728.50
17178	Express Employment Professionals	temporary maint help for w/e 07/18 40 hrs	\$ 940.00
17178	Express Employment Professionals	temporary maint help for w/e 07/25 40 hrs	\$ 940.00
17178	Express Employment Professionals	temporary maint help for w/e 08/01/10 40hrs	\$ 940.00
17179	The Gale Group	ad fiction	\$ 28.79
17179	The Gale Group	ad lp fiction	\$ 432.22
17179	The Gale Group	ad nf	\$ 917.50
17180	Gordon Flesch Company, Inc.	canon in ad wrkrm 08/01/10 - 08/01/11	\$ 138.00
17181	hewlett packard	hp compaq 6000 pro microtower pcs (16)	\$ 7,952.00
17182	Interstate Electric Supply	electrical tape	\$ 4.12
17182	Interstate Electric Supply	metal halide lamps/400 w (4)	\$ 112.96
17183	LexisNexis Matthew Bender	ad nf	\$ 126.86
17184	LogisTech, Inc.	wi elkhorn directory	\$ 33.31
17185	Merchants	relocation of staff office furniture	\$ 420.00
17186	Midwest Tape	juv cd	\$ 12.79
17186	Midwest Tape	juv dvd	\$ 11.99
17187	MindWare	juv toys	\$ 30.35
17188	Minitex Library Information Network	tattletapes cd strips	\$ 2,427.00
17189	Office Copying Equipment Ltd	copies used from 06/30/10 - 07/30/10 b/w 9663 c 4696	\$ 488.06
17190	Random House Inc	ad audio	\$ 137.95
17190	Random House Inc	ad cd	\$ 18.00
17191	recorded books	ad audio	\$ 192.51
17191	recorded books	ad dvd	\$ 33.00
17192	Sprint	internet connectivity/2 wireless modems on bkm	\$ 171.98
17193	staples business advantage	toner cartridge	\$ 88.99
17194	TDS Metrocom	internet access/public workstations	\$ 316.84
17194	TDS Metrocom	internet connectivity/public terminals	\$ 312.16
17195	U.S. Toy Co/Constructive Playthings	juv toys	\$ 23.99
17196	Waste Management of Wisconsin	garbage/recyclables collection/august 2010	\$ 189.30
17197	World Book Inc	ad nf	\$ 849.00
17200	amazon.com	ad cd	\$ 73.00
17200	amazon.com	ad dvd	\$ 888.26
17200	amazon.com	ad fiction	\$ 67.08
17200	amazon.com	ad nf	\$ 17.18
17200	amazon.com	as dvd	\$ 15.85
17200	amazon.com	juv cd	\$ 123.47
17200	amazon.com	juv fiction	\$ 69.29

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17200	amazon.com	juv nf	\$ 50.74
17208	Baker & Taylor Books	ad audio	\$ 369.94
17208	Baker & Taylor Books	ad cd	\$ 1,156.41
17208	Baker & Taylor Books	ad dvd	\$ 22.49
17208	Baker & Taylor Books	ad fiction	\$ 3,486.93
17208	Baker & Taylor Books	ad nf	\$ 4,960.10
17208	Baker & Taylor Books	ad video	\$ 1,433.82
17208	Baker & Taylor Books	juv easy books	\$ 2,368.01
17208	Baker & Taylor Books	juv fiction	\$ 1,053.32
17208	Baker & Taylor Books	juv nf	\$ 1,572.22
17208	Baker & Taylor Books	juv paperbacks	\$ 590.56
17208	Baker & Taylor Books	juv video	\$ 681.68
			<u>\$ 54,816.76</u>

EXPENDITURES PAID BY CHECK

Voucher #	Vendor	Description	Amount
6437	AVcafe	juv music cds	\$ 106.95
6438	Bohm Electric Co.	repair contactor in lighting panel 2nd floor	\$ 306.75
6439	Brianamichelle Habeck	lost book paid for later found	\$ 20.50
6440	Farron Bussian	mileage reimbursement/july 2010	\$ 20.58
6441	Anne Callaghan	2010 wla annual conference/nov 2-5, 2010/wisconsin	\$ 357.00
6442	CD Baby	juv cds	\$ 60.37
6443	Fred Fischer	technology planning comm/waterford wi/8-4-10	\$ 25.00
6444	Horicon Public Library	forward lost chrg to other share library	\$ 40.00
6445	Joseph Zold	lost book paid for later found	\$ 20.00
6446	Robert Margis	mileage reimbursement/june 2010	\$ 47.50
6447	Paul Nickell	lost book paid for later found	\$ 20.00
6448	Per Mar Security Services	security guard services/weeks ending 7/10 & 7/17/10	\$ 1,442.12
6449	Perfecturf Lawncare	lawn care/july 2010	\$ 650.00
6449	Perfecturf Lawncare	mow grass/july 2010	\$ 175.00
6450	Velvet Touch Laundromat	puppet/toys laundered	\$ 25.50
6451	Central Technology Inc	self check machine annual maint contract	\$ 995.00
6452	Fence Magazine Inc	adult non fiction	\$ 28.80
6453	Lakeshores Library System	oclc chrgs/other small consortium chrgs	\$ 20,428.84
6454	Ann Lininger	mileage reimbursement/aug 2010	\$ 25.00
6455	Maris Associates	adult dvds	\$ 58.41
6455	Maris Associates	juv non fiction	\$ 111.51
6456	MJI	janitorial services/july 2010	\$ 4,274.48
6457	Racine Heritage Museum	adult non fiction	\$ 23.85
6458	Rebecca Spika	teen program at rec	\$ 70.00
6459	Unique Management Services, Inc.	placements with collection agency/july 2010	\$ 599.65
6460	UPS	shipping charges	\$ 69.43
			<u>\$ 30,002.24</u>

Library Director's Report
September, 2010

Activities:

- Library closed on Wednesday, September 1 to re-organize first floor; second floor closes to the public September 2
- Second floor renovation continues through Thanksgiving
- Webinar, "Context, Focus and Quality in the Library Discovery Experience"
- Webinar, "Creating A Virtual Orientation for New Staff"
- Two-day training on "Teams and Process Improvement," following up on LEADS training
- With Amber Richardson, the 2010/2011 VISTA member, and Becky Spika, Program Coordinator, staffed library card registration table at School Supplies Giveaway at Festival Hall
- Met with Tom Freidel, City Administrator, and Dave Brown, Finance Director, along with Doug Miller, Library Board President; followup meeting including Mayor John Dickert and Dan Schultz; 2011 budget was then submitted
- Met with Kristen Hewitt, Administrator of Lakeshores Library System
- Gave presentation to UW-P class, inviting them to participate in library's strategic planning process
- Recruited volunteers and staffed "welcome" kiosk at front door to guide patrons during first weeks of renovation

Routine Meetings:

- Department heads
- Lakeshores Library System Librarian's Advisory Committee
- Executive Board of Downtown Rotary as President-Elect
- Dragon Boat Festival Steering Committee (2010 Festival now over)
- Selection Committee of Overdrive (downloadable audiobooks, books, music and video)
- SRLAAW (System and Resource Library Administrators Association of Wisconsin)
- COLAND (Council on Library and Network Development)

Information:

- Amber Richardson, our continuing VISTA, began her work August 23
- Fundraiser at Barnes & Noble August 22nd, coinciding with their 10th anniversary in Racine; five titles were purchased from the Library Wish List table

Upcoming:

- Save the date: October 14, 2010, annual Lakeshores Library System Trustees Dinner Meeting

- 2010 Nonprofit Leadership Conference - Tuesday, October 19, 2010 - 2:30pm to 8:30pm, at the UW-Parkside Student Center

RACINE PUBLIC LIBRARY
"DASHBOARD" REPORT
AUGUST 2010

Collections	<u>Current month</u>	<u>YTD</u>	<u>YoY - 2009</u>
Circulation	91,133	713,592	91,881
Holds placed	11,362	87,411	11,045
Interlibrary loans	6,906	52,508	6,840
Self checkout machine usage	6,108	43,732	not avail
Materials budget expended (in percent)	7%	69%	5%
New items ordered	1,586	20,712	1,430
Donations added	484	3,200	404
Free documents added	1	168	26
Services			
Copies made (by public)	2,838	22,004	3,149
Internet usage	6,830	46,513	6,950
Visibility & Value			
Programs held	14	314	17
Program attendance	385	8,266	352
Press releases	5	39	0
Access			
Hours open	405	3,041	397
Circulation per hour open	225	235	231
Library visitors	29,033	236,809	28,938
Subject headings & authorities established	1,427	13,649	1,697
Materials mended	912	9,779	1,441
Older materials discarded	2,014	24,098	3,068
New library card registrations	628	4,117	568
Revenue			
Unrestricted gifts	\$0	\$2,290	\$0
Memorials, restricted gifts	\$100	\$2,533	\$894
Special fund-raising events	\$0	\$0	\$0
Extraordinary revenues or expenditures	\$0	\$2,909	\$0